

VASSAR

VASSAR COLLEGE

Updated 2021

Administrator
Handbook

Welcome

We are pleased that you have chosen to become an administrator at Vassar College. We hope you find your work experience at the College to be productive, professionally engaging and personally enriching. The reputation that Vassar has achieved can only be continued by all members of the Vassar community contributing to its mission, goals, and priorities and by sharing its values of individual competency and mutual respect. In accepting employment at Vassar, you join a community committed to a continuing tradition of educational excellence. A goal of the College is that employees feel valued and respected.

The Administrator Handbook has been developed to inform you of the College's policies and practices as well as your rights and responsibilities. We also want to acquaint you with the benefits and services available to you. Because this handbook cannot cover every eventuality, please refer to other College documents or communications to fully clarify policies, practices and expectations. We particularly refer you to College Regulations, a summary of general rules of conduct that apply to all members of the community.

While this Administrator Handbook is not an employment contract, it does articulate the employment policies and other terms under which you are employed. Employment, for most members of the Vassar administration, follows the principle of "employment at will"; either the employee or the employer is free to sever the employment relationship, at their own discretion without cause, as long as College policies and applicable laws have been followed.

We invite you to share with us your questions and thoughts about work life at Vassar College. Please feel free to contact the Office of Human Resources to assist you with any matter that concerns you and your employment at the College.

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1.0 Employment Policies

1.1 Equal Opportunity/Affirmative Action, Title IX

Vassar College is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

Employees, students, applicants or other members of the College community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic. The College's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to Vassar College Office of Equal Opportunity and Affirmative Action.

Office of Equal Opportunity and Affirmative Action
Location: Main Building, South 182
Mailbox: Vassar College, Box 645
Website: <https://eoaa.vassar.edu/>
Phone: (845) 437-7924

EXTERNAL REPORTING OPTIONS: Individuals with complaints of this nature also have the right to seek recourse from outside of the college by filing a complaint with the Office of Civil Rights, the NY State Division of Human Rights or federal Equal Employment Opportunity Commission (EEOC) (employees).

U.S. Department of Education Office of Civil Rights, Headquarters
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TTY#: (800) 877-8339
Email: OCR@ed.gov
Website: <https://www.ed.gov/ocr>

Office for Civil Rights, New York Office
U. S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
Telephone: (646) 428-3800
Facsimile: (646) 428-3843
Email: OCR.NewYork@ed.gov

New York State Division of Human Rights
Phone: (888) 392-3644
Website: <https://dhr.ny.gov/complaint>

Equal Employment Opportunity Commission (EEOC)
New York District Office
33 Whitehall Street, 5th Floor
New York, NY 10004
Phone: 1-800-669-4000
Fax: 212-336-3790
TTY: 1-800-669-6820
ASL Video Phone: 844-234-5122
Website: <https://www.eeoc.gov/employees/howtofile.cfm>

1.2 Policy Against Discrimination and Harassment

Vassar is committed to the principles of integrity in an academic community, as articulated in the Statement on Civility and Responsibility. Vassar's policy is to prohibit discrimination or harassment in the administration of its educational policies, admissions policies, scholarships and loan programs, athletics programs, or other College programs and activities, and of its faculty, administration, staff, students, or visitors.

The College prohibits discrimination on based on an individual's actual or perceived race, color, religion or religious belief, citizenship status, sex, marital status, disability, pregnancy, sexual orientation, gender identity or expression, national origin, military status or affiliation, predisposing genetic information/characteristics, familial status, domestic violence victim status, age, other characteristic protected by law, or participation in activities protected by law.

The Vassar College Office Equal Opportunity and Affirmative Action (EOAA) oversees, facilitates and supports the college's efforts to ensure equal opportunity for all persons regardless of protected characteristics and participation in protected activities in employment, educational programs and activities, and admissions.

Scope of Policy:

This policy prohibits discrimination against or harassment of members of the College community and guests. Its scope includes, but is not limited to, any individuals regularly or temporarily employed, studying, living, visiting, or having any official capacity at Vassar College (such as volunteers and contractors).

The filing of a complaint under this policy is independent of any external investigation or court proceeding. The College will not necessarily wait for the conclusion of any external investigation or proceeding before commencing its own investigation or proceeding and taking immediate steps to ensure the safety and well-being of members of the College community. An allegation of discrimination or harassment is not proof of prohibited conduct, and a claim will not be taken into account during performance review, promotion, reappointment, or other evaluation unless a final determination has been made that this policy has been violated or an agreement has been reached as part of an informal resolution process. If necessary and appropriate, decisions regarding extension, reappointment, or promotion may be deferred, in accordance with this policy, until any allegation is resolved.

Relationship to Academic Freedom and Responsibility:

As articulated in the Vassar College Statement on Academic Freedom, Vassar is dedicated to freedom of inquiry in the pursuit of truth and is vigilant in defending the right of individuals to free speech. This may include the introduction and discussion of controversial and challenging matters both within and beyond the classroom. However, discrimination and harassment are neither legally protected nor excused by reference to academic freedom or freedom of speech.

The Grievance Policy for Addressing Formal Complaints of Sexual Harassment Under the Title IX Regulations applies to all employees including Administrators and can be found in the College Regulations: <https://deanofthecollege.vassar.edu/documents/college-regulations/VassarCollegeRegulations.pdf>

Administrators are responsible for knowing and abiding by the full Discrimination and Harassment policy, which can be found in the "Discrimination and Harassment" section in the College Regulations: <https://deanofthecollege.vassar.edu/documents/college-regulations/e/>

Complaint Procedure

The College has two approaches for resolving complaints of alleged discrimination and harassment: informal resolution and the formal grievance processes. Informal resolution efforts and the formal grievance processes are not mutually exclusive, and neither is a prerequisite for the

other. Moreover, the informal resolution process may be ended at any time in order to initiate a formal complaint.

Individuals who believe that they have been victims of sexual or some other form of harassment can contact Vassar College Office of Equal Opportunity and Affirmative Action who will meet with them to hear their concerns and review available options for informal and formal resolution. Discussing a concern does not commit one to making a formal charge. However, an individual reporting harassment should be aware that the College may decide that it is necessary to take action to address the harassment beyond an informal discussion.

The College encourages the prompt reporting of any potential violations of this policy so that it can take appropriate steps to maintain an environment free of harassment and can ensure that its procedures are effective. While no fixed reporting period has been established, early reporting and intervention has proven to be the most effective method of resolving actual or perceived incidents of sexual and other forms of harassment.

For the full complaint procedure, reference the “Discrimination and Harassment” section in the College Regulations: <https://deanofthecollege.vassar.edu/documents/college-regulations/e/>

1.3 Policy Against Sexual Misconduct and Gender-based Violence

Sexual Misconduct Policy

Members of the Vassar College community, guests, and visitors have the right to be free from sexual violence. Vassar College is committed to fostering a community that promotes the prompt reporting of sexual misconduct and timely and fair resolution of sexual misconduct complaints. The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing, and voluntary consent prior to and during sexual activity. Vassar’s policy is to prohibit sexual misconduct. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

Sexual misconduct offenses include, but are not limited to, sexual harassment (see Policy Against Discrimination and Harassment above), non-consensual sexual contact or attempts to commit same, nonconsensual sexual intercourse or attempts to commit same, and sexual exploitation. Use of alcohol or other drugs will never function as a defense to a violation of this policy. The College will consider the concerns and rights of both the reporting individual and the accused.

The Grievance Policy for Addressing Formal Complaints of Sexual Harassment Under the Title IX Regulations applies to all employees including Administrators and can be found in the College

Regulations: <https://deanofthecollege.vassar.edu/documents/college-regulations/VassarCollegeRegulations.pdf>

Administrators are responsible for knowing and abiding by the full Sexual Misconduct policy which can be found in the “Sexual Misconduct and Gender-Based Violence” section in the College Regulations: <https://deanofthecollege.vassar.edu/documents/college-regulations/f/>

Intimate Partner Violence Policy

Vassar’s policy is to prohibit Intimate Partner Violence. Intimate Partner Violence is any instance of violence or abuse that occurs between those who are in or have been in an intimate relationship with each other. Abuse can be physical, sexual, emotional/ verbal, psychological and/or economical. This includes (but not limited to) any behaviors that frighten, intimidate, terrorize, manipulate, hurt, humiliate, blame, injure or wound someone.

Administrators are responsible for knowing and abiding by the full policy, which can be found in the “Sexual Misconduct and Gender-Based Violence” section in the College Regulations: <https://deanofthecollege.vassar.edu/documents/college-regulations/f/>

Stalking Policy

Vassar’s policy is to prohibit stalking. Stalking occurs when a person engages in repetitive behavior directed toward another person and knows or should reasonably know that such conduct is likely to alarm, harass, or cause reasonable fear of harm or injury in that person, or in a third party. The feared harm of injury may be to the person’s physical, emotional, or mental health, personal safety, property, education, or employment. Stalking may include, but is not limited to, unwanted visual or physical proximity to a person, repeatedly conveying oral or written threats, extorting money or valuables, implicitly threatening physical conduct, or any combination of these behaviors directed at or toward a person. All incidents of stalking will be taken seriously. When the stalker is anonymous, the college will investigate as thoroughly as possible using all available resources. The following are some examples of stalking type behavior:

1. Unwelcome communication, including, but not limited to: face-to-face, telephone, voice message, electronic mail, written letter, and/or contact; unwelcome gifts or flowers, etc.
2. Threatening or obscene gestures
3. Surveillance
4. Trespassing
5. Vandalism
6. “Peeping-tommy”
7. Voyeurism
8. Unwelcome touching or physical contact
9. Gaining unauthorized access to personal, medical, financial, and/or other identifying information, including, but not limited to: access by computer network, mail, telephone, or written communication.

Cyber-stalking is an extension of the physical form of stalking where electronic media such as the internet, pagers, cell phones, or other similar devices are used to pursue, harass or to make unwanted contact with another person in an unsolicited fashion and will not be tolerated. Some examples of cyber-stalking include but are not limited to: unwanted/unsolicited emails or instant messages, disturbing messages on online bulletin boards, unsolicited communications about a person, their family, friends, or co-workers, or sending/posting disturbing messages with another username.

Administrators are responsible for knowing and abiding by the full policy, which can be found in the “Sexual Misconduct and Gender-Based Violence” section in the College Regulations:

<https://deanofthecollege.vassar.edu/documents/college-regulations/f/>

Reporting Duties

Different people on campus have different reporting responsibilities and different abilities to maintain confidentiality, depending on their roles at the College and College policy. At Vassar, some individuals and campus resources can offer confidentiality while others have specific obligations to respond when they receive a report of a crime or a campus policy violation. Even offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek resolution.

Responsible Employees

Reporting an incident of sexual or gender-based misconduct to the Title IX coordinator or a “responsible employee” is official notice to the institution. Students have the right and can expect to have reports taken seriously by the institution, and to have those incidents investigated and properly resolved through administrative procedures. All “responsible employees” must report the incident to the Director of Equal Opportunity/Title IX Coordinator, who will determine the most appropriate course of action to ensure a prompt and equitable response. Formal reporting means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual.

All non-student employees, except those listed as Private Resources or Confidential Resources below, are designated as “responsible employees” when they receive reports or complaints of alleged gender-based discrimination including sexual harassment, sexual assault, and other forms of sexual misconduct involving students or supervisees. In addition, all non-student members of the campus community in unpaid official capacities (e.g., partners of faculty house fellows) or non-student volunteers (e.g., athletic team volunteer assistants) have the same reporting responsibilities as responsible employees.

Private Resources

A student may seek assistance from campus “private resources” without starting a formal process. These resources focus primarily on advocacy and support for students impacted by gender-based discrimination including sexual harassment, sexual assault, and other forms of sexual misconduct.

The following individuals are designated as “private resources:”

1. Student Fellows & House Student Advisors
2. Sexual Assault and Violence Prevention (SAVP) Director and Program Coordinator; (845)437-7863
3. Sexual Assault Response Team (SART) Advocates, (845) 437-7333 and ask for SART

Neither the college nor the law requires private resources to divulge personally identifiable information except in certain circumstances as described below. Some of these resources may need to share incident reports with their supervisors, but they will not share any personally identifiable information about the student’s report unless the student gives permission, except in the rare event that the incident reveals an imminent need to protect the student or other members of the community. If any personally identifiable information must be shared, the student will be informed, and it will only be shared as necessary with as few people as possible and making every effort to protect the student’s privacy.

Reporting Obligations under the Clery Act

Certain campus officials (called Campus Security Authorities, or CSAs) also have a duty to report sexual assault and other crimes for federal statistical reporting purposes; and to determine if there is a continuing threat to the safety of the campus community, which would require an alert. These reports may also need to be included in security department logs. All personally identifiable information is kept confidential. General incident location (on or off-campus, in the surrounding area, but no addresses are given) must be included for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety.

CSAs include employees who have significant responsibility for students, student groups and campus activities. College counselors, medical providers, and pastoral providers are not considered CSAs.

All Clery reports of sexual assault and other crimes should be reported to Safety and Security, (845) 437-7333, <https://security.vassar.edu/docs/Vassar-Clery-Incident-ReportForm.pdf>.

Anonymous reports can also be filed with the Sexual Assault Violence Prevention Program (SAVP) or with a Sexual Assault Response Team (SART) advocate.

Special Duties Involving Child Abuse or Mistreatment of a Minor

Individuals should report suspected child abuse and neglect, including sexual assault, to law enforcement and/or to the New York Statewide Central Register of Child Abuse and Maltreatment (sometimes referred to as the State Central Register or SCR) by calling one of the numbers listed below. It is not the responsibility of any employee, student or volunteer to investigate child abuse. This is the role of child protective services and law enforcement authorities. Vassar College must act quickly regarding all accusations of sexual or physical abuse. The source of abuse does not need to be known in order to file a report. If you suspect child abuse or neglect, do the following:

1. If a child is in immediate danger, call the police (911) immediately.
2. College employees and students should notify local law enforcement immediately when these situations are suspected.
 - a. Town of Poughkeepsie Police: (845) 485-3670.
3. Members of the college community may also contact the Vassar College Safety and Security Department at (845) 437-7333, but not before they contact local law enforcement.
4. If there is concern about abuse of a child by a parent or custodian call the Child Abuse Hotline:
 - a. Responsible employees should call (800) 635-1522.
 - b. All others should call (800) 342-3720.

Hearing

The College will proceed to the adjudication phase if, after an investigation, there is sufficient evidence to support reasonable cause and the matter is not resolved administratively. The adjudication phase consists of a hearing before a trained external neutral adjudicator and College liaison. The adjudicator will hear allegations of violations of College regulations involving sexual misconduct, stalking, dating/domestic violence and other similar incidents of gender-based harassment or violence defined in this Policy and will have received specialized training with respect to these issues. The Title IX Coordinator is responsible for this hearing process. At the conclusion of either the administrative resolution or hearing, written notice will be provided to both parties with the findings and sanction(s), if applicable, as well as a rationale for both.

The standard of proof used throughout this process will be a preponderance of the evidence standard, which means that the adjudicator will assess whether, based on the evidence and information available, it is more likely than not that the alleged conduct in whole or in part occurred.

The accused/respondent will be presumed “not responsible” for the alleged conduct until, and if, a finding of “responsible” is made pursuant to the terms of this policy.

1.4 Accessibility, ADA, and Accommodations

Office of Accessibility and Educational Opportunity

Vassar College is committed to providing individuals with disabilities equal access to the academic courses, programs, activities, services and employment at the College. In accordance with the provisions of Section 504 of Rehabilitation Act of 1973 and the Americans with Disabilities Act of (1990) 2008, the College strives in its policies and practices to assure not only nondiscrimination but to provide for the full participation of individuals with disabilities in all aspects of College life. In support of this mission, the Office of Accessibility and Educational Opportunity provides services to self-identified individuals with disabilities. The Office of Accessibility and Educational Opportunity also provides assistance in identifying appropriate

support and accommodations in the work environment for faculty and staff. Disabilities may include, but are not necessarily limited to, visual impairments, mobility and orthopedic impairments, hearing impairments, chronic medical conditions, learning disabilities, and psychological or emotional disorders.

The role of the Director of Accessibility and Educational Opportunity is to evaluate requests for accommodations and services based on the needs of self-identified students, faculty or staff members with disabilities, and to coordinate accommodations, auxiliary aids and services with appropriate College personnel. To ensure the provision of reasonable and effective accommodations, individuals must provide documentation of their disability or disabilities by an appropriate professional. Individuals with disabilities must also provide the Director of Accessibility and Educational Opportunity sufficient time to evaluate the request, to determine the appropriate course of action, and to implement appropriate accommodations and support services.

Requests for accommodations and auxiliary aids and services involve evaluation of the following criteria by the Director of Accessibility and Educational Opportunity and other Vassar faculty, administration, or staff, as appropriate:

1. whether the person meets the criteria for being otherwise qualified as an individual with a disability under the ADA and Section 504;
2. whether the disability is appropriately documented in writing by a qualified professional. The amount and type of required documentation will be based upon the nature of the disability and the nature and duration of the requested accommodation;
3. whether the requested accommodation or support service is appropriate to the needs of the person with the disability and appropriate for the academic course, program, activity or work environment;
4. whether the student, faculty or staff member will have equal access or opportunity without the accommodation or support service;
5. whether the accommodation will fundamentally alter the academic course, program, or essential requirements of the job;
6. whether an alternate accommodation or academic modification could be implemented to provide equal access and opportunity.

The Americans with Disability Act (ADA)

The Americans with Disabilities Act was signed into law in 1990, and revised by Congress in 2008. The ADA prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and activities of state and local government. Employers, labor organizations and joint labor-management committees must have nondiscriminatory application procedures, qualification standards, and must provide reasonable and appropriate accommodations to qualified individuals with disabilities.

Anyone who has a physical or mental impairment substantially limiting one or more major life activities, has a record of such impairment, or is regarded as having such impairment, is considered a person with a disability. In accordance with the provisions of the ADA and Section

504 of the Rehabilitation Act of 1973, disabilities may include, but are not necessarily limited to, visual impairments, mobility and orthopedic impairments, hearing impairments, chronic medical conditions, learning disabilities, and psychological disorders.

In terms of employment, the law defines a “qualified individual with a disability” as a person who can perform the essential functions of the job with or without reasonable accommodation. Accommodations are developed on an individual basis and in a partnership between the person with the disability and the employer. Accommodation solutions may involve equipment changes, workstation modifications, adjustments to work schedules, or assistance in accessing the facility, depending on the individual’s particular limitations and needs. Accommodations are based on the job tasks that must be performed, the functional limitations of the individual, and whether the proposed accommodation(s) will result in undue hardship to the employer.

The Office of Equal Opportunity and Affirmative Action has been designated to coordinate the College’s compliance with the Americans with Disabilities Act of 2008 and with Section 504 of the Rehabilitation Act of 1973. The office handles inquiries about compliance and investigates complaints of disagreements or denials of disability-related accommodations and services. Vassar College has adopted an internal appeals process for the prompt and equitable resolution of complaints or disagreements about accessibility, accommodations, auxiliary aids and services, and modifications to academic courses, programs, and activities.

Overview and Process for Employees Who Need Accommodation

Vassar College is committed to providing individuals with disabilities equal access to academic courses, programs, and activities of the college. In accordance with the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act as amended in 2008, the college strives in its policies and practices to ensure not only nondiscrimination but also to provide for the full participation of individuals with disabilities in all aspects of college life. In support of this mission, the Office for Accessibility and Educational Opportunity (AEO) provides services to self-identified students with disabilities. The AEO also provides assistance in identifying appropriate support and accommodations in the work environment for faculty and staff.

The Americans with Disabilities Act defines a disability as a physical or mental impairment that substantially limits one or more major life activities. These may include, but are not limited to, sensory loss, mobility and orthopedic challenges, chronic medical conditions, learning disorders, and psychological or emotional disorders.

ADA Accommodations for Employees

The Americans with Disabilities Act Amendments (ADAAA 2008) mandates employers to make workplace accommodations as requested by the qualified employee and supported by medical documentation, when requested. The ADA requires that the employer make reasonable

accommodations in order for the employee to perform the essential job functions unless the modification causes undue hardship to the employer.

Terms*

Qualified Employee– an individual who satisfies the skill, experience, education and other job related requirements of the position held and can perform the “essential job functions” of the position, with or without accommodation.

Reasonable Accommodation– a modification or adjustment to a job, the work or the environment or the way things are usually done that enables a qualified individual employee with a disability to attain the same level of performance, enjoy the benefits and privileges of employment available to a similarly situated employee without a disability. Reasonableness is determined by the resources of the total institution. Reasonableness does not include removing essential job duties, creating new jobs or providing personal needs items (i.e., eye glasses or mobility aids).

Essential Job Functions– those tasks that are required by the job established in the job description/advertisement or by contract.

Undue Hardship– the modifications requested are so significantly difficult, are overly extensive or disruptive or could adversely impact the actual running of the institution.

*Source: U.S. Dept. of Labor

Process for Employees Who Need Accommodations

1. Contact the Office of Human Resources, Manager of Leaves/Wellness to request an accommodation.
2. Manager will schedule a meeting to discuss the desired accommodation with the employee. Manager may ask for medical documentation of disability and suggested accommodation. The ADA allows employers to request medical documentation to establish that the employee has an ADA disability, to show the employee needs the requested accommodations and to help determine effective accommodation options.
3. Manager reviews requested accommodation w/AVP of Human Resources.
4. Manager and/or AVP of Human Resources consults with Director of Accessibility and/or Dept. Head or Dean of Faculty (for faculty requests) as appropriate regarding the accommodation request.
5. Manager consults with Facilities Operations as appropriate
6. Manager responds to the employee as promptly as possible verbally and follows up with written documentation.
7. Manager contacts employee to follow up if accommodations are satisfactory or additional steps are necessary.

1.5 Conflict Resolution Procedure

In many cases, employment-related problems are a misunderstanding or the result of poor communication that can be resolved by both parties through additional discussion and agreement. Members of the College community are encouraged to bring employment-related issues to the appropriate supervisor.

The College recognizes that a procedure for resolving employment-related complaints that cannot be settled through the normal channels of communication with your supervisor is important. All employees having such complaints have the right to be heard and may expect a fair resolution without the fear of jeopardizing their employment status.

The Office of Human Resources handles complaints pertaining to non-faculty employment-related matters. A member of the College community who has an employment-related complaint should contact the Office of Human Resources.

Office of Human Resources
Baldwin Hall
Telephone: (845) 437-5820
Email: humanresources@vassar.edu

1.6 Statement on Civility and Responsibility in an Academic Community

Vassar College is dedicated to freedom of inquiry in the pursuit of truth, and is vigilant in defending the right of individuals to free speech. The college, however, is also a community dedicated to the cultivation of an atmosphere in which all of its members may live and work free from intolerance, disrespect, or harassment. The college, therefore, defends free speech and also embraces the principle of civil discourse. In this regard, members of the college community accept constraints, similar to those of parliamentary debate, against personal attacks or courts of law against the use of inflammatory language. Under the rule of civility, individuals within the community are expected to behave reasonably, use speech responsibly, and respect the rights of others. Genuine freedom of mind is not possible in the absence of civility.

As a private institution, Vassar is a voluntary association of persons invited to membership on the understanding that they will respect the principles by which it is governed. Because Vassar is a residential college, and because it seeks diversity in its membership, individuals have a particular obligation beyond that of society at large to exercise self-restraint, tolerance for difference, and regard for the rights and sensitivities of others. When individuals violate their obligation to the community, such as through the denigration of groups within the college, it is not simply a matter for those particular groups, but it offends the sensibilities of the entire community. The strength and health of the college rests on the affirmation by all of its members of these principles of freedom with responsibility and respect for others.

1.7 Code of Ethics

As members of the Vassar College Administration, we bear responsibilities to preserve and strengthen all of the resources of the College – academic, human, physical, and financial. We are expected to accomplish our goals consistent with high standards of ethical practice and serve as role models for the staff who work with us. We recognize that our personal and professional conduct reflect upon this institution, on our various professions, and on higher education as a whole.

We embrace the values and standards outlined below:

- Respect for all members of the Vassar community;
- Honesty and civility in word and deed;
- Fair and just treatment of everyone with whom we interact as professionals;
- High aspiration for the quality of our contributions to the College;
- Avoidance of any conflict, or the appearance of conflict, between personal and institutional interests.

We recognize the importance of understanding, supporting and interpreting the administrative policies and procedures of the College. We seek to contribute constructively to their ongoing evaluation and reformulation, as professionals working among others who share the values and standards of conduct identified above.

We can contribute most constructively when we work under certain conditions, most notably:

- A professional and supportive work environment;
- Clear statements of the conditions of employment, the process for professional assessment, and the duties and responsibilities borne by individual administrators;
- Within our scope of authority and Vassar’s employment policies, the right to exercise judgment and perform duties without disruption or harassment;
- Freedom of conscience and the right to refuse to engage in actions that violate the ethical principles contained in this code or provisions of the law.

1.8 Standards of Conduct

Vassar College expects a high standard of employee conduct.

Certain violations of College regulations are so serious that they may call for immediate discharge or other appropriate disciplinary action. Such actions include, but are not limited to:

- refusing to carry out job duties or reasonable directives of the supervisor;
- deliberate or reckless action that causes either actual or potential loss to the College or employees, or damage to property or physical injury to employees;

- action that is or can reasonably be expected to be seriously detrimental to the College or its reputation;
- fighting or disorderly conduct on the premises or at a College-sponsored event;
- unauthorized disclosure or use of confidential or related material or information;
- misrepresentation, including falsification of reports or records, or deliberate failure to accurately complete reports or records;
- misappropriation of College funds or other assets;
- illegal or unauthorized possession of a weapon on College premises or at a College-sponsored event;
- theft or unauthorized removal of College property or of the property of others;
- willful discrimination in hiring, firing, pay, promotion, transfer, and conditions of employment of employees for reasons of race, color, religion or religious belief, citizenship status, sex, marital status, disability, pregnancy, sexual orientation, gender identity or expression, national origin, military service or affiliation, genetic information, age, familial status, domestic violence victim status, because the individual has filed a complaint, testified or assisted in any proceeding, or any other characteristics protected by law;
- sexual harassment, defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature;
- serious or continued violation of safety standards;
- threats;
- drug and alcohol use;
- any other material breach of the employment relationship;
- sexual relations with students or subordinates (Updated March, 2013).

Prohibited Conduct

The College strives to provide a safe and secure workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.

The College does not tolerate any type of workplace violence committed by or against employees or any other community member. Employees are prohibited from making threats or engaging in violent activities.

Any potentially dangerous situations must be reported immediately to a supervisor or the Office of Human Resources. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them.

Any employee determined to have made a threat or who engaged in violent activity will be subject to disciplinary action, up to and including termination.

1.9 Policy on Reporting Improper or Unlawful Activities and Prohibition of Retaliation

This policy governs the reporting and investigation of claims of certain types of improper or unlawful activities as defined below and the prohibition of retaliation against individuals reporting such activities. It describes the procedures to be followed for investigation of reports of improper or unlawful activities and for addressing complaints of retaliation for raising such issues. Nothing in this policy statement replaces the existing policies and procedures governing harassment and discrimination, equal opportunity, the handling of employment grievances and other personnel policies detailed in official handbooks and contracts governing employment conditions. This policy must be distributed to trustees, officers, and employees, and to volunteers who provide substantial services to Vassar College.

Policy

Vassar College (the “College”) seeks to achieve its mission as an educational institution by conducting its affairs ethically, and in full compliance with all federal, state and local laws. The College acknowledges its responsibility for the stewardship of public and private resources provided in pursuit of that mission. Vassar trustees, officers, employees, and volunteers (“Protected Persons”) are expected to adhere to high standards of professional and ethical conduct in carrying out their duties. The College’s Governance, policies, management, internal controls and operating procedures are designed to prevent, deter, and, if necessary, detect improper or unlawful activities. To these ends, the College has established the following procedures to investigate, address, and report, as appropriate, claims of improper activities. These procedures include measures to prevent, and if necessary to respond to, any retaliatory action taken against a Protected Person who, in good faith, reports improper activities.

“Improper activities” are defined, for purposes of this policy, as actions or failures to act by the College itself, or by its trustees, officers, employees, or volunteers in the course of their duties, which may result in either violations of Federal, State, or local law, or create a danger to public health or safety. The term also includes fraudulent or dishonest conduct by College officers or employees in the course of their duties, such as providing false or misleading information with regard to the College’s financial status, and violations of the College’s policies.

The College prohibits any retaliation against Protected Persons who in good faith report improper activities, who participate in an investigation pertaining to alleged improper activity, or who refuse to engage in what they believe in good faith to be illegal activities. A College trustee, officer, or employee may not use official authority, directly or indirectly, in order to discourage a Protected Person to come forward with a suspected improper activity.

Protected Persons are encouraged to use the procedures outlined below to report improper activities.

This policy is not a vehicle for reporting violations of the College’s applicable human resources policies, problems with co-workers or managers, or issues related to alleged employment discrimination or sexual or any other form of prohibited discrimination or harassment, all of

which should be dealt with in accordance with the applicable College policies. The matters that should be reported under this policy include suspected fraud, theft, embezzlement, accounting or auditing irregularities, bribery, kickbacks, misuse of the College's assets, or suspected regulatory, compliance, or ethics-related issues, concerns, or violations.

Procedures

1. How to Make a Report. A report of improper activities may be made by any Protected Person by writing to the Chair of the Audit Committee, in care of the Secretary of the Board (Vassar College Box 720) or, if the report involves the Chair of the Audit Committee, to the Chair of the Board of Trustees. The Chair of the Audit Committee is hereby designated to administer this policy.
2. Report in Writing. Reports of improper activities should be made in writing for the sake of clarity. Reports should be factual and contain the specific information that is known by the person making the report.
3. Report Promptly. Reports should be made promptly; the passage of time increases the difficulty of verifying allegations.
4. Handling of Reports. The Chair of the Audit Committee or the Chair of the Board of Trustees, as applicable, will ensure that an investigation appropriate to the allegation, including, if appropriate, the retention of legal counsel, accounting, or other specialists, takes place promptly and thoroughly. The College will treat the information provided with discretion and, to the extent permitted under law, confidentially. There may exist circumstances where the College is required to disclose information it is provided. The Chair of the Audit Committee or the Chair of the Board of Trustees, as applicable, will report the findings of any investigations to the Audit Committee.
5. Response to Violations. The Chair of the Audit Committee or the Chair of the Board of Trustees, as applicable, will review reports relating to investigations and will make recommendations as to appropriate responses to the Audit Committee of the Board of Trustees. The Audit Committee of the Board of Trustees will review all recommendations and will respond with remedial or disciplinary action as appropriate to a finding of improper activities. Any person who is the subject of a whistleblower complaint may not be present at or participate in Board of Trustees or Audit Committee deliberations or votes on the matter relating to such complaint, provided that the Board of Trustees or Audit Committee may request that such person present information as background or answer questions at a meeting prior to the commencement of deliberations or voting relating thereto. No trustee who is an employee of the College may participate in any Board of Trustees or Audit Committee deliberations or voting relating to administration of this policy.
6. Policy of Non-Retaliation. The College has a strict policy prohibiting any retaliatory action against any Protected Person who reports in good faith improper activities or who refuses to perform actions that a Protected Person in good faith believes would result in a violation of law. No Protected Person who in good faith reports any action or suspected

action taken by or within the College that is illegal, fraudulent, or in violation of any adopted policy of the College shall suffer intimidation, harassment, discrimination, or other retaliation or, in the case of employees, adverse employment consequences. Incidents of retaliation should be reported to the Director of Equal Opportunity for issues involving administrators or staff, to the Faculty Director of Affirmative Action for issues involving faculty, or to the Chair of the Board of Trustees for issues involving Trustees or volunteers, and such person will investigate and report the findings to the Chair of the Audit Committee. Reports of improper retaliation will be investigated promptly, and disciplinary action will be taken where the report is verified and/or substantiated.

7. Report to Audit Committee. All investigations and claims of retaliation under this policy will be compiled annually by the Chair of the Audit Committee, the Director of Equal Opportunity, and the Faculty Director of Affirmative Action and a summary written report will be provided to the Audit Committee.

1.10 Policy on Consensual Relations

Members of the administration are prohibited from pursuing or engaging in a romantic relationship with any current Vassar student. The prohibition is year-round and includes students participating in off campus or summer programs and students on leave.

The College recognizes that adults, including young adults, may make choices regarding personal relationships. However, a romantic or sexual relationship between an administrator and a student may jeopardize the student's academic program and the learning environment of other students and raises serious concerns regarding unequal status of power, validity of consent, conflicts of interest, and preferential treatment. For these reasons, an administrator's professional responsibilities are incompatible with a sexual or romantic relationship with a student. Administrators engaging in such relationships put themselves, students, the College, and its educational mission at risk. Such behavior subjects the College and the administrator to allegations and charges of sexual harassment and additional legal liability. Administrators are subject to disciplinary action up to and including termination.

The Office of Human Resources grants exemptions from this policy under reasonable circumstances. An automatic exemption to this policy shall be granted when the spouse or domestic partner of an administrator enrolls as a student. When an exemption is made, the Office of Human Resources notifies the Office of Equal Opportunity and Affirmative Action (EOAA) and makes arrangements, if necessary, to minimize any potential conflicts of interest.

An administrator who is involved in a romantic or sexual relationship with a subordinate employee must disclose its existence to their supervisor and must cooperate fully in making alternative arrangements for supervision, including work assignments and evaluation of performance. Failure to do so may result in disciplinary actions up to and including dismissal.

Potential violations of this policy are referred to the EOAA office; see investigations in the policy for discrimination and harassment. The standard of proof is clear and convincing evidence of a violation. If necessary, the EOAA office makes a recommendation to the Senior Officer and the Office of Human Resources. The Senior Officer, in consultation with the Office of Human Resources determines the appropriate disciplinary action.

1.11 Disciplinary Action

Under certain circumstances, the College will be required to address problems that are associated with an employee's performance, attendance, or violation of College regulations or policies. The approach used for corrective action is intended to maintain a productive and safe work environment for all employees and to ensure employees that they will receive fair and equitable treatment. Reference the "Corrective Action Guidelines for Administrative Employees" section below.

When a problem develops, the supervisor will meet with the employee to discuss the situation and to obtain information that will help determine the appropriate action to take. In most cases the necessary action will fall into one of two categories—progressive discipline or immediate termination.

Progressive discipline will be used for problems involving an employee's work performance, attendance or lateness. In most cases, disciplinary action should occur in progressive steps so that termination occurs only after efforts have been made to correct the performance issues. However, violations of some College regulations are so serious that immediate termination may be appropriate.

Corrective Action Guidelines for Administrative Employees

Serving the mission of a world-class institution requires a high level of professionalism, accountability, and productivity. Vassar College aspires to foster an inclusive and positive professional atmosphere for all of its employees. These guidelines are established in order to provide a structure that allows Vassar to maintain its high standards of performance, while also encouraging employees who may not be meeting expectations to improve their performance and ultimately flourish. The steps below are intended to promote clear communication between supervisors and non-union administrative employees about job expectations and fulfillment of those expectations—as related to attendance, job performance, and behavior at work. This approach to professional development facilitates learning and improving together to ultimately create the inclusive and positive atmosphere we need to sustain our mission as a world-class institution of higher education.

Overview

Administrators in both supervisor and supervisee roles are expected to perform according to the highest standard of ethics, honesty, and work performance. The procedures below help clarify the

process by which supervisors and supervisees can communicate explicitly about and achieve expected work results. Before initiating corrective action that includes an oral, written, or final written warnings, supervisors should contact the Office of Human Resources. Similarly, if corrective action has been received, employees are encouraged to be in touch with Human Resources. By New York State law, all non-union employees are employees at will, and nothing in these guidelines or any policy is intended to imply a contract. It is the intent of the College to consistently apply these guidelines with supervisors and employees in all cases, but the facts and circumstances of each case may influence the implementation of corrective action. Criminal or other off-campus behavior that impairs suitability for employment may also be the subject of corrective action under these guidelines.

Definitions and Guidelines

1. Corrective Action: The purpose of corrective action is to provide notification to the employee that there is a need to alter job performance, attendance or behavior in a way that meets College and departmental expectations, consistent with one's job description and responsibilities. Corrective action also provides the opportunity for the employee to respond and correct the relevant behavior. Corrective action usually should proceed in the following progressive steps: a) oral counseling, b) oral warning, c) written warning, d) final written warning or final written warning with disciplinary suspension, and e) discharge
2. Inappropriate Behavior: Behavior which, whether by act or omission fails to meet high standards of professionalism, accountability, and productivity; interferes with a supervisor's, other employees, or other Vassar community member's efforts to maintain an inclusive and positive atmosphere; or otherwise impedes the continual and efficient operation of the College.
3. Authorized Administrative Leave: An administrator may be placed on a non-punitive, imposed absence from work for an unspecified period of time, pending investigation of suspected poor performance, poor attendance, or inappropriate behavior. An imposed absence may also be appropriate when considering a final written warning with a disciplinary suspension, when considering discharge, or when an employee's immediate removal from the work area is necessary. Decisions about pay during an investigatory absence are based on the facts and circumstances of the case and in conjunction with Human Resources. Human Resources will work with the supervisor to determine the reasonable and necessary duration of administrative leave. Leave will ultimately resolve with:
 - a. Not found accountable under these guidelines (employee returns to work with no loss of pay);
 - b. Written Warning, Final Written Warning, or Final Written Warning with Disciplinary Suspension;
 - c. Discharge

Supervisors and managers will make efforts to ensure that any corrective action, including discharge, is fair and reasonable. Supervisors and managers will make efforts to consider the employee's side and to investigate and consider all relevant circumstances and all relevant parties' perspectives in determining if corrective action is appropriate.

Human Resources personnel are available to employees and supervisors to explain the corrective action process. Human Resources can provide information, options and a recommendation for further action. Human Resources works with the supervisor and, as appropriate, the relevant senior officer to determine what action is to be taken. Senior officer consultation and approval is required in advance of termination. Human Resources personnel are available to mediate and/or provide alternative resolutions and perspectives. No corrective action resulting in written warning, disciplinary suspension, final written warning, or discharge may be taken without prior review with Human Resources. Employees should be told at the start of any corrective action that they may consult with Human Resources.

The Employee Assistance Program (EAP) is available to assist employees with personal problems which may be affecting their work performance. The staff of the EAP is available to assist supervisors in making referrals. Employees should be aware that utilizing the services of the EAP is voluntary and confidential. Any referrals to EAP by the supervisor should be documented, particularly in any written warnings.

If, in conjunction with Human Resources, a supervisor deems an employee to have improved job performance, attendance, and/or behavior to an acceptable level following application of corrective action, and the behavior requiring correction does not recur over a reasonable period of time, a letter citing conclusion of the corrective action process may be given to the employee, although this is not required. The supervisor's annual performance review should take into account the employee's performance over the full annual period, citing as appropriate both the corrective action process and result. A copy should be sent to Human Resources for addition to the employee's employment record.

Corrective action generally progresses within the separate tracks of job performance, attendance, or inappropriate behavior, meaning that there could be more than one corrective action proceeding taking place at the same time for the employee; however, it is always important to consider the specific facts for each employee before taking corrective action, which may include review of prior or concurrent corrective action. Also, some job performance, attendance or inappropriate behavior may be so serious as to warrant bypassing some steps of corrective action, or to cause immediate discharge. Examples of such conduct are set forth in the Administrative Handbook. Regardless of the progressive action being taken, it should be applied in a timely, transparent, and consistent manner.

Process

The process outlined below is a guide to the steps that may be taken, and the general order in which they may be taken for progressive corrective action. However, please remember that corrective action should be taken in a manner consistent with the unique circumstances of each employee, which includes review of the employee's history with the College and prior or concurrent corrective action, and the nature and severity of the issue in question.

First Step - Oral Counseling: A supervisor may elect to first orally counsel an employee about the issue.

Second Step - Oral Warning: The supervisor identifies a) the inappropriate behavior, performance deficiency, or attendance problem; b) the impact of such conduct on the department and the College; c) future expectations; and d) potential ramifications if the behavior does not change. Notes from the discussion should be retained by the supervisor.

Third Step - Written Warning: A written warning should be in the form of a memorandum or letter from the supervisor to the employee and include the items listed under "Second Step – Oral Warning," above. The written warning notifies the employee, in a more significant way, of the cause for concern regarding attendance, performance or behavior and makes clear that additional and severe corrective action may occur if there is no improvement. A copy of the written warning should be sent to Human Resources.

Fourth Step - Final Written Warning or Final Written Warning with Disciplinary Suspension: The choice of action depends on the circumstances present. The purpose of the final written warning is to notify the employee in a significant way of cause for grave concern regarding attendance, job performance or inappropriate behavior. Another purpose is to indicate that further corrective action may occur if there is no improvement.

Disciplinary suspension without pay is a very serious form of corrective action. It should be used in combination with a final written warning or the reissuing of a final written warning only if the supervisor believes a suspension will help the employee correct the conduct. A Disciplinary Suspension should be for a stated period of time, but only of duration sufficient to demonstrate extreme concern about the employee's behavior, job performance or attendance. An authorized administrative absence, with pay, may be used during an investigation while determining appropriate corrective action.

Fifth Step – Discharge: Discharge is used when the supervisor, in consultation with Human Resources and the appropriate senior officer, concludes that attempts to correct the employee's behavior have failed or when the improper conduct is of such a serious nature that the employment relationship should not be continued.

Documentation

A record of any corrective action step taken in this process should be maintained by the supervisor. Written notices provided to the employee should state the nature of the inappropriate behavior, performance deficiency, or attendance problem; what is required to change the conduct; when the change must be made; and the consequences if the change is not made. The memorandum should also state clearly the nature of communication; e.g., "This is a written warning (or final written warning, or final written warning with a disciplinary suspension)."

The written record maintained by the supervisor should indicate that the employee's side was heard and considered prior to the taking of the particular action. If giving a final written warning with a disciplinary suspension, the length of the suspension should be clearly indicated. The

memorandum or letter should also indicate that Human Resources is available to the employee for consultation.

The memorandum or letter should be given to the employee and a copy sent to Human Resources for the employee's employment record. The employee is not required to sign any written warning or other document. Sample written warning and final warning memoranda are available through Human Resources.

Documentation of a discharge also should be given in the form of a brief memorandum. The reasons for the discharge should be stated, indicating that the employee's side was heard and considered. The memorandum should indicate that Human Resources is available to the employee as a resource. The memorandum should be reviewed by Human Resources in advance and a copy of the final memorandum provided to Human Resources for inclusion in the employee's employment record. The employee does not have to sign the discharge letter.

Employee Appeal

If the employee believes corrective action of oral warning, written warning, final written warning, administrative absence or suspension, or discharge has been undertaken unfairly, the employee may bring the concern to Human Resources and the senior officer who is responsible for the employee's work unit. This request should be submitted in timely fashion and no more than 30 days after corrective action. The senior officer will conduct a review and be responsible for the final decision in such cases.

Confidentiality

Corrective action is to be treated as a confidential matter and information about the corrective action shared only on a need-to-know basis or as otherwise required by College policy or law. Verbal and written communications/notes should be handled with discretion and information shared only on a need-to-know basis. Any administrative absence or suspension should be described to others as an authorized absence.

1.12 Employment of Relatives

Vassar College acknowledges that employees often refer relatives for positions at the College, especially spouses and partners of individuals who are relocating in order to accept a position at Vassar. The College encourages search committees to review applications of relatives who are qualified for particular positions, and, if appropriate, arrange an interview. The hiring process in such cases must accord with the policies of equal opportunity and affirmative action that govern all recruitment and hiring.

Vassar acknowledges that employment of relatives in the same area of an organization can cause conflicts and problems with favoritism and employee morale. In these circumstances, all parties, including supervisors, are open to charges of inequitable consideration in decisions concerning work assignments, performance evaluations, promotions, demotions, disciplinary actions, and

discharge. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

It is College policy that relatives of persons currently employed by the organization may be hired only if they will not be working directly for or supervising a relative or will not be directly above the relative's immediate superior or working directly for the relative's immediate subordinate. If already employed, they cannot be transferred into such a reporting relationship.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment.

A relative is defined to include spouses/domestic partners, parents, children, brothers, sisters, brothers- and sisters-in-law, fathers- and mothers-in-law, stepparents, stepsiblings, and stepchildren. This policy also applies to individuals who are not legally related but who reside with another employee.

1.13 Compensation and Salary Review

Salaries are established at the time of hire and are based on job responsibilities, an individual's qualifications and experience, the employment market place, and equity within the context of salaries paid to other administrative employees. The salary level is reviewed once a year and may be increased depending upon internal and external economic conditions, individual job performance, or promotion to a position of higher responsibility. The performance reviews are conducted to provide administrators the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Supervisors are required to have semi-annual discussions of performance and are encouraged to discuss progress of job performance and goals regularly. Normally, salary increases are effective on July 1st, the beginning of the fiscal year. (Revised March, 2019).

Extra Compensation for Administrators

The job descriptions of all administrators provide for the evolution of work that is within the scope of the original appointment, as well as special projects and committees that support the College community. Occasionally, an administrator may be asked to assume significant additional duties and responsibilities, i.e., when another position in the department or a related area is vacant for an extended period. If the additional duties are 1) significantly more difficult or entail significantly more responsibility than the administrator's regular duties, 2) normally compensated at a significantly higher rate of pay, and 3) assumed for an extended period of time (more than 60 days), the supervisor and Senior Officer may recommend to Human Resources that supplemental compensation for that period be provided.

Whether payment is a stipend (lump sum payment not added to the base salary) or a temporary salary increase is determined by the Office of Human Resources, based on the nature and duration of the work. The beginning and anticipated end date must be provided on a Status

Change Form to the Office of Human Resources. The increase percentage for salary adjustments should be consistent with standard promotional increase rates, normally not to exceed 10%.

Twelve-month, full-time administrative appointments are not eligible to receive extra compensation for time spent during the period of their full-time employment on other Vassar programs or services, such as summer programs or classroom teaching. If requests are made to teach or support a program outside the normal duties of the administrator, the administrator's supervisor and the Senior Officer must agree that the time demands of the extra work expected of the full-time administrator can be accommodated beyond the duties of the regular appointment. (Revised 5/20/10)

1.14 Identification Cards

All administrators are issued a photo ID card upon hire. This card is required for building access, library use, admission to special College events, and for charging privileges on campus.

The Office of Human Resources will provide each new administrator with an authorization to secure an ID. The Card Office, located at the College Center Service Desk, takes photos and issues cards.

ID cards may be issued to the administrators' dependents for access to the Library and Athletics Center. Contact The Office of Human Resources for assistance.

1.15 Payroll and Direct Deposit

Hourly paid administrators are paid biweekly and salaried administrators are paid monthly. Administrators are encouraged to set up direct deposit. Deposits can be made to virtually any domestic bank or credit union. Salaried administrators are paid on the 25th of each month. If the 25th falls on a weekend or a holiday, deposits are made on the preceding Friday. Thanksgiving and Christmas are exceptions to this rule; payday for these two holidays is the day prior to the beginning of the holiday period. Deposits are made so that the employee's money is available at the start of the business day on the scheduled payday. Upon hire, administrators will be prompted to set up direct deposit through Workday Onboarding. To enroll or change bank accounts go to "Payment Elections" in Workday.

A payroll stub is provided to administrators through Workday on each payday. The stub indicates the gross pay, the deductions withheld from the pay, the year-to-date deduction accumulations, and the net pay (the amount of the direct deposit). Payroll stubs are available by payday through Workday under "My Payslips".

Questions regarding direct deposit, payroll deductions or paystubs should be directed to the Payroll Office, ext. 5880.

1.16 Service Recognition Program

The Service Recognition Program is held for those employees celebrating five-year increments of service achieved during the fiscal year. This formal program is held in the spring and hosted by the President of the College and coordinated by the Office of Human Resources.

1.17 Administration Employment Categories

Full-time Employees – Employees whose appointment at Vassar normally requires at least 37.5 hours of work, regardless of the schedule of work. Full-time employees are eligible for benefits.

Part-time Employees – Employees whose appointment at Vassar normally requires them to be scheduled to work a specified fraction of a regular work-week, i.e., 20 hours per week. A part-time employee is eligible for benefits if they are regularly scheduled to work 20 hours a week for a minimum of 1,000 hours per year.

Academic-Year Employees – Employees generally scheduled to work from one week before classes begin to one week after commencement or August 15 to June 15.

Temporary Employees – On occasion, the College may have the need to hire employees to do work which is temporary. In such cases, the employee may be compensated on an hourly basis. Employees hired in this capacity will not be eligible for benefits, with the exception of those benefits mandated by law.

There are other employment categories on campus as well:

Faculty – positions include full-time, part-time and visiting appointments.

Staff – positions include clerical, secretarial and some technical positions. The Communication Workers of America (CWA) represents most staff employees.

Service – positions include food service, facilities operations, security, and residential life. The Service Employees International Union (SEIU) Local 200 United represents most service employees.

Carpenters – carpenters are represented by the Communication Workers of America (CWA), local 1120, AFL-CIO.

Security – security officers are represented by the Hudson Valley Safety and Security Officer's Union.

Copies of the union contracts are available on the Office of Human Resources website.

2.0 College Policies

2.1 Conflict of Interest Policy for Trustees, Officers and Key Persons

The Trustees, Officers and Key Persons of Vassar College have a duty to serve the purposes to which Vassar is dedicated, to conduct the affairs of Vassar in a manner consistent with such purposes, and not to advance their personal interests or the interests of third persons above those of Vassar.

This Policy is intended to ensure that these individuals understand and adhere to these requirements, always act in Vassar's best interest and comply with applicable legal requirements. This Policy is designed to promote the identification, disclosure, evaluation and disposition of any real, potential, or apparent conflicts of interest that any of these individuals might have that call into question their duty of undivided loyalty.

Definitions.

All capitalized terms used in this Policy shall have the following meanings:

The term "**Authorized Body**" means the Board or that Committee of the Board, if any, having been delegated authority with respect to a given sphere of activity of Vassar.

The term "**Audit Committee**" means the Vassar Board's Audit Committee.

The term "**Board**" means Vassar's Board of Trustees.

The term "**Committee of the Board**" means a committee of Vassar appointed by the Board and consisting exclusively of Trustees.

The term "**Conflict of Interest Arrangement**" means each proposed transaction, agreement or other arrangement in which:

- a) one or more Related Parties would have a financial interest and (ii) Vassar would be a participant; or
- b) there could be an actual or perceived conflict of interest for some other reason, including any transaction, agreement or other arrangement in which the interests of a Related Party could be seen as competing with the interests of Vassar.

The term "**Covered Persons**" means the individuals from time to time serving as the Trustees, Officers and Key Persons of Vassar.

The term “**Key Person**” means any person, other than a Trustee or officer, whether or not an employee of Vassar, who (a) has responsibilities, or exercises powers or influence over Vassar as a whole similar to the responsibilities, powers, or influence of Trustees and officers, (b) manages Vassar, or a segment of Vassar that represents a substantial portion of the activities, assets, income, or expenses of Vassar, or (c) alone or with others controls or determines a substantial portion of Vassar’s capital expenditures or operating budget.

The determination of which persons constitute Key Persons for purposes of this Policy shall be made on an annual basis by the Vice President for Finance and Administration and shall be approved by the Audit Committee.

The term “**Officers**” means the individuals from time to time elected or appointed as officers by the Board.

The term “**Related Parties**” means:

- a) Covered Persons.
- b) the following living relatives of each Covered Person:
 - (i) their ancestors
 - (ii) their siblings and half-siblings
 - (iii) the spouse or domestic partner of each of their siblings and half-siblings
 - (iv) their spouse or domestic partner (The term “domestic partner” is not limited to registered domestic partner relationships.)
 - (v) their children, grandchildren, and great-grandchildren
 - (vi) the spouse or domestic partner of each of their children, grandchildren and great-grandchildren.
- c) any entity or trust of which any individual described in paragraphs (a) or (b) above serves as a director, trustee, officer or employee.
- d) any entity or trust in which any one or more individuals described in paragraphs (a) or (b) above have a 5% or greater ownership or beneficial interest or, in the case of a partnership or limited liability company, any equity interest as a partner or member.

The term “**Trustees**” means the individuals from time to time serving as members of the Board.

The term “**Vassar**” means Vassar College.

Procedures for Disclosing, Addressing and Documenting Conflicts of Interests

- a) *Procedures Applicable to the Individual.* When a Covered Person has a direct interest in a Conflict of Interest Arrangement, or an indirect interest through a person who is a Related Party with respect to such Covered Person, they:
 - (i) must immediately disclose in writing the existence and circumstances of the Conflict of Interest Arrangement (including the material facts concerning their interest) to an Authorized Body;
 - (ii) must refrain from attempting to influence the deliberations or voting of any Authorized Body on the Conflict of Interest Arrangement; and
 - (iii) may not participate in or attend an Authorized Body’s deliberations or vote on the Conflict of Interest Arrangement. However, at the request of the Authorized Body, the Covered Person may present background information or answer questions on the Conflict of Interest Arrangement.
- b) *Procedures Applicable to Vassar.* Once an Authorized Body becomes aware of a Conflict of Interest Arrangement, the following procedures apply:

- (i) *Authorized Body to Fulfill Vassar's Responsibilities under this Policy.* An individual's disclosure with respect to a Conflict of Interest Arrangement under Paragraph 2(a) triggers Vassar's responsibilities under this Paragraph 2(b). However, the Authorized Body receiving the disclosure may request that the Audit Committee perform Vassar's responsibilities, in which event references below are to the Audit Committee.
- (ii) *Confirmation of Actions.* The Authorized Body performing Vassar's responsibilities under this Paragraph 2(b) must confirm that the steps required under Paragraph 2(a) above have been or are being taken.
- (iii) *Fairness and Reasonableness.* Before approving a Conflict of Interest Arrangement, the Authorized Body must determine that the Conflict of Interest Arrangement is fair, reasonable and in Vassar's best interest.
- (iv) *Comparability Data.* The Authorized Body must obtain and rely on comparable market data, to the extent available, in making the determination that the Conflict of Interest Arrangement is fair, reasonable and in Vassar's best interest.
- (v) *Alternative Transactions.* If the Conflict of Interest Arrangement is one in which a Related Party has a "substantial financial interest" within the meaning of New York law, the Authorized Body must consider alternative transactions, to the extent available.
- (vi) *Materiality to Vassar.* The Authorized Body must determine whether the Conflict of Interest Arrangement is material to the financial, reputational or other interests of Vassar, in which event consideration must be given to alternative transactions, agreements or arrangements, to the extent available.
- (vii) *Voting.* All determinations and approvals with respect to a Conflict of Interest Arrangement require the affirmative vote of not less than a majority of the members of the Authorized Body present at a meeting of the Authorized Body (provided a quorum is present and no greater portion is required by applicable law or the Vassar Governance). Interested Covered Persons may be counted solely for determining the presence of a quorum. Notwithstanding the foregoing, the salaries of those Officers who are compensated may be set only by the affirmative vote of a majority of the entire Board.
- (viii) *Contemporaneous Documentation.* All disclosures and recusals with respect to a Conflict of Interest Arrangement together with the basis for all determinations and approvals of the Authorized Body must be contemporaneously documented in writing (including in the minutes of any meeting at which the Conflict of Interest Arrangement was discussed and voted on). This documentation must include an account of the consideration of comparable market data and alternative transactions, agreements or arrangements, to the extent available and considered pursuant to the requirements of this Policy.
- (ix) *Disclosure to the Audit Committee.* If a Conflict of Interest Arrangement is before an Authorized Body other than the Audit Committee, the existence of the matter and its disposition (including compliance with the requirements of this Policy) must be promptly disclosed to the Audit Committee.

Disclosure Statement

Prior to the initial election, appointment or hiring of any Covered Person and annually thereafter, such individual must complete, sign and submit to the Controller of Vassar, a written disclosure statement identifying to the best of their knowledge:

- a) any entity or trust of which such individual or a Related Party with respect to that individual is an officer, director, trustee, member, owner (either as a sole proprietor or a partner) or employee and with which Vassar is known to have (or is known to be in discussion to have) a relationship;
- b) any transaction, agreement or other arrangement in which Vassar is a participant (or is known to be in discussion to be a participant) and in which the individual or a Related Party with respect to that individual might have a conflicting interest; and
- c) any other interests that could give rise to a Conflict of Interest Arrangement.

Each Covered Person must update their disclosure statement as necessary to reflect changes during the course of the year and submit a new disclosure statement at least once in each fiscal year.

Completed disclosure statements may be reviewed by the Secretary of the Board. The Secretary will provide a copy of all completed disclosure statements to the Audit Committee and the Chair of the Board and will periodically update the Chair of the Audit Committee and the Chair of the Board concerning compliance with the disclosure statement requirements of this Policy.

Adoption, Implementation and Compliance

The Board may make changes to this Policy from time to time, as it deems appropriate. The Board will oversee the implementation of, and compliance with, this Policy.

Administration

A copy of this Policy must be furnished to each Covered Person promptly upon its adoption. In addition, each new Covered Person must be furnished with a copy of this Policy prior to the commencement of their duties. Each Covered Person must acknowledge in writing, not less than annually, that they read and is in compliance with this Policy.

For adoption by the Executive Committee, February 2017

2.2 Smoking Policy

In response to changes in New York State law, recommendations from the Drug Education Committee and feedback from members of the College community, the College has adopted the following policy regarding smoking on campus:

Vassar College is a smoke free and tobacco free campus.

Smoking is prohibited in the buildings and exterior grounds of the college. "Smoking", means consumption, inhaling, exhaling, or burning any type of matter or substance that contains tobacco or plant product intended for inhalation including but not limited to cigarettes, electronic nicotine delivery systems, cigars, pipes, chewing tobacco, hookahs and marijuana whether natural or synthetic, in any manner or any form. Smoking will also be prohibited in college and personal vehicles on campus.

Any individuals smoking on college grounds will be informed politely by Safety and Security or Campus Patrol that this is contrary to college policy.

The college reserves the right to initiate the following disciplinary procedures for repeated violations of the Smoke Free/Tobacco Free policy: Employees will be reported to their Supervisor and Office of Human Resources.

This policy applies equally to all employees, students, and visitors. (Added March, 2019)

2.3 College Property

College property, including equipment and vehicles essential in accomplishing job duties, is expensive and may be difficult to replace. When using College property, all employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The improper, careless, negligent, destructive, or unsafe use or operation of College property as well as excessive or avoidable traffic and parking violations are prohibited.

Employees who are authorized to operate Vassar owned or rented vehicles on a regular basis as part of their job requirements or a program affiliation must submit information regarding their license to the Office of Human Resources. For those positions that require a valid license, failure to have or obtain a valid driver's license may be the basis for termination. Annual checks will be provided by the Office of Human Resources. Employees who lose their licenses and are required to have valid licenses as a job requirement should notify their supervisors immediately. (Paragraph Added April, 2013)

2.4 Solicitation

There may be no general solicitation of funds on campus, even for an established charity, unless there has been clearance through the Vassar College Campus Activities Office.

2.5 Computer Security

Responsible Use of Information Technology Resources

The purpose of the information technology resources at Vassar is to support and enhance the college's program of teaching, learning, and scholarship. Such resources include, but are not limited to computers, telecommunications equipment, data and voice networks (whether accessed locally or remotely), audio-visual equipment, technology support staff, etc. These information technology resources and facilities also provide important support for communication and administration. Computing and Information Services strives to support the mission of the college by providing resources and facilities that are as extensive, effective, reliable, and secure as possible. This goal can be met only if members of the campus community use these shared resources in a manner that is legal, ethical, and respectful of others.

Use of Vassar's information technology resources is subject to the same regulations as any other campus resources, facilities or activities. Users should be aware that laws that apply to the larger society, such as those governing intellectual property and harassment, also apply in the electronic community. Information technology resources may not be used for purposes that are inconsistent with the educational mission of the college. Users must not knowingly engage in activities that interfere with the normal operation of the information technology resources of the College. For further guidelines in appropriate use, individuals should refer to the College Regulations.

Vassar College values the privacy of individual users and will respect that privacy whenever possible. By its very nature, electronically stored and transmitted information is vulnerable to interception, so users should always take precautions to protect sensitive files. While the college reserves the right to access files and transmissions on college-owned equipment, it will not normally invoke this right without the consent of the user. If access without the consent of the user is necessary, it will take place only with the approval of the appropriate senior officer, with notification to the president, except when the college is legally required or constrained to act otherwise.

No Vassar student or employee will handle customer credit card information unless specifically authorized to do so, as per the college's Credit Card Handling Procedures. Members of the Vassar community are strictly prohibited from distributing customer credit card information via email, messaging, voicemail, texting, or file sharing services. Users are also strictly prohibited from photocopying, scanning, or faxing credit card information. (Added February, 2018)

Passwords are an important part of Vassar's efforts to protect its technology systems and information assets by ensuring that only approved individuals can access these systems and assets. A personal computer password is unique and must not be given to another employee or outsider. Employees are required to take all reasonable precautions to protect information against unauthorized access, use, disclosure, modification, duplication, or destruction.

Computers, printers, fax machines, office telephones, and internal and public networks should not be used for non-work related activities.

2.6 Parking

Administrators who drive to work and park on the College campus must register their vehicles with the Facilities Operations Office. The Employee Vehicle Registration Form is available at Facilities Operations or Office of Human Resources. Each vehicle must display a current Vassar registration decal on the driver's side window. New decals are issued when a new (or additional) vehicle is registered. All vehicle regulations also apply to any rental or borrowed vehicle brought onto the campus.

The driver of any motor vehicle on campus must be licensed to operate a motor vehicle on a public highway, and must conform to our traffic regulations. The campus speed limit is 15 miles per hour.

Vehicles must be parked in legal parking spaces. Owners of illegally parked vehicles are subject to fines as well as to having their vehicles towed.

Parking fines may be imposed for violations of our parking regulations. Parking fines are billed directly to employees by Accounting Services. Employees with unpaid parking fines may be ineligible to receive some services provided by the College until such fines are paid.

The College does not permit motorcycles, motor scooters, mopeds, or similar vehicles to be driven on campus. They may be parked only in the special spaces available near the North Gate.

Disability Parking—Persons with physical disabilities may park in spaces designated for “disability parking” if they have a permit issued by the Security Office and if they display the permit in their vehicle. Applicants must provide the College with either a New York State or Town of Poughkeepsie disability permit or have written approval from Health Service in order to receive on-campus disability parking.

For more Parking Regulations, visit <https://security.vassar.edu/parking/>

2.7 Drug-Free Workplace

Drug and alcohol use is highly detrimental to the safety and productivity of employees in the workplace. No employee may be under the influence of any illicit drug or alcohol while in the workplace, while on duty, or while operating a vehicle or equipment owned or leased by the College.

In accordance with the Drug-Free Work Place Act of 1988, the College must maintain a drug-free work place. Failure to comply with this law could jeopardize the important government funds that the College receives. The unlawful manufacture, possession, distribution, transfer, purchase, sale, use, or being under the influence of alcoholic beverages or illegal drugs while on the College's property, while attending business-related activities, while on duty, or while operating a vehicle or machine leased or owned by the College is strictly prohibited and may lead to disciplinary action, including suspension without pay or discharge. When appropriate, the College may refer the employee to approved counseling or rehabilitation programs.

Any employee engaged in government contract or grant work must comply with this policy as a condition of employment. Should an employee be convicted of a drug-related crime that occurred in the workplace, they must notify Vassar within five days of the conviction. The College is then required to notify the appropriate government agency within 10 days of the conviction. Appropriate human services action, including disciplinary action and/or participation in a drug-abuse assistance or rehabilitation program, may result after notice of the conviction is received.

Employees who voluntarily admit to having drug or alcohol problems that have not resulted in disciplinary action may be eligible for unpaid time off to participate in a rehabilitation program. Such a leave will be granted if the employee abstains from use of the substance while on leave, abides by all organization policies, rules, and prohibitions relating to conduct in the workplace, and if Vassar will not suffer an “undue hardship” as a consequence of granting the leave. Final authorization for all leave requests rests with the Senior Officer upon recommendation of Office of Human Resources.

Administrators are responsible for knowing and abiding by the full Drugs and Alcohol policy, which can be found in the “Policy on Use of Drugs and Alcohol” section in the College Regulations: <https://deanofthecollege.vassar.edu/documents/college-regulations/VassarCollegeRegulations.pdf>

Administrators are responsible for abiding by federal and state laws regarding drugs and alcohol, which can be found in the “Federal And New York State Laws Regarding Drug And Alcohol Violations” section in the College Regulations: <https://deanofthecollege.vassar.edu/documents/college-regulations/VassarCollegeRegulations.pdf>

Drugs Risks and Consequences

The college recognizes that alcohol and illicit drug abuse are harmful to relationships and family life, work and creativity, study and research, and the health and safety of our community members. The Employee Assistance Program (EAP) may be of assistance in seeking professional guidance regarding a drug- or alcohol-related problem (<https://www.vassar.edu/human-resources/benefits/>). Additional helpful resources include: <https://www.drugabuse.gov/> and <http://www.samhsa.gov>.

2.8 Changes in Regular Hours of Operation

Vassar College strives to maintain a safe environment for students in residence and for employees who work on campus. In the event of potentially difficult travel conditions for employees who commute to the campus, College officers may approve a reduction in normal administrative functions, while maintaining necessary services for students in residence. The following points summarize College policy in this regard:

- a) Members of the Vassar College Community understand that a general closing of the College while students are in residence is a serious event, unlikely to occur unless severe

- weather conditions dictate. Individual employees may reside in outlying areas where weather and road conditions may be more hazardous than in the immediate vicinity of the College, thus requiring the use of personal or vacation time. Supervisors should respect the needs of individual employees to use leave time on short notice under such conditions.
- b) Decisions to delay the opening of administrative offices, close the administrative offices earlier than normal, or reduce staffing levels across the campus to minimal levels will normally be made by the Vice President for Finance and Administration or that officer's official substitute or designee.
 - c) Certain employees may be required by their supervisors to work even when administrative offices are closed. These employees are referred to as "emergency essential employees" for purposes of this policy. In general, the College will minimize the number of emergency essential employees to those who are needed to maintain basic services for the residential College. It is the responsibility of supervisors to identify "essential employees" in advance of a possible closing related to weather conditions.
 - d) When a decision to delay the opening or close the College early has been made, steps will be taken to relay the information through established communication channels, including the Vassar College call-in phone lines (437-7755 or 437-7756), the Info Site on the Vassar College web pages, and selected radio stations. A memorandum is normally distributed annually to all employees reiterating the snow closing phone numbers, specific web page address and other pertinent information. An early closing of the College will be announced via campus wide email distribution.

2.9 Time Reports

Some Administrators are required to submit worked time through Workday time reports because of requirements of State labor laws.

Administrators who supervise hourly-paid employees must be familiar with how time reports should be completed. The time report for hourly employees should accurately reflect both time worked as well as any leave time (i.e., vacation). Questions regarding the completion of time reports should be directed to the Payroll Office at payroll@vassar.edu or by calling ext. 5880.

2.10 Safety and Accident Reporting

Establishment and maintenance of a safe work environment is the shared responsibility of both the College and its employees. The College will attempt to assure as safe a workplace as possible. All employees are expected to obey safety rules and to exercise caution in all their work activities. They are also expected to report any injury or unsafe conditions immediately. Employees are expected to correct and/or report any unsafe conditions promptly.

The College strongly believes in the following principles:

1. We are committed to providing a safe environment for all as a priority.
2. We believe that the safe performance of the job is always more important than the job itself.

3. We will provide the training, tools, and resources required to ensure a safe and clean environment for all.
4. Employees are empowered and required to discontinue any activity that involves the use of unsafe practices and bring their concerns to the supervisor immediately.

All accidents that result in injury or illness must be reported to the Benefits Office (benefits@vassar.edu) during the day on which the event occurred, regardless of how insignificant the injury/illness may appear. In some cases, it may not be possible to report the incident during the shift it occurred (if for instance the incident occurred at the end of the day and involved leaving campus for treatment). If this happens, the incident is to be reported on the following day. It is the supervisor's responsibility to prepare an "[Incident Report](#)" and forward it to the Benefits Office within 24 hours of the injury or illness.

To assist in the effort to provide the safest possible work environment for employees, students, and visitors, the College has appointed a safety committee of representatives from throughout the College. The committee exists to help communicate and execute an effective safety program and may be consulted by any employee. The Director of Environmental, Health and Safety should be contacted at ext. 5685 for additional information.

2.11 Communications

The Communications Office is charged with responsibility for the coordination and dissemination of all official information to the media. Communications handle all inquiries from newspapers, magazines, television, and radio services, as well as online media. Employees may not give out statements that involve the College without prior clearance from the Communications Office and reporters should be referred to the Communications Office. Administrators should note that no one is ever required to answer a reporter's question; referral to Communications is the appropriate response.

2.12 Reimbursable Expenses

Funds are provided in many office budgets for attendance at conferences, classes, and other business-related activities. They are to be used for expenditures incurred while on College-related business and are allocated by the head of the office and/or department.

To receive reimbursement, complete an Expense Report in Workday attaching all itemized receipts. The Expense Report will route through the Workday approval process ending with Accounts Payable who will initiate the payment.

Travel by private automobile is reimbursed at the approved IRS rate and airfare is reimbursable only at the coach rate.

The College will reimburse administrators for professional certification and licenses that are required as a condition of employment. Questions on reimbursements related to job requirements, please contact Office of Human Resources at ext. 6820.

Questions regarding reimbursable expenses or the completion of the Expense Report should be directed to Accounting Services, ext. 5891.

2.13 General Employment Information

The College's normal days and hours of operation are Monday through Friday from 8:30 a.m. to 5:00 p.m. The respective departments will establish the normal schedule for administrative employees, which may differ from the College's normal days and hours of operation, to meet the particular needs and requirements of the department.

Salaried employees are considered exempt under the Fair Labor Standards Act; as such, these administrators work as needed to fulfill the duties and responsibilities of their positions. If you have any questions about your status under the Fair Labor Standards Act please contact Office of Human Resources.

While faculty appointments, those employed on grants, and other contractual arrangements do specify a time period related to classroom teaching or specific financial arrangements, administrators are not subject to a specific term of employment.

Administrators may resign at any time and for any reason and the College may terminate employment with or without cause, and even without prior notice. This statement is included to clarify fundamental employment terms, and should not be misinterpreted. Administrators' employment with Vassar College is at-will under New York State law. Vassar is committed to developing a workplace that values trust and mutual respect, and the policies and procedures outlined in this handbook create a framework for resolving specific problems.

2.14 Student Employment

Members of the administration who wish to employ students should contact the Student Employment Office for a copy of the [Student Employment Handbook](#). The handbook provides details of the extensive employment program and provides all the information needed to hire additional students. Almost all departments and offices have student positions through the student employment program and additional hires can be made with appropriate funding. Visit <https://studentfinancialservices.vassar.edu/jobs/> for more information.

2.15 Emergency Response and Evacuation

[Emergency Management at Vassar College](#)

Vassar Security Officers are trained first responders and are prepared to take action in any

emergency situation that may arise on campus. A Crisis Response Team, as well as a broader Crisis Communication Planning Team is in place to allow immediate response by individuals performing specific roles and functions already predefined.

A Crisis Communication Plan has been developed by the College as part of its ongoing effort to protect Vassar College students, faculty, and staff. The development of this plan is based on a realistic assessment of potential incidents that could affect our community and the capabilities to react to those situations.

The Vassar College emergency response plan permits the simultaneous distribution of broadcast e-mails, text messages, and voice calls (including voice mails for calls unanswered). The system is used to distribute emergency notifications without delay in situations where a clear and active (e.g., in progress) threat or emergency exists that impacts the community and where it is recommended that the recipients take some form of action in response to the active threat or emergency. Our emergency siren and emergency notification system are tested twice a year. Tests are always announced. Upon hearing the siren one should check for an emergency alert and take protective action.

More detailed information on emergencies, fire, evacuation and shelter in place drills can be found on the Residential Life and Student Wellness website: <https://residentiallife.vassar.edu/procedures/safety/emergencies.html>.

Drills, Exercises and Training

The College prepares for a variety of emergency situations under the leadership of the Crisis Response Planning Group. The group meets regularly throughout the year, organizes teams to study resources and procedures, conducts tabletop and other exercises with public safety agencies, and develops the College's Crisis Management Plan. Vassar College tests emergency response and reviews evacuation procedures at least annually. These tests include regularly scheduled drills, exercises, and appropriate follow through activities, designed for assessment and evaluation of emergency plan capabilities. At various times per year, the College advertises its emergency response procedures to the campus community through seminars, email and other publications and at least once in conjunction with a test of its emergency response and evacuation procedures. The College maintains and tests its Crisis Communications Plans on an annual basis.

For questions and comments, please contact the Safety and Security, (845) 437-5200. Information is also available at <http://info.vassar.edu/resources/emergency/>.

Emergency Notification

The College has developed multiple means of communicating emergency information, including the Vassar College website at <https://security.vassar.edu/resources/emergency-resources/>, automated telephone and text messaging, an emergency siren, and other means.

Automated Telecommunications/Email/Text Message Systems

Computing and Information Services, in collaboration with the Office of Communications and Safety and Security, has installed, maintains, and tests emergency communications systems capable of sending automated telephone calls, emails, and text messages to the entire student body and workforce.

Twice a year the College tests the automated telephone and text systems by sending a text message to cell phones (students and employees) and recorded voice messages to cell phones (students and employees) and home phones (employees only) whose users have registered their contact information. These tests are always announced in advance. All students and employees are encouraged to provide contact information that can be used in the event of an emergency.

Responses to Emergency Siren on Campus

A violent incident on campus is something none of us expects to experience. Preparation for what to do in such instances is essential, however, and the College provides regular information sessions for students and employees. Below is a summary of main points to follow. Remember: RUN, HIDE, and FIGHT.

RUN: If the location of the problem is clear and it is obvious you can flee to a safer location, your best option may be to RUN.

HIDE: If fleeing does not seem like a safe option, HIDE in the most effective way you can: Lock or barricade your door, turn out the lights, silence your cell phone or other device that could indicate your presence. Move away from doors and windows. If you are in an office, hide under your desk if you can and pull your desk chair under the desk.

FIGHT: If you are near the source of the gunfire, you may need to DEFEND yourself. Look around for what may be suitable objects that you can use to disarm or disable the perpetrator — fire extinguisher, chair or other furniture, for example. If you are with other people, form a plan to protect yourselves.

Whether or not you hear the siren, if you hear what sounds like gunshots, assume they are gunshots and consider your immediate options to avoid the perpetrator.

For questions and comments, please contact the Safety and Security, (845) 437-5200. Information is also available at <http://info.vassar.edu/resources/emergency/>.

In an emergency, call Security at 845-437-7333.

Procedures Used to Notify the Campus Community:

In the event of a situation that poses an immediate threat to members of the campus community, Vassar College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of emergency notification to all or a segment of campus community. These methods of communication include a mass notification system comprised of, Vassar's e-mail system, automated telephone calls, and text

messages to the entire student body and workforce. Vassar will post updates during a critical incident on the homepage at <http://info.vassar.edu/resources/emergency/>.

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System:

The Vassar Department of Safety and Security and/or other campus first responders may become aware of a critical incident or other emergency situation that potentially affects the health and/ or safety of the campus community. Generally, campus first responders become aware of these situations when they are reported to Safety and Security or upon discovery during patrol or other assignments. Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, first responders will notify supervisors in Safety and Security or other authorized Vassar College offices to issue an emergency notification. The Director of Safety and Security in cooperation with Information Technology will immediately initiate all or some portions of Vassar's emergency notification system. If, in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, Vassar may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, Vassar will issue the emergency notification to the campus community.

Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification:

Safety and Security and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notification with determining what segment or segments of the College community should receive the notification. Generally, campus community members in the immediate area of the dangerous situation (i.e., the building, adjacent buildings, or surrounding area) will receive the emergency notification first. The College may issue subsequent notifications to a wider group of community members. In addition to the emergency notification that may be issued via the mass notification system, the College will also post applicable messages about the dangerous condition on the College homepage to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety. If the emergency affects a significant portion of the entire campus, College officials will distribute the notification to the entire campus community.

Determining the Contents of the Emergency Notification:

The Vassar Department of Safety and Security will, in concert with the College and local first responders, determine the contents of the notification. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.

Procedures for Disseminating Emergency Information to the Larger Community:

When incidents are taking place at Vassar, the College will notify the larger community through social media outlets like Twitter, and traditional regional media outlets like television stations.

Enrolling in the College's Crises Communication System:

Employees are automatically enrolled in the emergency notification system. We encourage members of the campus community to update their contact information in Workday as needed. You can visit the [Crisis Communication System](#) web page if you would like further information on this alert system.

3.0 Benefits

Vassar College offers a comprehensive benefits package to its employees. Benefits include health coverage, life insurance, long-term disability coverage, flex spending and health savings accounts, telemedicine and an Employee Assistance Program. In addition, the College provides a defined contribution retirement plan for administrators.

Full descriptions of each benefit plan are available from Human Resources and Benefits and on the Benefits webpage: <https://www.vassar.edu/human-resources/benefits/>. We urge you to read the complete description of each benefit before making benefit choices. The descriptions of the benefits provided in this handbook are necessarily brief. Questions on a specific benefit should be directed to Benefits at ext. 5850 or benefits@vassar.edu.

Vassar College may revise or discontinue at any time, for both active and retired employees, any benefit plan.

If an employee terminates their employment or if they are discharged, they may have the right to limited continuation of certain benefits. No rights to employment or benefits accrue to any employee, dependent, or beneficiary by any statement in or omission from this handbook.

3.1 Health Insurance

Vassar College offers a choice of medical plans to all eligible employees. Employees are asked to select a medical plan upon becoming an eligible plan participant. If an employee does not select a medical plan within thirty (30) days of eligibility, the employee must wait until the next Open Enrollment period to enroll.

Open Enrollment allows employees the opportunity to change health and other benefit plans and/or to add family members whom they have not previously enrolled.

Eligibility - All administrators who are scheduled to work at least twenty (20) hours per week for a minimum of 1,000 hours per year and their dependents become eligible for coverage on the first of the month coincident with or following date of hire. Coverage continues until the end of the month in which employment with the College ends.

Cost - The College contributes 85% of the cost of single coverage and 70% of employee-plus-dependent(s) coverage. The portion of the premium that the employee pays is deducted from

their paycheck on a pre-tax basis. This means that the employee pays no federal, state or FICA tax on the cost of the medical plan. By law, domestic partner coverage is fully taxable.

Dependent Status for Health Insurance

For purposes of determining medical benefit eligibility, dependents are:

1. Spouses
2. Unmarried dependent children to the end of the calendar year that they attain age 26. Children are defined as: natural children, legally adopted children, stepchildren who are claimed as dependents on the employee's federal income tax return and/or a child for whom the employee is the proposed adoptive parent and who is dependent on the employee during the waiting period prior to the adoption being final.
3. Unmarried children of any age who are unable to work or support themselves because of mental illness, developmental disability or mental retardation as defined in the New York State Mental Hygiene Law, or because of physical handicap. A physician must certify the disability.
4. Domestic partner (of any gender). Please contact the Benefits Office for specific details of domestic partner eligibility/coverage and to receive the Affidavit of Domestic Partnership that must be completed along with the appropriate application for benefits.

Changes in Medical Insurance Coverage: Adding/Removing Dependents

Adding Dependents

Dependents can be added to medical insurance at these times only:

1. Within 30 days of the administrator's date of hire at Vassar.
2. Open Enrollment: generally held in November and the change in coverage takes effect on the following January 1.
3. Life Status Change—Dependents may be added within 30 days of a life status change. Life status changes include:
 - birth or adoption of a child;
 - marriage;
 - death of a spouse/domestic partner;
 - spouse or dependent loses employment and benefits;
 - spouse or dependent loses benefits at work

Employees must use Workday to add a dependent and must include appropriate documentation.

Removing Dependents

Dependents may be removed from medical insurance at any time using Workday.

Medical Insurance Cash-Out Agreement

Vassar's medical plan cash-out program allows employees who have medical insurance through a source other than Vassar to receive a cash payment in lieu of medical coverage provided by Vassar.

The cash-out payment is paid in taxable monthly installments via Workday payroll as a taxable cash addition to pay.

The cash-out option must be actively elected each calendar year during Open Enrollment as one of the ‘medical plan’ choices in Workday.

Retiree Health Reimbursement Account (HRA)

A post-retirement HRA benefit is available to administrators hired before July 1, 2008. Eligible administrators elect to retire from active service at the age of 60 or older after having completed a minimum of 10 years of full-time service earned after age 50. The HRA is available upon the retiree’s enrollment in Medicare.

Employees who retire before they are eligible for Medicare must pay the full monthly cost to continue Vassar health coverage in order to receive the HRA.

At retirement, upon reaching age 65, or upon disenrolling from Vassar coverage, whichever is last, the College opens a Health Reimbursement Account. Vassar credits the account with an annual amount intended to cover most or all of the cost of individually-purchased Medicare medical and prescription drug supplement insurance. Retirees are responsible for obtaining and paying for Medicare Part B coverage.

If an eligible retiree is married to another Vassar employee and chooses to continue coverage on their spouse’s medical plan, the HRA benefit will commence at age 65 or when the spousal coverage ends, whichever is later.

The benefit is extended only to those retirees who have had uninterrupted medical coverage from the date of the retirement. This means, for example, that if you have retired at age 60, you must continue to purchase your Vassar medical coverage at your expense between the ages of 60 and the date that you are eligible for Medicare.

3.2 Health Savings Account (HSA)

A Health Savings Account (HSA) allows an administrator to tax-shelter income via payroll deduction. The deduction funds the HSA, which can be used any time, even through retirement, to pay or reimburse qualified medical expenses. A list of IRS-qualified medical expenses is available on line from the IRS and elsewhere.

In order to contribute to an HSA, the administrator must be enrolled in the High Deductible Health Plan. The deduction amount, up to an annual IRS maximum, may be changed at any time, and unused funds roll over from year to year. The funds remain tax-free if used for qualified medical expenses. If a retiree uses the funds for other purposes, they will be considered a taxable distribution.

3.3 Flexible Spending Accounts

Administrators may elect a flex spending account within 30 days of their date of hire or during the annual Open Enrollment period.

Flexible spending accounts are designed to reduce taxes by using pre-tax income to pay for unreimbursed medical, dental, vision and/or dependent care expenses. Administrators who have an HSA are not eligible for a regular medical flex spending account.

By participating in a flexible spending account, the administrator authorizes Vassar to reduce their salary by the amount of eligible expenses they estimate they will have during the calendar year. As they incur these expenses, they use the money in the flexible spending account(s) to pay or get a reimbursement.

Per IRS regulations, medical and dependent care flex spending account elections must be active, annual and irrevocable (except in the case of certain life change events.) This means that once the annual election is made at hire or during Open Enrollment, it cannot be changed until the Open Enrollment for the following tax/calendar year, and if no election is made, the prior year's election will revert to zero.

Any unused funds in a medical or dependent care flex spending account are forfeited upon the close of the calendar year. (There is a 45-day grace period.) Therefore, administrators should choose their annual flex spending amount with caution.

The medical flex spending account must be used to pay or reimburse IRS-qualified medical expenses: a list of these expenses is available on line from the IRS, from the College's flex spending administrator, and elsewhere.

The dependent care flex spending account is for administrators with children under the age of 13. Funds must be used for day care expenses for children during the administrator's work day. Full details of qualifying dependents and expenses are available on line from the IRS, from the College's flex spending administrator, and elsewhere.

Administrators with HSAs who would like an additional tax-favored account for excess dental or eyewear expenses may elect a 'limited scope dental-vision' flex spending account.

The IRS sets the annual maximum contribution amounts for medical and dependent care flex spending accounts. Information on the maximum will be provided at Open Enrollment and is available on line from the IRS and elsewhere and is incorporated in Workday payroll.

For administrators using public transportation to commute to work, the College offers transit and parking flex spending accounts. These accounts have monthly, rather than annual, contribution limits and can be changed during the year.

3.4 Life Insurance

Life Insurance and Accidental Death & Dismemberment Insurance (AD&D)

Term Life Insurance

Eligibility - All full-time administrators working at least 1,000 hours per year become eligible for this coverage on the first day of their fourth full month of employment. However, if within three months prior to the commencement of employment at Vassar, an administrator was insured under another employer's group life insurance plan, that administrator becomes eligible for this coverage on the first day of the first full month of employment.

In order to waive the waiting period, the administrator must provide the Benefits Office with evidence of insurability from their former employer.

Cost - The College assumes the full cost of this coverage. Employees must name a beneficiary for their life insurance.

Coverage - The amount of life insurance is equivalent to the administrator's annual salary or \$50,000, whichever is higher. The maximum benefit is \$200,000. Administrators aged 70 or above have a benefit reduction of 50%. Federal taxes apply to any Vassar-paid life insurance in excess of \$50,000.

If the resulting amount of insurance is not a multiple of \$1,000, it will be raised to the next higher multiple of \$1,000.

Accidental Death and Dismemberment Insurance (AD&D)

Accidental Death and Dismemberment benefits are also provided under this plan. In the event of accidental death, the principal amount of this benefit is equal to the term life insurance amount. A full schedule of AD&D benefits is available from the Benefits Office. Eligibility for AD&D insurance is the same as the eligibility for the term life insurance benefit, shown above.

Business Travel Accident Insurance

Vassar provides all employees with Business Travel Accident coverage. This policy provides additional life and AD & D insurance in the event of death while traveling on Vassar College business. Questions on the Business Travel Accident coverage should be directed to the Office of Finance and Administration.

3.5 Retirement Accounts

Retirement Account (RA)

Eligibility - Administrators who work at least 1,000 hours per year become eligible for this program after completing one year of service in a benefits eligible position. The one-year waiting period is waived for full-time administrators hired into positions equivalent to that of an associate professor or above.

Cost - The College assumes the full cost of this program.

Contributions - The College contributes an amount equal to a percentage of the administrator's base salary to a retirement account in which the administrator is fully vested. These contributions earn interest or dividends until the administrator receives them as income at the time of their retirement. The percentage of base salary that is contributed to an administrator's retirement account is determined by the administrator's age on July 1 as follows:

<u>Attained Age on July 1</u>	<u>Contribution</u>
21 but less than 30	7%
30 but less than 40	11%
40 or older	12%

When the administrator becomes eligible for the College's contribution, monthly contributions will begin as part of payroll. The College will default contributions 50% / 50% between Fidelity Investments and TIAA-CREF, with each provider allocating the funds to a Target-Date fund appropriate to the administrator's age.

The administrator may make active investment allocations at any time. Please refer to the Benefits webpage (<https://www.vassar.edu/human-resources/benefits/>) for a current list of available investment options.

The administrator retains the responsibility to monitor their investments, seek counsel from either or both vendors, and re-allocate funds if appropriate. The College provides a dedicated website for employees to manage their retirement funds, change vendors, and change SRA contributions: <https://netbenefits.com/vassar>.

Supplemental Retirement Account (SRA)

Upon hire, each benefits-eligible administrator is automatically enrolled in the SRA at a 4% contribution level. During the onboarding process, the administrator may change the contribution percentage. To waive SRA enrollment entirely, the administrator must come to the Office of Human Resources and complete a paper opt-out form.

SRA contributions and earnings are not subject to federal and state taxes until they are received as income at retirement; therefore SRA deductions provide paycheck tax savings.

The College will default SRA contributions 50% / 50% between Fidelity Investments and TIAA-CREF, with each provider allocating the funds to a Target-Date fund appropriate to the administrator's age.

The administrator may make active SRA investment allocations at any time. Please refer to the Benefits webpage (<https://www.vassar.edu/human-resources/benefits/>) for a current list of available investment options.

Federal Law sets the maximum contribution by an individual to an SRA. This maximum changes from time to time; contact Benefits for the current maximum. The annual maximum is incorporated in Workday payroll, so contributions will be capped at the current dollar limit even if the administrator selects a large percentage deduction.

Under the group SRA, administrators have the option of borrowing against their fund balance, within IRS guidelines. (Contributions towards the Retirement Account are not available for loan.)

3.6 Telemedicine

All benefit-eligible administrators have access to physicians via phone, website and/or smartphone app. Vassar's telemedicine benefit includes:

- 24 hours/7 day access for routine questions, care or prescriptions from board-certified physicians with a minimum of five years' experience.
- Expert second opinion for complicated/concerning diagnoses.
- Unlimited mental health phone/video counseling.
- Nutritional counseling from certified dieticians in a range of specialties.
- Healthy neck and back coaching.

The telemedicine benefit is free to the administrator or family member. Information on all telemedicine programs is on the Benefits webpage: <https://www.vassar.edu/human-resources/benefits/>

3.7 Employee Assistance Program (EAP)

Vassar offers an Employee Assistance Program (EAP) to all employees and their families. Administrators may contact the EAP by phone for free short-term counseling, legal counsel, provider referral, and financial counseling. In addition, a range of information on these and other issues is available on the EAP's website. For links and phone numbers, visit the Benefits webpage: <https://www.vassar.edu/human-resources/benefits/>

3.8 Tuition Benefits

The College supports administrators' education and that of their children and spouses/domestic partners. Vassar offers tuition remission benefits after three years of service unless the administrator was hired from a position at a college or university with a comparable tuition benefit program for dependent children. Vassar's program provides tuition remission for study here, and also provides grants for employees' eligible children to study at other colleges and universities. Details of Vassar's tuition plans follow. All full-time administrators are eligible for tuition benefits; limitations apply to part-time administrators.

Grants for Tuition at Other Colleges (Dependent Children of Administrators)

Eligible dependent children of administrators who attend other accredited colleges or universities as undergraduate full-time students will receive grants of one-half of Vassar's tuition per semester, or the amount of the tuition charged by their college, whichever is less, for a maximum of four years (8 semesters or 12 trimesters). The details are as follows:

- a) The administrator must have completed three years of service at Vassar to apply for tuition grants.
- b) Administrators must complete a tuition grant form and attach the corresponding tuition bill from the college. Forms are available at the Office of Human Resources. The completed forms should be submitted to the Office of Human Resources.
- c) Tuition grant checks are made payable only to the college or university (not to the administrator) and are mailed directly to the institution.
- d) To be eligible for tuition benefits, a dependent child must be under the age of 24 at the beginning of the semester in which benefits are being requested and the child must be claimed as a dependent on the employee's tax return.
- e) Administrators who leave the employ of the College before the end of a semester for which they, or their dependents, are receiving benefits must reimburse the College, on a pro-rata basis, for the benefits received for that semester.
- f) Under no circumstances will the dependent child receive tuition benefits for more than the equivalent of 8 semesters or 12 trimesters of academic work.
- g) In determining whether a school is eligible to receive grants under this benefit, the Benefits Office will apply the same guidelines used by Vassar's Registrar for acceptance of transfer credit.
- h) Benefits are not provided for administrators or spouses/domestic partners for study at institutions other than Vassar.
- i) The administrator must have completed their waiting period by the first day of classes in order for the dependent to be eligible for any tuition benefits during that semester.

Vassar Tuition Remission (Employees, Spouses/Domestic Partners and Dependents)

Eligible administrators who are accepted by Vassar College in the regular undergraduate program, and who continue to work full-time in fulfilling their administrative duties, will receive full tuition remission for courses taken at Vassar for a maximum of four years (8 semesters).

Eligible spouses/domestic partners and dependents of administrators who are accepted by Vassar College in the regular undergraduate program will receive full tuition remission for courses taken at Vassar for a maximum of four years (8 semesters).

The details are as follows:

- a) The administrator must have completed three years of service at Vassar to apply for tuition remission.
- b) Any individual eligible under this benefit, either as a matriculate or on exchange, will receive full tuition remission for up to 8 semesters to attend Vassar.
- c) Eligible coursework pursued off-campus and applied towards the Vassar degree requirement (for example, exchange programs or Junior Year Abroad) will be covered up to 1/2 of Vassar's tuition.
- d) High school students (dependents of eligible employees) taking courses at Vassar for credit are billed for each unit but receive tuition remission. When the student accumulates five units of academic work, Vassar assumes that one semester of the tuition remission benefit has been used.
- e) Under no circumstances will any eligible party (employee, spouse/domestic partner, dependent child) receive tuition benefits for more than the equivalent of eight semesters (or 12 trimesters) of academic work.
- f) Five units of academic work taken as a "Special Student" will count as one semester of tuition remission.
- g) Individuals must be employed on the first day of Vassar classes in order to be eligible for any tuition benefits during that semester.
- h) Employees who leave the employ of the College before the end of a semester for which they, or their dependents, are receiving benefits must reimburse the College, on a pro-rata basis, for the benefits received for that semester.
- i) To be eligible for tuition benefits, a dependent child must be under the age of 24 at the beginning of the semester in which benefits are being requested and the child must be claimed as a dependent on the employee's tax return.
- j) Benefits are not provided for administrators or spouses/domestic partners for study at institutions other than Vassar.
- k) Courses must not interfere with the performance of normal employment duties.

Vassar "Special Student" Program

Full-time administrators, their spouses/domestic partners, and their dependent children may take Vassar courses for credit (without matriculating as a full-time undergraduate) if they have been accepted by the Dean of Studies as a "Special Student." The details are as follows:

- a) In all cases, the appropriate academic requirements must be met and space must be available in the class in order to qualify as a "Special Student."
- b) Administrators, their spouses/domestic partners, and their dependent children must pay the registration fee per course, per semester, as a "Special Student."
- c) This tuition waiver does not apply to courses taken in music performance or to other courses where special course fees are charged.

- d) A maximum of six courses, per student, may be taken as a “Special Student.” Exceptions will be made on the six course limitation for those pursuing a teaching certificate. (Revised March, 2019)
- e) High school students (dependents of eligible employees) taking courses at Vassar for credit are billed for each unit but receive tuition remission. When the student accumulates five units of academic work, Vassar assumes that one semester of the tuition remission benefit has been used.
- f) Five units of academic work taken as a “Special Student” will count as one semester of tuition remission.
- g) Individuals must be employed on the first day of Vassar classes in order to be eligible for any tuition benefits during that semester.
- h) Courses must not interfere with the performance of normal employment duties.
- i) Employees who leave the employ of the College before the end of a semester for which they, or their dependents, are receiving benefits must reimburse the College, on a pro-rata basis, for the benefits received for that semester.
- j) To be eligible for tuition benefits, a dependent child must be under the age of 24 at the beginning of the semester in which benefits are being requested and the child must be claimed as a dependent on the employee’s tax return.

Tuition Benefits for Part-Time Administrators

Administrators who are benefit-eligible and work less than full-time, and are a minimum of 0.5 FTE, will be eligible for 50% of the tuition benefits afforded to full-time administrative employees for themselves, their eligible spouses/domestic partners, or dependent children, under the same conditions which apply to such employees, provided that the part-time employee:

- a) has worked the requisite number of hours at the College for five years, three of which must have been completed immediately prior to the year in which the employee applies for the benefit, and
- b) the employee continues to work the requisite number of hours while their dependent child is enrolled in college.

Summary of Tuition Remission and Grant Benefits

1. Matriculating Benefits: Benefit Paid by Vassar (modified March, 2019):

Status	Eligibility Starts	Employee	Spouse/Domestic Partner	Dependent Child
Full-Time or Full-Time Academic Year	After (3 yrs.) of Service	100% at Vassar only	100% at Vassar only	100% at Vassar; up to 50% of Vassar tuition at other institution
Part-Time and Benefit-Eligible (minimum 0.5 FTE)	After (6 yrs.) of Service	50% at Vassar only	50% at Vassar only	50% at Vassar; up to 25% of Vassar tuition at other institution

2. Special Student Benefits (at Vassar Only): Benefit Paid by Vassar (modified March, 2019):

Status	Eligibility Starts	Employee	Spouse/Domestic Partner	Dependent Child
Full-Time or Full-Time Academic Year	At Hire	100%* at Vassar only	100%* at Vassar only	100%* at Vassar only
Part-Time and Benefit-Eligible (minimum 0.5 FTE)	After 5 Years	50%* at Vassar only	50%* at Vassar only	50%* at Vassar only

* A registration fee is charged for each course taken

3.9 Paid Time Off

Holidays

The College observes 13 paid holidays each year. The following 9 holidays are usually observed on the day on which they fall:

- New Year’s Day (January 1)
- Spring Holiday (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving (fourth Friday in November)
- Christmas Eve (December 24)
- Christmas Day (December 25)

A recognized holiday that falls on a Saturday will usually be observed on the preceding Friday. A recognized holiday that falls on a Sunday will usually be observed on the following Monday.

In addition to the recognized holidays listed above, the College calendar contains four floating holidays each fiscal year. The four floating days are: Lincoln’s Birthday, Washington’s Birthday, Martin Luther King Day and Veterans’ Day. The College will announce, each year, the designation of these days based on the operating needs of the College. Generally, these are taken between December 25 and January 1.

Due to the nature of the College calendar, some departments may be required to be open on some holidays and administrators may be required to work. Announcements will be made regarding the need for such openings.

Vacation Policy

Full-time full-year administrators are entitled to earn 22 days of vacation per fiscal year (July 1-June 30). Vacation is earned on a monthly basis at the rate of 1.833 days per month. Therefore, at the end of July the employee will have earned 1/12 of their vacation allotment, at the end of August they will have earned 2/12 (3.66 days), September 3/12 (5.50 days), etc.

Vacation earned during the fiscal year must be taken within six months after the close of the fiscal year. Therefore, vacation earned between July 1 and June 30 must be used by the following December 31 or it will be forfeited.

Newly hired administrators who begin work on or before the 15th of the month will begin earning vacation in the month in which they are hired. Administrators who begin work on or after the 16th of the month will begin earning vacation in the month following their date of hire. For example, a new administrator who begins work on March 15 will have earned 7.33 days of vacation by the end of the fiscal year (June 30) in which they are hired. The number of days is determined by multiplying 1.833 days times the number of months remaining during the fiscal year in which the employee is hired ($1.833 \times 4 \text{ months} = 7.33$). This time must be taken by December 31 of the same calendar year.

At the beginning of the new fiscal year (July 1), the administrator will continue to earn 1.833 days of vacation per month as described in the first paragraph listed above.

An Administrator who terminates employment with the College will receive payment for unused, accrued vacation leave. Terminating employees will earn vacation in the month of their termination only if they work until after the 15th of the month. If the date of termination is prior to the 15th of the month, no vacation is earned for that month. For example, a full-time employee working only until March 20 will have earned 16.49 days of vacation during their last fiscal year of employment [$1.833 \times 9 \text{ months (July - March)} = 16.49$].

Administrators who do not work a full-time, full-year schedule, but who work a minimum of 1,000 hours per year earn vacation on a pro-rated basis based on the number of hours per week and months per year that they are scheduled to work. Administrators working less than 1,000 hours per fiscal year do not earn paid vacation.

Administrators have the responsibility for keeping a full record of vacation leave in Workday. For vacation time, submit a Time Off Request in Workday and select "Vacation Days". The Time Off Request will route to the supervisor for review and approval. (Revised March, 2019).

Personal Days

Vassar College recognizes that, from time to time, it is necessary for administrators to require time off from work for personal reasons. When a critical personal need arises that requires a limited

absence from work, the employee may attend to that business during the workday based on the reasonable and limited use of such personal time.

Some general uses of such critical personal business may include, but are not limited to, bereavement leave, house closing and medical/dental appointments which cannot be made after work hours.

Up to five (5) days may be requested for bereavement leave. If additional time is needed vacation time may be requested. (Added March, 2019)

Advance notification to the immediate supervisor is required. When advance notice is not possible, the Administrator should notify the person to whom they report at the earliest possible time of the absence. The College expects employees and supervisors to use sound judgment in limiting such absences to those occasions that are appropriate, keeping in mind both the administrator's needs and the needs of the College.

Administrators have the responsibility for keeping a full record of personal and sick leave in Workday by submitting a Time Off Request and selecting "Personal Days". In the comments, an explanation must be provided to the supervisor as to the reason for the request (i.e., bereavement, sick leave, etc.). The Time Off Request will route to the supervisor for approval. (Added March, 2019)

Jury Duty

Administrators who are called to serve as jurors will have their salaries continue during such service.

The employee must notify their supervisor or department head and provide the Office of Human Resources with the official notification as soon as it is received.

Administrators have the responsibility for keeping a record of jury days in Workday by submitting a Time Off Request and selecting "Jury Duty". The Time Off Request will route to the supervisor for approval.

3.10 Leave of Absence

Short-Term Disability Leave

Administrators who must be absent from work due to a short-term illness, including disability, will be paid a maximum of six months full salary. In order to qualify for salary continuation for a period of short-term disability beyond one week's absence, administrators must supply sufficient evidence of illness or disability from their physician to the Benefits Office. This doctor's notice must state the reason for absence, the beginning date of disability, and the expected date of return to work.

Administrators shall use all earned and unused vacation days after two months of paid short-term disability and as part of the salary continuation in months three through six. See Long-Term Disability Leave below.

Maternity Leave

An administrator is entitled to two months paid leave for childbirth following pregnancy from the date the child is born. A medical reason for a longer maternity leave and any time away from the office prior to the birth is subject to the guidelines for short-term disability stated above. A maternity leave may be extended should the administrator choose to work part-time. A part-time leave cannot be more than the equivalent of the two-month limit. Part-time employment arrangements should be made with the approval of the administrator's supervisor and senior officer.

Parental Leave

All benefit-eligible administrators who have completed at least one year of employment are eligible for a paid leave when their child is born or adopted (if the child is under six years of age). An administrator is eligible for twelve weeks of paid parental leave commencing no later than six months after the date of birth or adoption. Such leave is granted by the president, upon recommendation by the administrator's senior officer.

In cases where both parents are Vassar administrators, or one an administrator and the other a Vassar faculty member, one parent is eligible for Vassar's paid parental leave under the appropriate policy for that employee.

An administrator who requires a medical leave during their pregnancy is awarded time off and compensated under the appropriate disability provisions of the College. (Updated August 2019, April 2021)

Long-Term Disability Leave

Long-Term Disability benefits are provided to an administrator as income security in the event they are totally disabled and no longer able to perform their job responsibilities.

Eligibility - All active full-time administrators working at least 1,000 hours per year become eligible for this coverage on the first day of the month following the completion of one year of employment and the attainment of age 25. However, if within three months prior to the commencement of employment at Vassar, an administrator was insured under another employer's group total disability plan which provided for a minimum of five years of income benefits, that administrator will become eligible for this coverage on the first day of their first full month of employment.

In order to waive the waiting period, the administrator must provide the Benefits Office with evidence of insurability from their prior employer. The College assumes the full cost of this coverage.

After six months of total disability, if the claim is accepted, the policy provides a monthly income benefit for the maximum periods defined below:

Disability Commencement Date	Maximum Coverage Period
59 years or younger	To 65th birthday
60 through 68 years	60 months or to 70th birthday, whichever occurs first
69 years or older	12 months

The disability income benefit is payable directly to the disabled administrator. The income payable on a monthly basis equals 60% of the administrator’s basic monthly salary to a maximum payment of \$10,000 per month. The term “basic monthly salary” is defined as 1/12th of the basic annual salary rate and does not include any other forms of additional compensation. Payments will be reduced if the disabled administrator receives other disability income.

An administrator has up to one year from the initial date of medical leave to return to their previous position. After that time the administrator is considered to have resigned from their position. Any future applications to the College would be treated as a new candidate.

The College will continue to pay its portion of the administrator’s medical coverage for a total of one year from the initial date of disability, i.e., during the first six months of short term leave and then for six months of long term disability.

Additionally, the monthly annuity premium benefit provides for the continuation of contributions toward the administrator’s retirement account during the period of disability. The monthly annuity premium amount will be based on the administrator’s salary at the onset of the disability. If the disabled administrator becomes newly eligible for the retirement benefit during their disability, new retirement account contracts will be established with a benefit amount based on the administrator’s salary at the onset of the disability.

Leave Time for Professional Development

Vassar encourages the professional development of administrators in a variety of ways, including attendance at professional conferences, seminars, and training programs on- or off-campus. Departmental budgets, programs offered by the Office of Human Resources, special grants, and other discretionary funds may be available to support the cost of travel and program fees.

With the support of a department head and the Senior Officer responsible for the division, an administrator can gain released time from normal duties in order to enhance professional skills that are directly related to the employee’s job. The rationale for released time for professional development must be clear and compelling, and the leave must not create a burden on colleagues in the same department, nor require the hiring of additional staff to cover the duties of the administrator. The request for a professional development leave of more than ten (10) working

days must be endorsed jointly by all Senior Officers, to ensure fairness across divisions. When released time is granted for professional development or enhancement purposes, it is understood that the individual will return to work in the department at the conclusion of the released time.

Family Medical Leave Act (FMLA)

The Family and Medical Leave Act of 1993 requires that all employers with 50 or more employees provide this benefit to employees effective August 5, 1993.

The act provides for up to 12 weeks of unpaid leave during a 12-month period for one or more of the following reasons:

- a) The birth of a child or placement of a child for adoption or foster care;
- b) To bond with a child (leave must be taken within one year of the child's birth or placement);
- c) To care for the employee's spouse/domestic partner, child, or parent who has a qualifying serious health condition;
- d) For the administrator's own qualifying serious health condition that makes the administrator unable to perform their job;
- e) For qualifying exigencies related to the foreign deployment of a military member who is the administrator's spouse, child, or parent.

An administrator who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An administrator does not need to use leave in one block. When it is medically necessary or otherwise permitted, administrators may take leave intermittently or on a reduced schedule. Intermittent FMLA leave may be taken in short increments as little as one-hour. The same requirements for medical documentation apply to intermittent leave. The administrator's supervisor is responsible for monitoring the use of intermittent FMLA leave patterns and should seek advice from Office of Human Resources on the guidelines that apply. Authorization of leaves may be withheld until verification of need is submitted. Absences under an approved intermittent FMLA leave must be submitted to the administrator's supervisor through Workday. Submit a Time Off Request in Workday and select "Personal Days" or "Vacation Days". Make a note in the comment field indicating that the request is for "FMLA" leave. The Time Off Request will route to the supervisor for approval. All other guidelines related to FMLA leaves apply to intermittent FMLA leaves. (Updated April, 2019)

An administrator is eligible for this unpaid leave provided they worked at Vassar College for at least 12 months and worked at least 1,250 hours in the 12 months before taking leave.

FMLA: Family Leave

Family leave may be taken for the birth or placement of a child. The act specifically states that a son or daughter, for purposes of this leave, is a biological, adopted, foster child, stepchild, a legal ward or a child of a person standing in loco parentis (in place of parents.) The child must be

under 18 years of age or, if over 18, must be physically or mentally disabled at the time that FMLA leave is to commence.

Request for family leave must ordinarily be made by the administrator at least 30 days prior to the date the leave is to begin. Entitlement to family leave expires at the end of the 12-month period beginning on the date of the birth or child placement.

FMLA: Medical Leave

Medical leave may be taken to care for a family member who has a serious health condition or if the administrator has a serious health condition that makes them unable to perform the functions of their job. The act specifically states that a family member is a: son or daughter, legally married husband or wife, and the employee's biological parent(s) or someone who stood in loco parentis (in place of a parent) to an administrator when the administrator was a child.

A "serious health condition" is an illness, injury, impairment or physical or mental condition that involves in-patient care in a hospital, hospice or residential medical care facility, or continuing treatment by a health care provider. This term is not intended to cover short-term conditions for which treatment and recovery are very brief, but rather it describes a condition or illness that affects the person so that they are absent from work or school for more than just a few days.

The administrator should ordinarily provide the College with at least 30 days' notice before the date that their leave is to begin. If the date of treatment requires leave to begin in less than 30 days, the administrator must provide notice as practicable.

FMLA: Guidelines

Under the act, the College has the right to solicit sufficient information from the administrator requesting the leave to determine whether or not the leave qualifies as FMLA leave. The College also has the right to decree that the leave being taken by the administrator is, in fact, FMLA leave. This determination must be made prior to the end of the leave and the College must notify the administrator of the final determination.

The College has the right to request medical certification of the family member's or the administrator's serious health condition prior to the start of the leave. The College can also require a second or third opinion (at the College's expense) by a health care provider if there is reason to doubt the validity of the original medical certification. In the case of the administrator's illness, the College may require the administrator to provide a fitness-for-duty report prior to returning from medical leave.

Qualified administrators are entitled to 12 weeks of unpaid leave in a 12-month period. Vassar College has elected to 12-month period measured forward from the first date an employee takes FMLA leave. The next 12-month period would begin the first time FMLA leave is taken after completion of the prior 12-month period.

Earned vacation entitlements may be substituted for unpaid time under an FMLA leave at the administrator's request.

If the administrator requests time off under the Family and Medical Leave Act to be at home following the birth or placement of a child, or to care for a family member with a serious health condition, the administrator may elect voluntarily to use their earned vacation for this purpose prior to beginning the unpaid portion of the leave.

The maximum leave period under the Family and Medical Leave Act is 12 weeks. Therefore, Vassar will grant an unpaid leave which when added to the paid leave will not exceed a total of 12 weeks leave during a 12-month period. For example, if the employee uses two weeks of vacation leave under the Family and Medical Leave Act to care for a family member with a serious health condition, Vassar will grant up to an additional 10 weeks of unpaid leave for this purpose for the remainder of the 12-month period. The two paid weeks plus the 10 unpaid weeks allows the employee the total requirement of 12 weeks off under the act.

Requests for leaves under the Family and Medical Leave Act must ordinarily be made in writing to the Benefits Office. The leave request must contain a complete description of the reason for the leave, along with the anticipated beginning and ending dates of the leave.

Administrators should submit leave requests at least 30 days in advance of the start of the leave to their supervisor.

Upon return from the leave, the administrator must be returned to the position they held prior to the beginning of the leave or to an equivalent position. Equivalent position means one with equivalent benefits, pay and other terms and conditions of employment.

The College must provide the administrator on a leave under the Family and Medical Leave Act with health insurance benefits during the duration of the leave. The administrator's health benefits must be provided at the same level and under the same conditions as if the administrator had continued working and had not taken the leave. This means that the administrator must pay the full cost of family coverage if family coverage was in place at the time of the leave request and if the administrator wants the family coverage to continue during the period of the leave.

If the administrator does not return to Vassar immediately following the end of the leave, or if they return and work for less than 30 days, Vassar has the right to recover the cost of the health benefit contributions made for the administrator during their leave. Vassar may recover these contributions by receipt of a voluntary payment from the administrator, through payroll deduction (deducting them from any monies owed the administrator at termination), or through legal action.

This notice provides only highlights of the Family and Medical Leave Act. Contact the Benefits Office ext. 5850 with specific questions on FMLA or to review the law in its entirety.

Unpaid Leave

Vassar encourages the professional development of its employees. Unpaid leaves may be granted to administrators upon request based on the needs of the College and the hardships such leave would place on the department.

Leaves must be requested in writing at least three months in advance of when the leave will begin. Leave requests should be directed to the appropriate department head and must be approved by the senior officer and confirmed by the Office of Human Resources.

The terms and conditions of the unpaid leave must be mutually agreed upon and approved by immediate supervisor, department director and Office of Human Resources, except as provided under the Family and Medical Leave Act.

3.11 Workers' Compensation

Treatment of job-related illnesses or injuries is covered by Workers' Compensation Insurance, provided the proper procedure for reporting is followed, and subject to adjudication by Vassar's Workers' Compensation insurer.

It is important that all occupational illnesses or injuries, however minor, be reported immediately to the Benefits Office (benefits@vassar.edu) during the day on which the event occurred, regardless of how insignificant the injury/illness may appear. In some cases, it may not be possible to report the incident during the shift it occurred (if for instance the incident occurred at the end of the day and involved leaving campus for treatment). If this happens, the incident is to be reported on the following day. It is the supervisor's responsibility to prepare an "[Incident Report](#)" and forward it to the Benefits Office within 24 hours of the injury or illness.

Refer to Section 2.10 Safety and Accident Reporting

3.12 Library

Circulating books from the stacks are loaned to administrators for the academic year. At the end of the academic year, materials should be returned or may be renewed. Books are subject to immediate recall if needed by another member of the Vassar community or for reserves. Browsing books have a two-week loan period.

Some materials may also be checked out of the Music Library with a Vassar ID card. Loan periods vary from three days to two weeks for sound and visual recordings, to a year for circulating books and printed music scores.

Administrators also have access to a wide array of online databases, which are available via the Library website: <https://library.vassar.edu/>

3.13 Fitness Facilities

Kenyon Hall: Kenyon includes international squash courts. Please call for reservations.

Walker Field House: This flexible, multipurpose facility has 42,250 square feet of floor space, a 25-meter, six-lane pool with a diving well which includes one-meter and three-meter boards, locker facilities, and a multipurpose room. Tennis and all outdoor sports practicing indoors train in Walker. In addition, many intramural programs and life fitness classes take place in Walker and lap swimming is available throughout the year. Please call for operating hours and class schedules.

Athletics and Fitness Center: The Athletics and Fitness Center includes a varsity gym with seating for 1,200 spectators and an indoor all-purpose running track. Additionally, it has a fitness room which contains cardiovascular equipment such as treadmills and stationary bikes, free weights and machine weights.

Prentiss Field: The outdoor sports teams compete at Prentiss Field, which is within walking distance of Vassar's main campus. The complex features a soccer field, a baseball diamond, and a field hockey practice and playing field.

Joss Courts: The tennis team practices and plays on 11 hard courts located within campus boundaries. When not in use by the tennis teams, the Vassar community is free to enjoy the courts on a first-come, first-served basis.

Life Fitness Program: A comprehensive Life Fitness Program is available to the entire Vassar community and includes a variety of classes taught by certified instructors. Visit <https://www.IMLeagues.com/Vassar> for class schedules and registration. Please contact ext. 7471 for more details.

Golf Course: There is a nine-hole golf course on the campus, which opens in April and closes in November, depending upon the weather. This is operated as a concession and not directly by the College. The concessionaire sets fees. Special rates are given to members of the College community and their dependents. ID cards are required.

For more information including rules, guest privileges, etc., check the website: <https://www.vassarathletics.com/facilities> or call ext. 7451.

3.14 Employee Wellness Program

Vassar College Employee Wellness Program is designed to provide events and resources that support employee health and well-being. The program hosts various events, workshops, cooking demonstrations and wellness challenges. All employees are encouraged to participate. To join the e-mailing list or for additional information, contact Office of Human Resources. (Added March, 2019)

4.0 Employee Services

4.1 College Facilities and Services

Info at Vassar

The Info at Vassar site is a comprehensive website which provides notification of campus events, news and announcements to the campus community. The address is <http://info.vassar.edu/>.

Messages from The President's Office

The President's bulletin board is located in the College Center on the wall to the right as one enters near Express. Special notices of importance to the College community also appear on this bulletin board and are issued from the President's Office or the Communications Office. The President's Office messages can also be found on the website at <https://president.vassar.edu/community/>.

Mail Room

All College mail must be addressed with a Vassar College box number. Box numbers may be found in the Vassar College Directory or by calling the Mail Room at ext. 5457. If the box number is not known, the department name should be indicated.

The Mail Room distributes incoming and internal mail as well as mail forwarding and meters outgoing College mail. Private carrier mail and small packages are delivered through the Mail Room; larger private carrier packages must be picked up at Central Receiving. The use of College paid postage for personal correspondence is not permitted. Unstamped mail may not be used for any advertising purposes.

The Mail Room is located in the College Center.

College Store

The College Store sells faculty and alum books, office supplies, gift items, local crafts, sustainable items, charitable items, clothing with the College name or logo, natural health and beauty products, food, technology accessories, and various other items of interest.

The College Store is located at the corner of Raymond and Collegeview Avenues.

Computer Store

The Computer Store sells Dell hardware, and other computing supplies. It also does repairs on Apple and Dell equipment. (Revised March, 2019)

The Computer Store is located in the College Center.

Copy Center

The Copy Center provides duplication services for the Vassar community, with equipment that is suited to the production of large quantities in a cost effective manner. Services include black-and-white and color copying and printing, folding, collating and stapling.

The Copy Center is located in the College Center, Mail Room.

Employee Directories

An electronic directory of all faculty, administrators, and staff members is available on the College website under Employee Directory. The directory contains the names, departments, box addresses, telephones and job titles of all College employees. This information can also be accessed in Workday by searching the active employee. (Revised March, 2019)

Questions concerning the directory should be directed to the Service Desk at ext. 7224.

Facilities Operations

Facilities Operations includes the Building Trades, Grounds Services, Custodial Services, Facilities Systems and Services, Project Management, Energy Management and Work Control Center.

The Work Control Center (ext. 5999) takes orders for maintenance and/or repairs. Service Requests must be submitted in advance of the work being performed. All work is charged to the budget of the department making the request.

The Work Control Center will also arrange to move office furniture, large equipment, or transport large volumes of meeting supplies from one campus location to another. Sufficient time should be given for scheduling work of this nature.

Procurement

The Procurement Department is responsible for the procurement of the materials, equipment, supplies and services essential to the operation of the College. Procurement strives to ensure the best price and most beneficial terms and conditions in accordance with Vassar College policy and procedures. The offices and warehouse are located adjacent to the Facilities and Operations Service Center. Visit <https://procurement.vassar.edu/> for more information.

Lost and Found

All found articles may be turned in to the Campus Activities Office in the College Center. Contact Campus Activities at ext. 5370 to inquire about lost articles.

Meals and Snacks

- The Retreat - located in Main Building, College Center, South Atrium.
- Express - located in Main Building, College Center, North Atrium.

- Bridge Café – located in the Bridge for Laboratory Sciences
- Gordon Commons (formerly All College Dining Center (ACDC)) – located in Students' Building.

4.2 Housing Information

Down Payment Assistance Program

The Down Payment Assistance Program is designed to provide participants up to 10% of the purchase price of a house, to a maximum of \$30,000 at the same interest rate as the prevailing first-mortgage interest rate for a maximum repayment period of six (6) years. If two eligible Vassar employees purchase a property in joint ownership, the 10% maximum of purchase price limits the total amount that may be loaned to both employees. Payment is by payroll deduction. For details or to make an application please contact the Office of the Dean of Strategic Planning and Academic Resources.

Eligibility Requirements - (1) Tenured faculty with the rank of full professor or associate professor, or (2) tenure track assistant professors who have been appointed to a second contract, or (3) administrators who have a minimum of seven (7) years of service with the college and hold director or manager titles. The house to be purchased under this program must be located within 15 miles of the college campus and used as the applicant's primary dwelling. Applicants cannot be current owners of a college house under the college's leasehold agreement.

Restrictions - This program will normally be limited each calendar year to a maximum of eight new participants. A total of \$500,000 in capital will be made available for loans, to be monitored by the Dean of Strategic Planning and Academic Resources. Loans must be for the purchase of a principal residence within the prescribed area. (Amended by the Faculty November 5, 2003)

5.0 Separation

5.1 Resignation

If an employee voluntarily elects to leave employment at Vassar, every attempt should be made to give the department advance notice. In order to allow time for the College to secure and train a replacement, this notice should be given as early as possible, preferably a minimum of two weeks.

5.2 Retiree

A Vassar retiree is an employee who elects to retire from active service at the age of 55 or older after having completed a minimum of ten years of full-time service. Retirees are eligible to continue to use the Vassar campus facilities such as the library, tennis courts, athletic facilities, etc.

Upon retirement, participation in the life insurance, disability insurance and retirement plan ceases. For information on retiree medical benefits refer to Section 3.10.

Employees who are considering retirement should contact the Benefits Office at least three months in advance of their pending retirement date. Benefits staff will review all post-retirement benefits and coverage, including Medicare if applicable.

5.3 Separation Pay

The purpose of separation pay is to ease the financial concern on the part of an employee while they seek other employment. An employee may be eligible for separation pay if they are permanently laid off as a result of a reduction in force or if their position is eliminated and they are not offered another comparable position.

5.4 Exit Interview

Upon separation from the College all employees may be scheduled for an exit interview with the Office of Human Resources to discuss their reasons for leaving. The purpose of the interview is to evaluate the College's effectiveness as an employer and to get suggestions and comments for improvement in any area of the College. To schedule an exit interview, contact humanresources@vassar.edu.

5.5 Final Paycheck

All properties of the College must be returned to the employee's supervisor, including Vassar ID cards, before a final check is issued. Any outstanding debts to the College will be deducted from final paycheck.

5.6 COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) enables employees and their dependents to remain enrolled in the College's group health plan after their employment with the College terminates, as provided in the statute.

The College will charge employees what it pays for the group premium rate per month, plus a 2% administration charge. Employees may be covered for up to 18, 29, or 36 months depending on the qualifying event under the federal law.

When COBRA benefits expire, coverage is available under the ACA's insurance exchanges in each state. Questions about COBRA should be directed to Benefits at ext. 5850 or benefits@vassar.edu.

5.7 References

The Office of Human Resources does not release information on employees who leave the College without the employee's written authorization.

5.8 Unemployment

All administrators are covered under the New York State Unemployment Compensation Law.

Upon involuntary termination or loss of job due to a position being eliminated, an administrator may be eligible to receive state unemployment compensation. Specific requirements exist such as working the minimum number of weeks or earning the specific salary required under the New York State Law.

Unemployment compensation claims must be filed directly with the New York State Unemployment Office. Any compensation decision is determined by New York State Unemployment Office, not Vassar College.