

BOOK FIVE. PERSONNEL GUIDE FOR FACULTY

PROCEDURE TO AMEND

- I. RIGHTS AND RESPONSIBILITIES**
 - A. Equal Employment Opportunity**
 - B. Issues Relating to Harassment**
 - 1. Harassment**
 - 2. Consensual Relationships**
 - 3. Retaliation is Prohibited**
 - 4. Compliant Procedure**
 - 5. Resolution of a Harassment Complaint**
 - 6. Corrective Action and/or Disciplinary Measures**
 - C. Employment of Persons with Disabilities**
 - D. Drug and Alcohol Policy**
 - E. FERPA and Email Policy**
 - F. Electronic Media and Services**
 - 1. Electronic Media and Services Policy**
 - 2. Software**
 - 3. Intranet, Internet, Voicemail, and Email Access**
 - 4. Passwords**
 - 5. Access To Contents By The College**
 - 6. Access To Contents By Co-Workers**
 - 7. Electronic Mail Storage/Deletion**
 - 8. Solicitation Restrictions**
 - 9. Violations**
- II. WAGE AND SALARIES**
 - A. Salary Letters**
 - B. Pay Dates**
 - C. Separation from the College**
- III. BENEFITS**
 - A. Educational Benefits**
 - B. Retirement Benefits**
 - C. Life Insurance**
 - D. Medical Insurance**
 - E. Emeritus Medical Benefit**
 - F. Flexible Spending Account**
 - G. Disability Insurance**
 - H. Faculty/Staff Assistance Program**
 - I. Leave Policies**
 - 1. Extended Absence Due to Medical Conditions, including Pregnancy**
 - 2. Family Medical Leave Policy**
 - J. Vacation**

IV. HEALTH AND SAFETY

- A. Safety**
- B. Emergencies**
- C. Weapons**
- D. Smoking**
- E. Personal Property**
- F. Pets**
- G. Worker's Compensation**

V. SERVICES

- A. Athletic Facilities**
- B. Blood Program**
- C. Computing Support/Campus Network**
- D. Direct Deposit**
- E. Identification Cards**
- F. Keys**
- G. Library**
- H. Parking**
- I. Cashier**
- J. Credit Union**
- K. Dining Services PrePay Plan**

BOOK FIVE. PERSONNEL GUIDE FOR FACULTY

PROCEDURE TO AMEND

The faculty will be consulted before any of the sections in Book 5 of the Faculty Handbook are altered or changed. Any proposed changes must be discussed first with the Faculty Personnel Committee, who will have the opportunity to make recommendations, before they are raised with the faculty.

I. RIGHTS AND RESPONSIBILITIES

A. Equal Employment Opportunity

It is the policy of Cedar Crest College to provide equal employment opportunity on the basis of ability and competency to perform the services required, and without discrimination on the basis of race, religion, gender, age, national origin, ancestry, sexual orientation, status as a Vietnam Veteran, disability or any other status protected by law.

Cedar Crest College will provide for the prompt, fair, and impartial consideration of all complaints of discrimination made within the College. A faculty member who believes she or he has been a victim of discrimination should promptly report such incidents to the Office of Human Resources.

B. Issues Relating to Harassment

1. Harassment

An important aspect of the College's equal opportunity policy is to ensure that all individuals have the right and opportunity to work and learn in an environment that is free from harassment of any nature. Discriminatory harassment is unlawful and interferes with a faculty member's job performance and students' academic opportunities. Discriminatory harassment in any form of faculty members, employees, applicants for admission or employment, temporary employees, temporary agency workers, vendors, or students is unacceptable conduct and will not be tolerated by this College.

This policy applies to harassment on the basis of race, color, religion, gender or sex, national origin, age, disability, sexual orientation, familial status or any other characteristic protected from discrimination under law. Harassing behavior includes discriminatory intimidation, ridicule, or insult that has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or of creating an intimidating, hostile or offensive work or learning environment, as viewed from the perspective of a reasonable person.

In the College educational setting, as distinct from other workplaces, considerable latitude for professional judgment in determining the appropriate content and presentation of academic material is required. Conduct, including pedagogical techniques, that serves a legitimate educational purpose does not generally constitute harassment.

It is important to create and foster an atmosphere in which instances of harassment are not tolerated. Toward this end, all members of the academic community should support the principle that harassment represents a failure in ethical behavior and that the exploitation of professional relationships will not be condoned.

Sexual harassment, like any other form of harassment, will not be tolerated. Sexual harassment consists of unwelcome advances, requests for sexual favors, and/or other spoken, visual or physical conduct of a sexual nature where:

- a. Submission to or rejection of such conduct is used as a basis for employment, education, or academic standing decisions, or for decisions relating to participation in College activities.
- b. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or education experience or performance, or of creating an intimidating, hostile or offensive work or academic environment. If it takes place in the classroom, it must also be persistent, pervasive, and not germane to the subject matter.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. It is the policy of the College that no one shall threaten or suggest, either explicitly or implicitly, that the refusal of another faculty member, staff member, student, or applicant for employment or admission to submit to sexual advances in any form will adversely affect that person's educational opportunity, employment, performance evaluation, grades, class standing, wages, compensation, advancement, assigned duties, or any other term or condition of employment or education. Furthermore, all faculty members are prohibited from offering, promising or granting preferential treatment to any student, faculty member, employee or applicant as a result of that individual's engaging in or agreeing to engage in sexual conduct.

The following behaviors are also prohibited: physical assaults of a sexual nature; other unwanted and unnecessary physical contact with another employee; unwelcome advances, propositions or sexual flirtations; subtle pressure or requests for sexual activities; spoken abuse of a sexual nature, including but not limited to inappropriate comments about an individual's body or sexual activities; the inappropriate use of sexually explicit or offensive language in discussions with or to describe an individual; and sexually explicit or offensive jokes.

In the educational setting within the college, as distinct from other workplaces within the College, considerable latitude for professional judgment in determining the appropriate content and presentation of academic material is required. Conduct, including pedagogical techniques, that serves a legitimate educational purpose does not generally constitute harassment.

2. Consensual Relationships

Sexual relations between students and faculty members with whom they also have an academic or evaluative relationship create the potential for exploitation. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in an academic or evaluative role, make voluntary consent by the student suspect. Even when both parties initially have consented, the development of a sexual relationship renders both the faculty member and the institution vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between faculty members and students. Similarly, the inequality of power and the respect and trust that is often present between a senior and a junior colleague make sexual relationships vulnerable to exploitation. In their relationships with students and junior faculty, members of the faculty are expected to be aware of the potential for professional favoritism or bias.

For these reasons, the College strongly discourages sexual relationships between individuals where one of the individuals is in a position to make decisions that may affect the career or academic experience of the other. Those in positions of power and authority who are having sexual relationships with their students or subordinates must not abuse or appear to abuse the authority with which they are entrusted. Any behavior that could be interpreted by employees or students as the showing of favoritism due to a personal relationship is strictly prohibited.

3. Retaliation is Prohibited

Retaliation in any form against a faculty member, an employee, student or applicant who exercises his or her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action. Concerns about acts of retaliation should be reported to the Executive Vice President of Finance and Administration/Human Resources who will determine the appropriate investigative process to be

followed, depending upon the nature of the allegations. Complaints involving academic matters will be referred to the Provost. All complaints will be investigated promptly.

4. Complaint Procedure

Cedar Crest is committed to diligent and impartial enforcement of its equal employment policy and its policy against harassment. Cases involving sexual harassment are particularly sensitive and demand special attention to confidentiality. The College encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. All allegations of harassment will be investigated promptly and in as confidential a manner as is possible and consistent with an effective investigation. As part of a confidential investigation, persons possessing information relating to the charge may be interviewed.

Retaliation in any form against anyone who exercises his or her right to make a complaint under this policy is prohibited.

- a. Anyone who feels that he or she is a victim of harassment at Cedar Crest College or has witnessed an incident of harassment may choose to advise the offender that his or her behavior is unwelcome and to request that it be discontinued. If the situation persists after such a discussion, or if the individual prefers not to speak directly to the person who is perceived to be engaging in harassment, the individual should promptly discuss his or her concerns with the Executive Vice President of Finance and Administration/Human Resources. It is never necessary for an individual to speak directly to an offender. The discussion or the complaint should occur as promptly as possible after the alleged harassment has taken place. Failure to present a complaint promptly limits the possibility of corrective action being taken and may preclude future recourse to legal procedures. In the event that the Executive Vice President of Finance and Administration is the alleged offender, the complaint may be raised with the Provost.
- b. The initial discussion between the complainant and the Executive Vice President of Finance and Administration/Human Resources will be kept confidential. No written record of the initial discussion will be placed in the personnel file of the alleged harasser. If the complainant, after the initial meeting, decides to proceed with an official complaint, the complainant will be asked to submit a written complaint to the Executive Vice President of Finance and Administration/Human Resources. However, either an oral or written complaint may initiate an investigation depending

upon the nature of the allegations, regardless of whether the complainant desires to proceed.

Upon receipt of an oral or written complaint, the Executive Vice President of Finance and Administration/Human Resources will initiate a confidential, prompt, thorough, and fully documented investigation as is reasonable in the circumstances of the complaint. This investigation will involve gathering all relevant information while protecting the confidentiality of the alleged harasser and the complainant consistent with an effective investigation. The investigation will commence by asking for the perspective of the complainant. The Executive Vice President of Finance and Administration/Human Resources will inform the alleged offender of the allegations and of the identity of the complainant and obtain the perspective of the accused on the situation under investigation. An accused faculty member may consult with anyone of his/her choosing after he/she is notified of the allegations. If other individuals have relevant information, they may be asked to provide their perspective during the investigation. If appropriate, additional information shall be gathered at the request of the person raising the allegations, the person accused, or by others who have knowledge of the incident.

- c. If the allegations or the defense involve issues of academic freedom, the investigation of the complaint will be referred to the Provost for handling, unless the Provost is the offender, in which case the matter will be referred to the Chair of the Faculty Executive Committee. The Executive Vice President of Finance and Administration/Human Resources may assist in the investigation.
- d. If the Executive Vice President of Finance and Administration/Human Resources conducts the investigation, upon completion of the investigation, the Provost will be provided with the underlying evidence and a summary of the findings of the investigation. The Provost will determine the appropriate courses of action, which may, among other things, include further investigation. Counsel may be consulted at this or any other stage of the investigation.

5. Resolution of a Harassment Complaint

The Office of the Executive Vice President of Finance and Administration/Human Resources and/or the Provost will advise the complainant and the accused individually of the College's position as to whether or not the claim has merit, and if the complaint has merit, what

proposed action(s) will take place to correct the situation. The complaint may be resolved to the mutual agreement of the parties at this or an earlier or later stage, at which time the matter will be closed. If the complaint is found to be without merit, the College's action will conclude at this stage. No retaliation will be taken against any person involved in the proceedings.

In the severe cases where suspension or dismissal is considered, the Provost will consult with the President before meeting with the faculty member involved.

6. Corrective Action and/or Disciplinary Measures

- a. If the Provost determines that the conduct of a faculty member warrants imposition of a minor sanction, such as a reprimand or warning, she/he will advise the faculty member of the proposed sanction. The faculty member will be afforded an opportunity to persuade the Dean that the proposed sanction is not appropriate.
- b. If the Provost determines that the conduct of a faculty member warrants imposition of a more severe sanction, such as suspension or termination, and the faculty member disagrees with the resolution of the matter, the provisions of Articles K. or L. of Book Three of the Faculty Handbook, as appropriate, will be followed.

C. Employment of Persons with Disabilities

The College is committed to ensuring equal employment opportunity for qualified individuals with disabilities. The American with Disabilities Act (ADA) prohibits discrimination against qualified individuals with disabilities. The ADA defines "disability" as a physical or mental impairment that substantially limits one or more of the major life activities of an individual, a record of such impairment, or being regarded as having such impairment. The College recognizes its duty to provide reasonable accommodations to qualified individuals with known disabilities. It is a faculty member's responsibility to inform the College if he/she believes that he/she is disabled and that an accommodation is needed to perform the essential functions of the position. The College may require medical documentation to determine the nature and extent of disability and to evaluate any request for accommodation.

If a faculty member is disabled and unable to perform the essential functions of his/her position without reasonable accommodation, the faculty member should contact the Provost with a written request for reasonable accommodation, accompanied by medical documentation explaining the disability, specific limitations and how the requested accommodation will assist. The Provost will consult with the Executive Vice President of Finance and Administration/Human Resources in

handling requests for accommodation. If the College needs to contact the faculty member's doctor to more fully understand issues relating to ability to perform the essential functions of a job and the requested accommodation, the College will ask for consent.

It is the College's policy to maintain in confidence any medical information regarding an employee. Faculty members should not, therefore, feel compelled to inform their Chair or any other colleague as to the specific nature of their condition or any accommodation requests.

If necessary to understand a faculty member's condition and the requested accommodation more fully, the Executive Vice President of Finance and Administration/Human Resources may request additional medical documentation. The College may also request that the faculty member submit to an independent medical examination by a doctor of its choosing, which will be paid for by the College. If the requested accommodation cannot be granted because it is not reasonable, the Provost will meet with the faculty member in an effort to look for reasonable alternatives that satisfy the needs of the disabled faculty member and the College.

D. Drug and Alcohol Policy

Cedar Crest College is committed to providing a safe and productive working environment for faculty members, employees, campus visitors, and students. The illegal use of alcohol, sale or possession of narcotics, drugs, alcohol, drug paraphernalia, or controlled substances while on the job or on College property is prohibited and is a dischargeable offense. Any illegal substance will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. Off-the-job illegal drug use which could adversely affect a faculty member's job performance or which could jeopardize the safety of others, or College equipment, is proper cause for administrative or disciplinary action up to and including termination of employment. Faculty member's who are convicted of off-the-job drug activity may be considered to be in violation of this policy. The College will take into consideration the nature of the charges, the faculty member's present job assignment, the faculty member's record with the College and other factors relating to the impact and circumstances of the faculty member's conviction.

I. Supervisory Intervention

Cedar Crest faculty members are required to be fit-for-duty. A faculty member is not fit-for-duty if his or her performance while conducting College duties is influenced or affected by illegal drugs or alcohol. If a supervisor has reasonable suspicion to believe that a faculty member is abusing any legal or illegal substance, prescription or otherwise, in a manner that violates Cedar Crest's Drug and Alcohol policy, the department chair will take appropriate action, based upon specific,

objective, documented facts. This action may include disciplinary action, up to and possibly including separation, with the approval of the Provost.

II. Support for Voluntarily Seeking Help

Faculty members are encouraged to come forward in confidence with their drug and alcohol problems to the Office of Human Resources. Cedar Crest will provide assistance without fear of reprisal or discipline. Faculty members seeking voluntary help through the Office of Human Resources will be referred to the Faculty and Staff Assistance Program (FSAP). This program provides brief assessment and counseling services for faculty members and their families. While not limited to rehabilitation services, the FSAP has specialists in this area. The FSAP will provide the faculty member, and his/her family if applicable, with an initial assessment and names of resources to continue in the process of resolving his/her problem. All communications with Human Resources will be kept in strict confidence. Faculty members may also contact the FSAP directly, without the involvement of the Human Resources Office.

Should a faculty member choose to enter an inpatient or outpatient rehabilitation program, after consultation with the Office of Human Resources, the faculty member will be placed on medical leave for the activities related to that program, and the reason for that leave will remain confidential. Cedar Crest will cover the cost of rehabilitation to the extent that it is covered by the faculty member's medical insurance; the remaining costs must be borne by the faculty member. Upon release to return to work by the rehabilitation program, the faculty member will be required, as a condition of continued employment, to submit to unannounced, periodic drug and alcohol testing for a period of two years following successful completion of the rehabilitation program. Voluntary rehabilitation will be available only once and will be available only if the faculty member comes forward before Cedar Crest has reasonable suspicion that the faculty member has violated the policy set forth above.

A faculty member who voluntarily enters into treatment will be held to the same performance and behavior standards as any other employee. Failure to meet performance or behavior standards will result in disciplinary action, up to and possibly including separation.

A faculty member who voluntarily enters into treatment and who refuses to sign a consent form prior to a drug and alcohol test, refuses to provide a sample at the date and time requested, provides false or tampered sample, or refuses to consent to a search shall be discharged from employment.

Permitted Activities

Faculty members of Cedar Crest College are permitted to consume alcohol at approved College sponsored events or outings, however,

faculty members are expected to be fit for duty during all work hours. Faculty members are expected not to drink and drive.

E. FERPA and Email Policy

Users should exercise extreme caution in using email to communicate confidential or sensitive matters and should not assume that email is private and confidential. However, it is reasonable to expect that a student will access her Cedar Crest College email account.

Therefore, any information protected under the Family Educational Rights and Privacy Act (i.e. grades) can be transmitted electronically **only to a Cedar Crest College email account**. In particular, faculty should not communicate any information about grades to an email address other than the Cedar Crest College email account. Please contact the Registrar with questions regarding FERPA.

Students enrolled in online courses may register for such courses using an email address from outside the Cedar Crest College system. However, faculty members may not transmit confidential information to that address.

F. ELECTRONIC MEDIA AND SERVICES

1. Electronic Media and Services Policy

Cedar Crest College (“the College”) provides faculty members with access to and use of various electronic media and services including computers, electronic mail (“e-mail”), telephones, voicemail, the College’s Intranet, the Internet, and fax machines. These resources are designed and implemented for the purpose of facilitating communications between faculty members of the College; between faculty members and the College’s staff and students; and between faculty members of the College and other third-parties. The resources are provided to facilitate communications related to the College.

These are the College’s policies with regard to the proper use of all electronic media and services that are accessed on or from the College premises, that use the College computers and/or are used in a manner that identifies the individual user with the College. The College intends to honor these policies but reserves the right to change them at any time with such prior notice, if any, as may be required under the circumstances.

The College respects its faculty members and trusts that they will behave responsibly when using the electronic media and services available to them. The College also recognizes each person’s individual right to privacy. However, individual privacy rights do not extend to the use of

College-provided equipment or supplies, including its e-mail, voicemail, Internet, and Intranet system. These resources are the property of the College and faculty members should have no expectation of privacy when using them.

2. Software

To prevent computer viruses and maintain a level of standardization of network computers, there should not be any unauthorized downloading or installation of software (including personal software, audio players, screen savers, freeware, shareware, etc.). All software must be registered to the College. All software must be installed by the proper technical personnel under the direction of the Information Technology Department.

If you have a need for any specific software to carry out your responsibilities, please submit your request in writing to the Director of Information Technology.

3. Intranet, Internet, Voicemail, and E-Mail Access

The College provides Intranet, Internet, voicemail and e-mail access to be used for College-related business. Every faculty member has the responsibility to use the College resources in a responsible and productive manner. The College recognizes that there will be occasional personal use, but this should not be excessive or unreasonable.

Each faculty member is responsible for the content of all text, audio, documents, and images that he/she places or sends via the College computers or other electronic media. Any messages or information sent by an employee to another individual outside of the College are statements that reflect on the College. We require that all communications sent by faculty members comply with all the College policies and not disclose any confidential or proprietary information.

Faculty members should be careful not to make remarks in a voice or e-mail message or while using the Intranet or Internet that they would not ordinarily commit to writing. Faculty members also should be aware of the confidentiality risks inherent in the use of these resources and, accordingly, use good judgment regarding what topics are appropriate for this means of communication; these communications are only as confidential as the recipient chooses to make them.

The College's electronic media may not be used for transmitting, retrieving or storage of any communications of a discriminatory or harassing nature or materials that are obscene. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. Electronic media may also not be used for any other purpose that is illegal or against College policy or contrary to the College's best interests. Solicitation of non-College business, or any use of the College network for personal gain, is prohibited.

The following activities constitute misuse of the College's electronic media, and can result in discipline, up to and including termination from employment:

- Use for any unlawful purpose.
- Providing copyrighted material without express permission.
- Harassing, defaming, unlawfully discriminating against, or otherwise unlawfully injuring others.
- The use of profane, abusive, or offensive language in a message.
- Use for commercial purposes without prior written approval from the President.
- Use for personal matters in a manner that is excessive or interferes with job performance.
- Use for religious, political, charitable, or other causes.
- Violation of the provisions of this voice and e-mail policy.

4. Passwords

Passwords will be chosen by the individual users and will be confidential. Faculty members should not share their passwords with anyone else and should take precautions to maintain the confidentiality of their passwords. Passwords will be changed by the Information Technology Department only when the user requires assistance, the faculty member has been terminated, or it is necessary for system maintenance.

5. Access To Contents By The College

Monitoring of these systems may be done strictly to gauge volume and system efficiency. At no time during routine maintenance or system evaluation will the contents of messages be listened to or read. However, there may be instances where the College may need to access the users' voice and electronic mailboxes to resolve system problems in a way in which messages may be read or heard.

The College reserves the right to access electronic media available to its faculty members without notice in the following circumstances: (1) upon reasonable suspicion that unlawful conduct or conduct in violation of the policy is occurring; (2) where necessary for legitimate reasons related to the business or policies of the College; and (3) where required to do so by law.

6. Access To Contents By Co-Workers

Faculty members are prohibited from listening to or reading other employees' messages, except in the situations previously described. All electronic communications will be delivered only to the addressed recipient(s), i.e. to,

Carbon Copy, and Blind Copy. However, an electronic message is only as confidential as any recipient chooses to make it.

7. Electronic Mail Storage/Deletion

Voice and electronic mailboxes are to be used for receiving and sending mail messages, not for storage. Voice and e-mail have limited storage access, and you will therefore not be able to store unlimited messages.

8. Solicitation Restrictions

The College's electronic media may not be used for the distribution or dissemination of any nonwork-related literature or materials, for the sale of any goods or services, or for solicitation for any cause, other than those related to student organizations.

9. Violations

Violation or abuse of this policy may lead to termination of your rights to use some or all of the College's electronic media and services, as well as other disciplinary action, up to and including termination.

III. WAGE AND SALARIES

A. Salary Letters

The salaries of the faculty are reviewed by the Executive Vice President of Finance and Administration/Human Resources annually in consultation with the Provost and the Faculty Personnel Committee. Salary letters are sent out on or about March 1st, and salary adjustments are effective July 1st.

B. Pay Dates

Faculty members typically are contracted for nine months of service, but are paid in twelve equal monthly installments on the 20th of each month. If that date falls on a weekend or a holiday, the faculty member is paid on the last working day prior to the weekend or holiday. Payroll checks and payroll vouchers (for those who elect to direct deposit) will be mailed to the faculty member's home on the day before payday.

C. Separation from the College

A faculty member should contact the Office of Human Resources in advance of separation from the College to discuss separation procedures. Full-time and part-time faculty members who separate from the College will receive the balance of payments due for work performed under the

terms of their appointment. When the final two paychecks are for the months of July and August, these paychecks will not reflect any increase that would have become effective on July 1 for the following academic year. Medical and dental benefits will be cancelled at the end of the month in which the faculty member separates. The option for continuation of health benefits under COBRA will be explained upon separation. Other benefits end the last day of the month in which the faculty member receives his/her final salary payment.

Any faculty member who is contemplating retirement is requested to notify the College in writing of such intention at least three months prior to the desired date of retirement. See also Article K.1: Resignation in Book Three of the Faculty Handbook.

The faculty member must turn over keys, ID card, library books and any other College property in his/her possession on or before his/her last day of employment at the College.

III. BENEFITS

Subject to all applicable waiting periods, all full-time faculty members are eligible to participate in Cedar Crest College's benefits program. Detailed information concerning these benefits is available in the Office of Human Resources. Benefits are governed entirely by the provisions of the appropriate summary plan documents, which are provided to all full-time faculty members at the time of benefits enrollment and as revisions are made. The following descriptions are intended to be a convenient source of summary information.

It is the responsibility of each faculty member to advise the Office of Human Resources immediately of any change in information that may affect a faculty member's benefits, including name, address, family status, number of dependents, or beneficiaries.

This section outlines some of the benefits provided to faculty members.

A. Educational Benefits

Full-time faculty, and their spouses or same-sex domestic partners, will receive, upon appropriate application, full tuition remission at Cedar Crest College for any undergraduate courses for which they are eligible, for credit or non-credit, based upon space availability, providing scheduling meets with their Chair's approval. They must, however, pay applicable fees and follow standard registration procedures.

Faculty members and their spouses or same-sex domestic partners must first complete a Tuition Remission Eligibility Form and have it approved by Human Resources, prior to registration. A new Tuition Remission Eligibility form must be completed for each semester for which you, your spouse, or same-sex domestic partner, register.

Experiential Learning Credit is also eligible for tuition remission; however, any fees incurred to receive the credit will be the responsibility of the faculty member.

Full-time faculty who have been employed by the College for two years or more may enroll their dependent daughters who have completed high school and who qualify for admission to Cedar Crest College. Dependent sons are eligible for programs on the same basis males are admitted to the College. Please contact the Admissions Office or Center for Lifelong Learning for more information.

In order to obtain remission for dependents, faculty members must first complete a Tuition Remission Eligibility Form for their dependent and have it approved by Human Resources prior to registration. A new Tuition Remission Eligibility Form must be completed for each semester for which your dependent child is registering.

Effective July 1, 2005, any dependent children who are accepted to attend the College full-time must also contact the Financial Aid Office to complete the FAFSA (Free Application for Federal Student Aid) to apply for any available financial aid for which they are eligible. Tuition remission will be reduced by the amount of federal or state grants, so that tuition remission plus federal and state grants combined do not exceed the cost of tuition.

If a student receives tuition remission from the College, s/he will not qualify for any additional Cedar Crest scholarships.

Dependents include natural and legally adopted children under age 25, claimed on the faculty member's tax return. Stepchildren under age 25, claimed as IRS dependents by the faculty member, will qualify under the tuition remission program as well.

Part-time faculty members may audit one Cedar Crest course per semester free of charge, subject to space availability and the Chair's approval. The faculty member will not be paid for the time spent attending class.

The College belongs to the Council of Independent Colleges Tuition Exchange Program (CIC-TE), and another program called Tuition Exchange (TE) that includes a different set of rules and applicable colleges. Dependent children under age 25 of full-time faculty members who have been employed by the College for two years are eligible to apply. Dependents include natural and legally adopted children, under age 25, claimed on the faculty member's tax return. Stepchildren under age 25, claimed as dependents on the faculty member's tax return, will

qualify under these programs as well. Please contact the Human Resources Office for more information.

Tuition is defined as the actual tuition at the college attended less any scholarship or grant that has been awarded to the student.

A full-time faculty member, or their spouse,* may enroll in up to two undergraduate courses each semester at any LVAIC institution tuition-free subject to space availability. Any special fees normally charged by the host institution to its faculty members or their spouses will also be charged to faculty members or their spouses of the other member institutions. This policy does not apply to courses offered in a January/Winter Session or May Session, and will only apply for faculty members in the Summer Sessions. Certain courses or majors are subject to additional restrictions. Colleges included in the Association are Muhlenberg College, DeSales University, Lafayette College, Moravian College, Lehigh University and Cedar Crest College. Please contact Cedar Crest College's Registrar's Office for the appropriate registration forms.

*Note: a spouse *may* be defined as a "domestic partner" – as defined in the personnel policies of individual member institutions. Eligibility for "domestic partners" to cross register through this program is governed by the policies of the host institution, as it relates to recognition of, and benefits extended to, "domestic partners" at that institution. As such, in the event that the personnel policies of the host institution do not recognize "domestic partners" and/or do not extend benefits to "domestic partners," such individuals will be ineligible for cross-registration at that institution

B. Retirement Benefits

The TIAA-CREF Retirement Plan (under section 403 (b) of the IRS code) is a fully vested participatory plan. The plan requires a 5% Faculty member contribution of the base contract salary through payroll reduction in order to receive the College's 6% matching contribution. Faculty members have choices regarding the percentage of payments that goes to TIAA vs. CREF. The Office of Human Resources may be consulted for more information.

Full-time faculty members are eligible to participate in this plan after two full years of employment at Cedar Crest College. If the faculty member has a 403 (b) account from service at another institution of higher education, eligibility begins at once.

Faculty members wishing to invest pre-tax earnings prior to being eligible for the Retirement Plan, or in amounts in excess of the 5% required for the Retirement Plan may wish to open a TIAA/CREF SRA (Supplemental Retirement Account). Contributions are on a voluntary basis through a

salary reduction agreement. The College makes no contribution to this plan. All full-time faculty members may take advantage of this option as of their date of employment. The Office of Human Resources may be consulted for more information.

Participants may choose to change their combined Retirement Account (RA) and SRA election up to an amount governed by statutory limit.

In addition to the benefits from the Retirement Savings Program, faculty members make mandatory contributions via payroll deductions to the Medicare and Social Security programs which are matched by the College in accordance with federal law and may receive such benefits upon becoming disabled or retiring. Faculty members may contact the Social Security Administration for more information.

C. Life Insurance

The group term life insurance benefit covers all full-time faculty members effective the first day of their first full month of employment. The amount of insurance is based on twice the amount of the faculty member's annual salary, subject to age and salary caps as required by the provider. The plan includes dependent coverage for spouses in the amount of \$10,000; and the plan also provides a benefit for children under the age of 19 (age 23, if a full-time student) in an amount up to \$5,000, based on age. The policy also includes Accidental Death and Dismemberment Insurance. This coverage provides additional protection in the event of a dismembering injury or accidental death while insured. Please see Human Resources for full details of the plan.

D. Medical Insurance

Subject to all applicable waiting periods, active, full-time faculty are eligible to participate in their choice of health plans effective the first day of their first full month of employment. Children of faculty members are eligible under the plan up to age 19. If the child is certified as a full-time student, he or she may be covered up to graduation or age 23, which ever comes first. A change in a faculty member's choice of health insurance plan may be made at the annual open enrollment period or at the time of an IRS qualifying event.

The design of the College's health plans is reviewed annually and is subject to change by the College. The percentage paid by the College is subject to change by the College at its discretion, and varies depending upon the benefit plan. Costs are also subject to provider rate setting or actuarial assumptions.

Please see a member of the Human Resources Office for a current listing of available plans.

Note: All the faculty member's contributions for health and dental plans are deducted on a pre-tax basis in accordance with the College's Section 125 plan.

E. Emeritus Medical Benefit

When an emeritus faculty member enrolls in the College's Health Plan and is under age 65, the College pays the same contribution towards the individual premium as during active employment. Upon reaching age 65 and upon proof of Medicare Part A and Part B coverage, the College pays up to the cost for the medical portion of the supplemental premium. The retiree is responsible for payment of the prescription portion. Emeritus faculty will be billed for their portion on a bi-annual basis.

F. Flexible Spending Account

This option provides a means for Cedar Crest College faculty members to pay for unreimbursable medical, dental, vision or dependent care expenses on a pre-tax basis. Open enrollment is held in November for the next calendar year.

G. Disability Insurance

All full-time faculty members who have been employed for one year are covered by long-term disability insurance. The plan provides a monthly income benefit that is equal to 60% of monthly base salary, not to exceed \$6,000 per month, less any benefits payable from Social Security or Worker's Compensation. The elimination period (consecutive days of disability for which no benefits are payable) for this benefit is 180 days. If a faculty member has had disability coverage with another employer for a full year prior to employment with Cedar Crest College, the enrollment waiting period will be waived. Proof of previous coverage must be provided to the Office of Human Resources. The maximum benefit period is to age 65. If the faculty member becomes disabled over age 60, the maximum benefit period will be 60 months.

If the faculty member has ten years of continuous service with the College, prior to an LTD event, Cedar Crest will continue to pay the College contribution toward the faculty member's health insurance premium. This benefit continues until the earlier of, 1) the faculty member's return to work, 2) retirement at age 65, or 3) until the faculty member is no longer disabled.

If the faculty member has less than ten years of service prior to an LTD event, the individual is offered COBRA coverage for his/her health insurance. When COBRA benefits expire the individual may elect non-group coverage.

H. Faculty/Staff Assistance Program

The Faculty/Staff Assistance Program (FSAP) is available to all full-time faculty members and is serviced through an outside provider called Preferred EAP. Preferred EAP provides a **confidential** assessment, brief counseling, and referral service. The FSAP offers full-time faculty members and their families readily accessible, professional and high quality assistance – 24 hours a day, 7 days a week – for personal or work-related problems when they are not sure where to start looking for help. This **confidential** service is available to help faculty members and their families find a way to try to handle personal and family issues before the problems negatively impact the quality of their home or work life.

Services are available by calling Preferred EAP at (610) 433-8550, or visit their office at 1728 Jonathan Street, Suite 200, Allentown, PA 18104.

I. Leave Policies

1. Extended Absence Due to Medical Conditions, including pregnancy

If a faculty member has a medical condition, including pregnancy, which will require an extended absence, with proper medical documentation from the faculty member's physician, the faculty member's salary and benefits will be paid at the same rate until long term disability coverage takes over (Please see section G for a full description of the long term disability policy). Additional doctor's certifications may be required at any time at the College's discretion.

2. Family Medical Leave Policy

In accordance with the Family and Medical Leave Act (FMLA), Cedar Crest College provides to eligible faculty members the right to take up to 12 consecutive or non-consecutive weeks during any rolling calendar year of unpaid job protected leave each year for certain family or medical reasons. The faculty member should contact the Department Chair and Provost to determine if the FMLA leave should be extended to the end of a semester due to scheduling issues. **Approval of both must be secured in order for FMLA leave to be extended beyond 12 weeks.** Approved FMLA leave runs concurrent with worker's compensation leave, long-term disability, and/or any other approved leave periods.

The following conditions and guidelines must be met:

a) Eligibility

Faculty Members are eligible for FMLA leave if they:

- Have been employed by the College for at least 12 months; and
- Have worked at least 1,250 hours during the previous 12 months, or have been a full-time faculty member for the equivalent of an academic year during the previous 12 months.
- If both spouses or same-sex domestic partners are employed by the College, they are entitled to a combined total of 12 weeks for the birth or placement of a child for adoption or foster care.

b) Entitlement To FMLA Leave

The College will provide an eligible faculty member up to a total of 12 weeks of FMLA leave during the rolling calendar year for any of the following reasons:

- The birth of a child to the faculty member.
- The placement of a child with the faculty member for adoption or foster care.
- To care for an immediate family member (spouse, same-sex domestic partner, child or parent of faculty member) with a serious health condition.
- To take medical leave when the faculty member's own serious health condition renders the faculty member unable to perform the regular functions of the faculty member's position.

A serious health condition is any illness, injury, impairment, or physical or mental condition that involves:

- Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility.
- Any period of incapacity that requires an absence of more than 3 calendar days from work, school, or other regular

daily activities that also involves the continuing treatment by, or supervision of a health care provider; or,

- Continuing treatment by, or supervision of a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than 3 calendar days, and for prenatal care.

c) Leave On An Intermittent Or Reduced Schedule Basis

- Leave taken because of a serious health condition of the faculty member, or of the faculty member's child, spouse, same-sex domestic partner or parent, may be taken on a reduced or intermittent schedule when medically necessary. The College may require the faculty member taking leave for these reasons to transfer temporarily to an alternative available position with equivalent pay and benefits that better accommodates recurring periods of leave.
- Leave taken for the birth or placement for adoption or foster care of a child cannot be taken on an intermittent or reduced leave schedule unless agreed to by the College.
- Leave taken for the birth or placement for adoption or foster care of a child must be concluded within 12 months of the date of the birth or placement.

d) Compensation and Benefits During Family and Medical Leave

For 12 month faculty, all accrued vacation must be exhausted prior to using unpaid FMLA leave time. Any remaining FMLA leave under this policy will be unpaid leave. If the FMLA leave is for the faculty member's own medical/serious health condition, he/she will be paid in accordance with the Extended Absence due to Medical Conditions Policy set forth in Article I.1.

While on leave, the faculty member's health insurance benefits will continue under the same terms and conditions as prior to the leave, including continuing responsibility for any applicable faculty member premiums.

If a faculty member fails to return from leave, the faculty member must repay the College for health insurance premiums which the College paid to maintain the faculty

member's coverage while the faculty member was on leave, unless the failure to return from leave is due to the continuation, recurrence or onset of a serious health condition or other circumstances beyond the faculty member's control. The College may require the faculty member to provide certification of the foregoing circumstances.

e) Notice and Certification of Requirements

If the reason for leave is foreseeable, the faculty member shall provide not less than 30 days notice. If the reason for leave is not foreseeable, the faculty member shall notify the College as soon as practical, which will ordinarily be no more than one or two business days after the faculty member learns of the need for the leave.

Leave taken due to a serious health condition of a child, spouse, domestic partner, parent, or faculty member must be supported by certification from a health care provider. The College reserves the right to require additional certifications, second or third medical opinions and periodic recertifications as permitted under the Family and Medical Leave Act.

f) Return From Leave

When returning from leave, a faculty member will be returned to the same or an equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

Before a faculty member may return from a leave taken because of the faculty member's own serious health condition, the faculty member must furnish the College with a certification from the faculty member's health care provider stating the faculty member is able to resume work.

g) Other Provisions

This Policy does not affect any benefits or leave rights that may be provided under any employment benefit plan.

J. Vacation

Faculty members with twelve-month appointments accrue 20 days of paid vacation each fiscal year.

IV. HEALTH AND SAFETY

A. Safety

The Campus Security Department is located in the Physical Plant Building and is staffed 24 hours a day, 7 days a week. The Department exists to serve and protect the College community. Officers patrol the campus, respond to all security-related calls on the campus and enforce traffic regulations.

If a faculty member sees anything of a suspicious nature on campus or requires security assistance, including an escort to locations on campus, she/he should contact Security at extension 3522 or dial "0" from any on-campus telephone.

B. Emergencies

In case of any emergency, notify the Campus Security Office, which in turn will notify emergency services (ambulance, fire department, police department) and dispatch a security officer to the scene to provide assistance.

C. Weapons

Weapons are prohibited on the campus of Cedar Crest College. It is against College policy for any person to possess, or carry, whether openly or concealed firearms, explosives or any potentially dangerous weapon on College property. All federal, state and local laws regulating the possession, use and sale of weapons are in force on the Cedar Crest campus.

D. Smoking

For health and safety concerns, the College discourages smoking. Smoking is prohibited in all buildings on College property.

E. Personal Property

The College is not responsible for loss or theft of personal property. Faculty members who lose or find property should contact the Lost and Found located at the information desk in the College Center.

F. Pets

For health and safety concerns, the College does not permit faculty members to bring their pets into College buildings or keep them outside on campus for extended periods of time.

G. Worker's Compensation

All faculty members are covered under the Pennsylvania State Worker's Compensation Law for any injury or illness that may occur while on the job. Each faculty member is entitled to coverage of medical expenses as

well as compensation. Any injury received during the performance of duties, no matter how slight, must be reported immediately to the faculty member's Chair, who, in turn, will file a report with the Office of Human Resources. The College pays all premiums; benefits are paid in accordance with the Pennsylvania State Worker's Compensation Law. Additional information regarding Worker's Compensation is found in the Administrative Services Procedures Manual.

If you suffer a work-related injury or illness, in order to be covered by the College's Worker's Compensation Insurance, you must select from one of the physicians or other health care providers listed below and must continue to visit them for a period of ninety (90) days from the date of the first visit. Following the termination of the ninety (90) day period, subsequent treatment may be provided by any health care provider of your choice. If after the ninety (90) day period you are provided treatment from a non-designated health care provider, you must notify the college within five (5) days of the first visit. Should you not comply with the foregoing; the College will be relieved from liability for the payment for the services rendered.

Designated Licensed Physicians or Practitioners:

Healthworks
1243 S. Cedar Crest Blvd.
Allentown, PA 18103
Phone: 610-402-9292

Lehigh Valley Hospital - Emergency
I-78 & S. Cedar Crest Blvd.
Allentown, PA 18103
Phone: 610-402-8111

Lehigh Valley Orthopedics
1605 N. Cedar Crest Blvd.
Allentown, PA 18103
Phone: 610-821-4848

Lehigh Valley Hospital - Emergency
17th and Chew Streets
Allentown, PA 18104
Phone: 610-402-2226

Plastic Surgeons Professional
Group
1230 S. Cedar Crest Blvd.
Allentown, PA 18103
Phone: 610-432-1953

Lehigh Valley Ophthalmic Association
Fairgrounds Medical Center
400 N. 17th Street, Suite 101
Allentown, PA 18104
Phone: 610-433-0450

Allen Neurosurgical
1210 S. Cedar Crest Blvd.
Allentown, PA 18103
Phone: 610-433-3143

V. SERVICES

A. Athletic Facilities

The tennis courts, the Lees Hall gymnasium, the Rodale Aquatic Center and the fitness center are available to all faculty members when they are not scheduled for student use. Any faculty member who wishes to use the fitness center must request a Corby Electronic Access Tab from the Security Office or the Office of Human Resources. To receive an access tag, a deposit of \$20 must be paid.

B. Blood Program

In cooperation with the Miller Memorial Blood Center, Cedar Crest College has established a blood program for the benefit of its employees and their immediate families. Faculty members who choose to become part of the blood program must contact the Blood Center; however, donating blood is not a necessary requirement in order to receive blood. Miller Memorial Blood Center is located at 1251 Cedar Crest Boulevard. The phone number is 610-820-5080.

C. Computing Support/Campus Network

The Office of Information Technology is located in Curtis Hall. Information Technology is responsible for the functioning of the computer network, hardware (computers and printers), and support of networked software. For all computer-related problems, the Help Desk (ext. 3348) should be the first point of contact. The Help Desk provides assistance in the above mentioned areas and coordinates all technical support visits. The Help Desk is open Monday through Friday from 8:30am to 4:30pm, excluding campus holidays.

All faculty members are required to become familiar with the College policies related to computer use as outlined in the computer use policy. This policy sets forth the College requirements for the responsibilities a faculty member agrees to uphold in exchange for network privileges. The latest version of the policy is available at all times on the Internet at: <http://www.cedarcrest.edu/helpdesk/compuse.html>.

D. Direct Deposit

With authorization, the Payroll Department will deposit a faculty member's net pay (after deductions) directly into a personal checking or savings account. With direct deposit, a payroll voucher is produced which includes regular pay stub information. To initiate direct deposit, contact the Office of Human Resources for an authorization form. Payroll checks and payroll vouchers will be mailed to your home on the day before pay day.

E. Identification Cards

Identification cards may be obtained from the College Center staff for use as identification on campus and as a library card. To obtain an

identification card, call extension 3434 to schedule an appointment during the first week of employment.

F. Keys

Faculty members may be issued keys during their employment with the College. The faculty member is responsible for securing any keys assigned to them. Upon separation from service, keys must be returned to the Office of Human Resources on or before the last day of employment.

G. Library

Cressman Library provides facilities for research, study, and browsing. A library card is required to borrow materials. The Cedar Crest College identification card serves as a library card.

H. Parking

Application for the registration of all faculty members' automobiles is made at the Office of Human Resources. Upon completion of the application, parking decals will be issued which will entitle faculty members to park in designated campus parking areas. Faculty members who do not follow campus parking regulations are subject to fines payable at the Cashier's window. Unpaid fines may be turned over to the local Magistrate's office for court action and collection.

I. Cashier

The College offers check cashing services, up to \$200, for faculty members at the cashier's window located in the Controller's Office. The Cashier's window is open weekdays from 9:00 a.m. to 1:00 p.m.

J. Credit Union

Any faculty member wishing to take advantage of services available through the Lehigh Valley Educators Credit Union may contact their office at 3720 Hamilton Blvd Allentown, 610-830-0145.

K. Dining Services PrePay Plan

The College, in conjunction with Parkhurst Dining Services, offers an opportunity for faculty to participate in a discounted food service plan. The Dining Services Prepay Plan allows faculty to use prepaid dollars to purchase food and drinks from the Dining Hall and Bistro and receive a 20% discount on each purchase. The prepaid dollars will be linked to the faculty member's ID. When the ID is swiped, a 20% discount will be applied and the dollar amount of the discounted purchase will be deducted from the total amount available on their ID card.

The minimum amount that can be deposited into the prepaid plan is \$50.00 in cash or \$100.00 through payroll deduction. Payroll deductions will be broken out evenly over the semester for the total amount of prepaid dollars authorized by the faculty member. All monies deposited will be

non-refundable. All remaining money in your account will roll over from semester to semester.

Money may be added to your account at anytime in increments of \$50.00 in cash or \$100.00 per payroll deduction (payroll deduction may only be used at the beginning of a semester).

Faculty can enroll in the Dining Services Prepay Plan by completing a payroll deduction form available in the Human Resources Office or by paying the Cashier in the Student Accounts Office.