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BOOK V. 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 to all employees and applicants, without discrimination on the basis of race, religion, gender, gender identity, pregnancy, age, national origin, ancestry, sexual orientation, veteran status, disability or any other status protected by law. All decisions regarding terms and conditions of employment will be made on the basis of ability and competency to perform the services required. This policy applies to all terms and conditions of employment, including, but not limited to, recruitment, selection, placement, transfer, promotion, training, compensation, benefits and termination. Cedar Crest College will provide for the prompt, fair, and impartial consideration of all complaints of discrimination made within the College. Employees who believe they have been the victim of discrimination should promptly report such incidents to the Office of Human Resources.

B. Business Conduct
All employees are expected to deal honestly, responsibly and fairly with our co-workers, students and vendors. Employees are also expected to act wholly in the best interests of Cedar Crest College and are not to be influenced by personal interests and relationships of any kind in performing their duties.
When faced with tough issues, the following questions may assist in determining the proper course of action:

- Is it legal?
- Is it consistent with our Faculty Handbook?
- Is it fair, just and non-discriminatory?
- How would I feel about myself if my actions became widely known?
- Is it in the best interest of Cedar Crest College considering its honored reputation?

This Policy on Business Conduct is not intended to be comprehensive, and in this respect, employees must consider every situation carefully. Employees are expected to follow all legal requirements relating to ethical business practices, conflicts of interest, environment, health, safety, employment, political activities and other laws. Every employee is responsible for taking the initiative to learn and understand those
legal requirements specific to their position within the College. The College will provide appropriate training and resources to support these requirements, as necessary. The College emphasizes its commitment to the highest legal and ethical standards in all aspects of its business dealings. The Office of Human Resources will continue to advise and assist in the identification, examination and appropriate reporting of any incidents or practices that may be determined to be inconsistent with the College’s mission and values by providing direction and advice on matters affecting compliance with the College’s Business Conduct Policy, investigating violations of College policies and assisting in incorporating College policies into internal training and communications sessions. The Office of Human Resources is available to offer support and guidance regarding any questions or concerns an employee may have about this or any other College policy outlined in the Employee Handbook.

C. Confidentiality

Faculty members of the College may have access to and/or create information that is confidential and/or sensitive in nature. The College has certain obligations to ensure that this information is kept confidential and not disclosed to others. As a result, no faculty member of the College may disclose to anyone, or use, either during the faculty member’s employment or afterwards, any confidential information concerning the College except as necessary to fulfill the duties of the faculty member’s position with the College. Confidential information includes, but is not limited to, data and programs; software and other information systems; fundraising, marketing information and strategies; personnel information; purchasing; research and development information; financial information; student-related information; and inventions or discoveries. Confidential information includes information whether or not it might be deemed a trade secret of the College but does not include matters that are generally available to the public. Faculty members who may have access to personnel information in accordance with their day-to-day activities may not retrieve or use the information for personal purposes, and doing so will result in disciplinary action, up to and including termination of employment. Access to and use of this information is to be strictly used for official College business.

During the term of employment, faculty members may be involved in many confidential issues related to the operation of the College. All such information which is learned or created remains the property of the College throughout employment as well as after employment ceases. Sharing confidential information received with any other faculty member or employee, other than with those who are directly involved in the specific confidential situation, is prohibited, and doing so will result in disciplinary action, up to and including termination of employment. Upon leaving the College’s employ for any reason, no faculty member may take, without the written consent of the College, any document, record, drawing, copy, computer disk, software, data file, personnel or student file (or any contents thereof) or other printed, written, computer or recorded matter embodying any confidential information, and must turn over to the College all such printed, written or recorded matter that is within the faculty member’s possession or control. Please refer to Book III, article I for further information related to intellectual property.
However, the College recognizes that freedom of inquiry and the exchange of ideas are central to the mission of academic institutions like Cedar Crest College. Therefore, nothing in this policy is meant to prevent the internal use of confidential information for legitimate academic or administrative needs of the College, with the authorization of the College. Moreover, nothing in this policy is meant to contradict the Faculty Bylaws, Book II, Article C (6), regarding Faculty Meetings. Any questions regarding the Confidentiality policy should be directed to the Provost.

D. Conflict of Interest
All faculty members of Cedar Crest College must avoid any conflict of interest between themselves and the College. Specifically, no officer, manager, employee or faculty member shall make any investment, accept any position or benefits, participate in any transaction or arrangement or otherwise act in a manner that interferes with upholding the best interests of the College or creates (or appears to create) a conflict of interest with Cedar Crest. To that end, no faculty member may contract to do business on behalf of the College with a related party where the employee stands to receive financial gain from the business transaction. A faculty member must make full disclosure to the Chief Financial Officer/Treasurer or the President of the circumstances of any decision that may create a conflict of interest.

Gifts and Gratuities - It is the policy of Cedar Crest College to prohibit the acceptance of gifts, services or other gratuities which may be offered to a faculty member by outside business associates. If such offers are made, the faculty member may do one of the following:

- suggest to the donor that, in lieu of the gift, the fair market value be donated to the College;
- if the gift is of a nature which would allow its enjoyment by the College community, accept it on behalf of the college and share it with other faculty members and employees; or
- reject the gift.

E. Employment of Relatives
Relatives of present faculty members will be treated the same way as all other applicants of the College and may be hired by the College as long as the individuals concerned do not work in a direct supervisory relationship or are in any position to influence or handle each other’s work. The College reserves the right to re-assign a Faculty member to report to another position should their relationship with their supervisor turn into a personal one through marriage or similar situation.

F. Employment Verifications
Employment verifications for credit, mortgage application, or other financial purposes will be made by the Office of Human Resources only when permission from the current or former faculty member has been received in writing.
G. Issues Relating to Harassment

1. Harassment

It is the College’s policy to ensure that all individuals have the right and opportunity to work and learn in an environment that is free from unlawful harassment of any nature. All workplace relationships should be professional and free of harassment, unlawful bias and other offensive conduct. Discriminatory harassment is unlawful and interferes with a faculty member’s job performance and students’ academic opportunities. The College will not tolerate unlawful discrimination, including harassment, based on any legally protected characteristic. Moreover, it is also the College’s policy to prohibit other forms of harassment or unprofessional conduct, whether or not it rises to the level of a hostile work environment as defined by the law. Discriminatory harassment directed toward 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, pregnancy, 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.

Examples include but are not limited to: epithets, slurs, or threatening, intimidating, or hostile acts that relate to a protected characteristic; written or graphic material on the College’s premises or on College business that reflects hostility or aversion toward an individual or group because of race, color, gender, national origin, age, disability, religion, or any other protected classification.

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, for decisions affecting an individual’s employment, 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 manner.

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 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.

Examples of behaviors that would violate this policy include but are not limited to the following: 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 are 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 prohibits 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. 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 Chief Financial Officer/Treasurer or to the Human Resources Director 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. The College in its discretion may take reasonably necessary or prudent interim measures pending the outcome of the investigation.

   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 Chief Financial Officer/Treasurer or the Human Resources Director. 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 could potentially limit the possibility of corrective action being taken and may negatively impact future recourse to legal procedures. In the event that the Chief Financial Officer/Treasurer is the alleged offender, the complaint may be raised with the Provost.
b. The initial discussion between the complainant and the Chief Financial Officer/Treasurer or Human Resources Director 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 Chief Financial Officer/Treasurer or Human Resources Director. 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 Chief Financial Officer/Treasurer or Human Resources Director 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 all relevant information from the complainant. The Chief Financial Officer/Treasurer or Human Resources Director 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 interviewed 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 Chief Financial Officer/Treasurer or Human Resources Director may assist in the investigation.

d. If the Chief Financial Officer/Treasurer or Human Resources Director 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 Chief Financial Officer/Treasurer or Human Resources Director 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. However, if the investigation reveals no basis for the complaint, along with reason to believe the complaint was malicious and knowingly false, the complainant may be subject to disciplinary action.

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 Measures 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 Provost 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.

H. **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) and the ADA Amendments Act of 2008 (ADAAA) prohibit discrimination against qualified individuals with disabilities. The ADAAA 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. The College may then request certain medical documentation regarding the nature of the disability, and the individual’s functional limitations in order to determine an effective accommodation. The Provost will consult with the Chief Financial Officer/Treasurer or Human Resources Director in handling requests for accommodation. If the College needs to contact the faculty member’s physician 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.
Under certain circumstances, if the College receives information, whether by observations or reports, which gives the College a reasonable belief that a faculty member's ability to perform essential job functions is impaired by a medical condition or that the faculty member poses a direct threat because of a medical condition, the College may ask the faculty member for information to determine if a reasonable accommodation may be necessary.

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 Office of Human Resources may request additional medical documentation. Any such inquiry will be limited to the faculty member’s ability to perform job related functions and the requested accommodation. Under certain circumstances, if the College deems it necessary for the conduct of business, it 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. Such medical examination will be strictly limited to determining the existence of an ADAAA disability and the job-related functional limitations that require reasonable accommodation. 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.

I. 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 will result in discipline, up to and including termination. Any illegal substance will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. Off-the-job illegal or legal but illegally used drug or alcohol use which could adversely affect a Faculty member’s job performance or which could jeopardize the safety of others, or College equipment, will result in disciplinary action up to and including termination of employment. Faculty members who are convicted of criminal charges for illegal use of alcohol, sale or possession of narcotics, drugs, alcohol, drug paraphernalia, or controlled substances is proper cause for disciplinary action up to and including termination of employment.

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 or legal but illegally used 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 supervisor, in consultation with the Office of Human Resources, will take appropriate action as outlined below. This action may include disciplinary action, up to and including termination.

**Reasonable Suspicion Testing**

The College will perform reasonable suspicion drug and alcohol testing if information has been received that supports a reasonable belief that an individual is under the influence of drugs or alcohol or has engaged in conduct in violation of this Policy.

The Office of Human Resources will determine if reasonable suspicion exists after a review of the facts and circumstances. If a determination is made that further action is justified as a result of the information received, the faculty member will be notified that a drug and/or alcohol test must be performed, along with the reasons why. The faculty member will be escorted to the testing site. Until the results of the test are received, the faculty member will be required to leave campus pending the results, and arrangements will be made to transport him/her home.

**Post Accident Testing**

A faculty member who becomes involved, while on College business or on College premises, in an incident which endangers or adversely affects a person or property may be asked to submit to alcohol and drug testing. In the event the faculty member is so seriously injured that he/she cannot provide a specimen at the time of the accident, the faculty member must provide the necessary authorization to the College to obtain hospital or medical records or other documents that may indicate whether controlled substances or alcohol was present in the faculty member’s system at the time of the accident.

**Drugs Prohibited By This Policy and the Drug and Alcohol Policy**

“Drugs” include, without limitation, narcotics, marijuana, hashish, heroin, hallucinogens, depressants, cocaine, and all other controlled substances enumerated in Schedules I through V of the Controlled Substances Act, 21 U.S.C. §812 et seq., and in the federal regulations promulgated thereunder, and medication other than those sold to the public on a non-prescription basis and those that are prescribed to the employee by a duly licensed physician. This definition includes “look alike” and “designer” drugs. *This definition is applicable to the foregoing substances regardless of how or where they are obtained or used.* In addition, to the extent that they are not utilized for the primary purposes for which they were manufactured but are instead used for the purposes of altering one’s mood, perception, pain tolerance level, or judgment, any chemical substance will be considered to be a drug under this definition, including but not limited to glue and liquid eraser.

In order to limit the risk of a false positive test result, faculty members and candidates must advise the testing lab of all prescription drugs taken in the past month before the test, and to be prepared to show proof of such prescription to testing lab personnel.
Testing Methods and Procedure
All testing will be performed by a licensed independent medical laboratory, which will follow established testing standards. Testing will be conducted on a urine sample provided by the candidate to the testing laboratory under procedures established by the laboratory to insure privacy of the faculty member, while protecting against tampering/alteration of the test results.

Cedar Crest College will pay for the cost of the testing, including the confirmation of any positive test result by Gas Chromatography with Mass Spectrum (GC/MS). Positive test results must be reviewed and certified by a Medical Review Officer (MRO).

Positive Test
If a faculty member tests positive on an initial screening test, the test will be confirmed (using gas chromatography). On receipt of a positive confirmation test, the faculty member will be terminated immediately.

Refusal to Undergo Testing
Any faculty member who refuses to submit to a drug or alcohol test, otherwise delays the process of providing a specimen, or who fails to timely submit to a drug or alcohol test will be terminated immediately and will not be eligible for rehire.

Use of Prescription Medication
Prescription drugs are cause for concern if they affect a faculty member’s ability to safely perform his/her job. It is the responsibility of the faculty member to review with his/her physician any work restriction(s) that should be observed while taking the prescribed drug. If there is a work restriction, it is also the responsibility of the faculty member to review that restriction with the Office of Human Resources. Faculty members taking a drug prescribed by a licensed physician, or a drug that requires a prescription under then governing laws of the United States, must have the drug’s original container which identifies the drug, dosage, date of prescription and authorizing physician. As long as these procedures are followed, the use of prescription drugs in accordance with the prescription shall not be cause for discipline pursuant to this Policy.

Confidentiality Requirements
All records concerning test results will be kept in medical files which are maintained separately from personnel files. Testing laboratories may conduct testing only for substances included on the disclosure list provided to the individual, and may not conduct general testing related to the medical conditions of the individual which are unrelated to drug or alcohol usage.

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 for having come forward to request assistance. Faculty members seeking voluntary help through the Office of Human Resources will be counseled and placed in an appropriate program.
Resources will be referred to the Employee Assistance Program (EAP). This program provides brief assessment and counseling services for faculty members and their families. While not limited to rehabilitation services, the EAP has specialists in this area. The EAP will provide the faculty member, and his or her family if applicable, with an initial assessment and names of resources to continue in the process of resolving his or her problem. All communications with the Office of Human Resources will be treated as confidential. Faculty members may also contact the EAP directly, without the involvement of the Office of Human Resources.

Should a faculty member choose to enter an inpatient or outpatient rehabilitation program, after consultation with the Office of Human Resources, the faculty member may be permitted to take a leave of absence for the activities related to that program, and the reason for that leave will be treated as confidential. If a faculty member chooses to take a leave of absence, the College’s established leave of absence policies will apply. 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 random, periodic drug and alcohol testing for a period of one year 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 enters into treatment will be subject to the same job performance standards as any other faculty members. Failure to meet performance standards may result in disciplinary action, up to and 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 and at all College events. Faculty members are expected to use good judgment and moderation in this regard. Drinking and driving is expressly prohibited.

J. Lobbying
In order to be in compliance with federal law, the College may not attempt to influence legislation as a substantial part of its activities. “Lobbying” in this policy means communicating with any governmental official or agency or representative of a governmental official or agency with the intent to influence legislation.
Any employee of the College who wishes to lobby the federal, state, or local government on behalf of the College must inform and receive approval from the Chief Financial Officer/Treasurer and the Provost.

Any employee who wishes to lobby the federal, state, or local government for a purpose that would benefit the College must communicate clearly that he or she is expressing individual views and is not acting on behalf of the College.

No appropriated federal funds may be used for lobbying purposes.

K. Non-Solicitation

Solicitation - Solicitation or distribution of any materials, on work time or in a working area, for any purpose by non-employees is prohibited at all times on College property. Solicitation for any purpose by employees of the College is prohibited while either the person soliciting or the person being solicited is working.

Use of College Resources – The College’s electronic media may not be used for the distribution or dissemination of any non-work 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 (Please refer to section M.1 below). In addition, employees may not use any College money, funds, or any other communication resources to support personal interests.

L. FERPA and Email Policy

Under both Cedar Crest College policy and the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), students and former students may inspect and review certain portions of their education records that are maintained by the College. Students also have the right to access their education records, to seek to correct their education records, to report violations of FERPA to the Department of Education, and to be fully informed of their rights under FERPA. Students wishing to access their education records should contact the Registrar’s Office.

Education records include routine information such as permanent and College addresses, admissions records, enrollment records, course reports, completion of requirements and progress towards the degree, field of concentration, advising reports and evaluations, records of disciplinary actions, letters of recommendation, and any other official correspondence with or concerning a student.

In appropriate cases, education records are disclosed without a student’s knowledge or consent to Cedar Crest officials with legitimate educational interest in the record. “School official” includes faculty, administrators, clerical, professional employees, and agents of the College. The College generally may not share a student’s education records absent the student’s consent. Please contact the Registrar with any questions regarding FERPA.
All employees 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 his/her
Cedar Crest College email account.

Any information protected under FERPA can be transmitted electronically only to a
Cedar Crest College email account. In particular, employees should not communicate
any information protected by FERPA to an email address other than a Cedar Crest
College email account. Please contact the Registrar’s Department to obtain
clarification about protected information under FERPA.

Students enrolled in online courses will initially be able to register for such courses
using an email address from outside the Cedar Crest College system, however, once
students are provided with a college email account, they may only use this email
address for online courses moving forward. Additionally, employees should only use
the student's established college email address to transmit confidential information to
the student.

M. Electronic and Media 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 a faculty member has a need for any specific software to carry out his/her responsibilities, he/she may request it 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 to gauge volume and system efficiency, or for other business purposes. The contents of messages will not generally be listened to or read during routine maintenance or system evaluation. 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 for business purposes, including but not limited to 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, in management’s sole discretion; 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.

N. **Data Security Policy**

**Sensitive Data Defined**

The College has instituted this data security policy to protect against security breaches. When sensitive data are used or stored electronically, additional care must be taken to ensure security and confidentiality. Institutional data to be protected at all times includes (but is not limited to):

- Social Security numbers
- Credit card numbers
- Driver’s license numbers
- Proprietary research data
- Privileged legal information

Data protected by law such as student and patient records (FERPA and HIPAA regulations)

**Physical Security of Portable Devices**

Physical security means either having actual possession of a computer at all times, or locking the computer in an unusable state. If an employee has a laptop or other portable computer, he or she should never leave it unattended in a car, conference room, hotel room or on an airplane seat, etc. Employees should make arrangements to lock the device in a hotel safe, or take it with them. When leaving the office for the day, secure the laptop and any other sensitive material in a locked drawer or cabinet.

- PDAs, Pocket PCs, and portable mass storage devices (CDs, thumb drives, MP3…)

These devices are considered non-secure and institutional data should not be stored on such devices. Because these small devices are easily lost or stolen, they should only be used for temporary data transfer. Files should be removed from the device immediately upon use. PDAs, Blackberry’s, etc., should always be password protected.

**Accessing Institutional Data**

As a general practice, institutional data (defined above) **should not** be stored on a personal workstation or laptop, or on a floppy disk, CD/DVD, PDA, USB flash drive, or other portable storage device. Data should be accessed remotely via GoToMyPC connections.
Breaches, Losses, or Exposures
Breaches, losses, or unauthorized exposures of institutional data must be immediately reported to the Director of Information Technology or the Chief Financial Officer/Treasurer. College community members must also report actual or suspected criminal activity associated with any such incident to Campus Police or, if off campus, other appropriate law enforcement agencies.

O. Laptop Responsibility Policy
Laptop computers are provided to certain employees or departments as required of their job responsibilities. As such, laptops are intended to be used for college related business as productivity, curriculum development, course delivery, research, and communication tools. They are not intended to be replacements for personally owned computers. The College reserves the right to monitor, access and disclose the contents of the laptops. Faculty should have no expectation of privacy in any activity conducted on a laptop issued by the College. Use of college laptops for personal purposes should be within the standards of good judgment and common sense in addition to being in compliance with the college’s policies on acceptable and reasonable use. Use of laptops may also be restricted through the terms and conditions of applicable software license agreements.

Guidelines for Use
While laptop computers are made to withstand certain rigors of portable use, be mindful of the fact that they are still delicate electronic systems. Employees or departments are encouraged to follow these guidelines while laptops are in their possession:

- Be sure that the laptop is secure at all times. If it is left on campus, the laptop should never be left in an open area. Please store it in a locked drawer or cabinet or attach it to a security cable.
- It is best to hibernate or turn off the laptop before it is to be moved. A sudden shock can damage the hard drive if it is in use at the time.
- When transporting the laptop and a carrying case is provided, it is always best to store the laptop in it.
- Laptops are very attractive to thieves so when in public, always be aware of the location of the laptop.
- The laptop is protected by virus-checking software. Be sure to attach the laptop periodically to the network so that the software can download the latest updates. **Personal laptops that are connected to the campus network must have current virus updates.**
- It is best to periodically check your portable media, such as USB flash drives, to keep them clean of viruses and such.
- Do not install any software onto the laptop that is not supported or licensed by the College without permission.
- Never leave the laptop for extended periods of time in a vehicle. Extreme cold or heat can damage the components of the laptop. If this should happen, let the laptop warm up or cool down to room temperature before attempting to use it.
• When traveling by commercial carriers (such as airlines), do not store the laptop in checked luggage such as a suitcase. Devices used to screen checked luggage will destroy the contents of the disk drive, rendering the laptop unusable. Scanners used to screen passengers and carry-on bags at security checkpoints are safe when used on laptops.

• As with any valuable item when traveling and staying in hotels, take the laptop with you when you leave the room, store it in a room safe, or check it at the hotel’s front desk.

• Report any damaged, lost, or stolen laptop immediately to your supervisor. In the case that it is stolen from any campus location, a theft report must be filed with the Safety Services department.

Employees or departments who are entrusted with laptop computers have the responsibility for taking appropriate precautions in preventing damage, loss, or theft of laptops. Employees or their departments may be responsible for certain costs in repairing or replacing laptops due to negligence or intentional misconduct. Therefore, employees must adhere to the above guidelines.

**Data Backup**
You are responsible for maintaining an appropriate backup of your laptop computer, especially of the work-related documents and data files created during the normal course of your job responsibilities. It is prudent and expected that you establish a process of copying the data files you use on the laptop to your “H:” drive storage area (or other appropriate network storage) as an added precaution against data loss. However, refrain from using the “H:” drive storage to backup personal documents or data files if stored on the laptop. **Using a commercial third-party backup service to backup college data is a potential security and FERPA violation and is strictly prohibited. College data must be stored locally or on the network.**

**Financial Responsibility**
Repair or replacement of a laptop computer required because of neglect or damage done while the laptop has been in your possession can become your financial responsibility. The appropriate Vice President or Provost will review the circumstances under which the damage, loss or theft occurred and will make a determination of financial responsibility.

Since the College's insurance policy has a deductible that far exceeds the cost of a laptop computer, you or your department may be held financially responsible for the entire amount of the repair or the cost to replace the system in the case of loss or theft.

If your laptop is stolen, you are required to file a report with the police in the community where the theft occurred. You are also required to attach a copy of this report when filing a report with the College and must do so within 48 hours of its discovery. This information is critical to our recovery efforts.
Employment Separation
The laptop computer remains the property of the College and, therefore, must be returned in an operable condition with reasonable wear in the event of employee separation. In addition to returning the laptop, separating employees must also return any other items that were issued, along with it such as mice, cases, and network cabling. Cleansing or the deletion of files or other information stored on the laptop or college information system is strictly prohibited.

P. Social Media Policy

Introduction
Cedar Crest College recognizes the importance of the Internet in shaping public thinking about the College and the wonderful experiences it can provide to current and potential students, employees, and the community. The College also recognizes the importance of its employees helping shape the reputation of the College through blogging and interaction using social media.

Social media provides for the use of influential and powerful communication tools that can have a significant impact on the reputation of the College. Cedar Crest is committed to promoting personal and professional reputations of its employees when participating in using social media sites such as Google+, Twitter, LinkedIn, Facebook, You Tube and MySpace. This policy is designed to assist employees in making appropriate decisions about work-related blogging and serve as a reminder that employees need to maintain similar behavioral standards when utilizing social media as they would in real life. The same professional expectations, laws and guidelines for interacting with students, parents, alumni, donors, media and all other College constituents apply online as in real life communication. All employees are responsible to protect the privacy, confidentiality and interests of Cedar Crest when using social media. In addition, every employee’s responsibility to Cedar Crest does not end when the work day is done. For this reason, this policy applies to both college sponsored social media and personal use of social media as it relates to the College. Please note that our internal Electronic Media and Services Policy remains in effect and this policy works in conjunction with all policies outlines in both the Cedar Crest College Staff Handbook and/or the Faculty Handbook. Violation of any of the following policies may result in disciplinary action, up to and including termination.

Policies for Using Social Media Sites

- Do not share information that intentionally or inadvertently discloses confidential or proprietary content about the College or any affiliated entity. This may include, but is not limited to data and programs; software and other information systems; fundraising and marketing information and strategies; personnel information; purchasing information; research and development information; financial information; student-related information; and inventions or discoveries. Confidential information includes information that might be deemed a trade secret of the College but does not include matters that are generally available to the public. If there is any question about
whether information has been already available publicly or doubts of any kind, an employee should speak to his/her supervisor or The Office of Human Resources before releasing information that could potentially divulge confidential information or harm the College’s reputation.

- Do not post material that includes copyrighted information or intellectual property of someone other than you.
- Do not post information that criticizes, disparages, or otherwise provides false or misleading statements regarding the College or any student, employee, parent, alumni, donor, or other College constituents.
- Unless given permission by a manager, an employee is not authorized to speak on behalf of the College, nor represent that he/she does so. If your post or entry identifies or mentions the College, you must also identify yourself by your real name and state in a prominent way that any entries or posts express your personal view and are not written on behalf of the College and do not represent the views of the College. Links to other websites or locations are also subject to this policy.
- College logos, images and trademarks may not be used without explicit permission in writing from the Marketing, Communications and Outreach office. This is to prevent the appearance that an employee speaks for or represents the College officially.
- Media contacts about the College and its current and potential students, parents, alumni, donors, media and all other College constituents should be referred for coordination and guidance to the Marketing, Communications and Outreach office.
- The privacy rights of our students, employees, parents, alumni, donors and all other College constituents must be honored by obtaining their permission before writing about or displaying internal College happenings/events that might be considered to be a breach of their privacy and confidentiality. The Marketing, Communications and Outreach office may be contacted to obtain the permission of alumni and donors and The Office of Human Resources may be contacted to obtain the permission of students, employees, parents and all other College constituents.
- All employees must ensure that their social networking conduct is consistent with all policies contained in the Cedar Crest College Staff Handbook and/or the Faculty Handbook.

Employees must recognize that they are legally responsible for anything written or presented online and may be disciplined or terminated by the College for commentary, content, or images that are defamatory, risqué, harassing, libelous, or that can create a hostile work environment. In addition, an employee may be vulnerable to legal action by other College employees, competitors, and any individual or organization that views the commentary, content or images as defamatory, risqué, libelous or creating a hostile work environment.
Tips for Using Social Media
The guidelines below apply to those posting on behalf of the College and may also be helpful for anyone posting on social media in any capacity.

- **Think twice before posting.** Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the individual and the College. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If the information would not be shared at a conference or to a member of the media, consider whether it should be posted online.

- **Strive for accuracy.** Get all facts straight before posting them on social media. Review content for grammatical and spelling errors. The College encourages employees to write knowledgeably and accurately, using appropriate language that reflects professionalism. Despite disclaimers, it is important to understand that interaction via social media can result in members of the College and the public forming opinions about the College and its constituents.

- **Be respectful.** Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the person posting and/or the College and its institutional voice. Speak respectfully about the College and all current and potential students, parents, alumni, donors, media and all other College constituents.

- **Remember your audience.** Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes, for example, prospective students, current students, current employers and colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.

- **Photography.** Photographs posted on social media sites can easily be appropriated by visitors. You are encouraged to obtain approval from Marketing, Communications and Outreach prior to posting College images or photographs.

- **Notify the College.** Marketing and Communications should be notified of all departmental social media sites. All institutional pages must have an appointed employee who is identified as being responsible for content. In addition, it is important that it is noted that he/she is an employee of the College and that the views expressed on the web-site or blog are the employee’s alone and do not represent the views of Cedar Crest College.

- **Have a plan.** Departments should consider their messages, audiences, and goals, as well as for keeping information on social media sites up-to-date.

- **On personal sites, identify your views as your own.** If you identify yourself as a Cedar Crest College faculty or staff employee online, it should be clear that the views expressed are not necessarily those of the College.

- **Acknowledge who you are.** If you are authorized to represent Cedar Crest when posting on a social media platform, acknowledge this.

- **Link back to the College.** Whenever possible, link back to the Cedar Crest College web site. Ideally, posts should be very brief, redirecting a visitor to
content that resides within the Cedar Crest web environment. When linking to a news article about Cedar Crest, check first to be sure the link may be made directly to the College website instead of to an outside publication or media outlet.

- **Protect the institutional voice.** Posts on social media sites should protect the College’s voice by remaining professional in tone and in good taste. While your individual department site does not represent the College as a whole it can be construed in that way. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post. Names, profile images, and posts should all be clearly linked to the particular department or unit rather than to the College as a whole.

*Please contact The Office of Human Resources if you have questions with regard to the policy and guidelines above.*

1 The policies apply to all blogs and other sites, without regard to whether it is accessible by the public or requires a password.

## II. WAGES AND SALARIES

### A. Salary Letters

The salaries of the faculty are reviewed by the Chief Financial Officer/Treasurer and 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 for promotion and tenure are effective July 1st. Across the board increases will be effective January 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. All paychecks are mailed to the faculty member’s home address the day prior to established pay dates. Those Faculty members who have elected direct deposit may view direct deposit vouchers online on the established pay date. Please see section V.D. for further information on Direct Deposit and Online Employee Self-Serv Paycheck Access.

**NOTE:** Employees may obtain Pay Date Schedules from HR@hand in the Library Content under Payroll Information.

### 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.

**D. Change of Personal Information**

It is the responsibility of each faculty member to update changes to personal information including name, address, family status, number of dependents, or beneficiaries in HR@hand. This is especially important as some of these changes may have an impact on employment benefits. The Office of Human Resources is available to assist all faculty members in making any changes in HR@hand.

**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.

The College reserves the right to change or discontinue any benefit policy at any time with or without notice. In the event of any discrepancy between the Handbook and any summary plan document, the summary plan document will prevail and control.

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**

Active, full-time faculty members and their spouses or same sex domestic partners, will receive tuition remission at Cedar Crest College for any undergraduate or graduate courses for which they are eligible, subject to space availability. 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 Eligibility Remission Form must be completed for each semester for which a faculty member, spouse or same sex domestic partner register. Scheduling of courses must meet with the approval of a faculty member’s Chair. 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.

Active, full-time faculty members 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 at Cedar Crest College for undergraduate courses. Dependent daughters who are accepted for admission to the College will receive tuition remission subject to the application process outlined below. Dependent sons are eligible for undergraduate programs on the same basis males are admitted to the College. Please contact the Admissions Office or SAGE for more information.

In order to obtain tuition 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 Eligibility Remission Form must be completed for each semester for which a dependent child is registering. Effective July 1, 2005, any dependent children who are accepted to attend the College full time must also contact Student Financial Services 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 College 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 dependents on the faculty member’s tax return, will qualify under the tuition remission program as well.

Active, part-time faculty members of the College may audit one Cedar Crest course per semester free of charge subject to space availability. Scheduling of the course must meet with the approval of a faculty member’s Chair.

**Tuition Exchange Programs**

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 active, 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 Director of Student Financial Services for more information.

**Lehigh Valley Association of Independent Colleges (LVAIC)**
An active full-time faculty member, or their spouse,* of Cedar Crest College 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.

**NOTE:** Employees may obtain a Tuition Remission Eligibility Form or CIC / TE Scholarship Eligibility Form from HR@hand in the Library Content under Benefits Information.

**B. Retirement Benefits**

**Retirement Annuity (RA)**
Faculty members who have been employed by the College for two years and who work a minimum of 1,000 hours per year are eligible to participate in this 403(b) plan. The TIAA/CREF (Teachers Insurance and Annuity Association/College Retirement Equities Fund) Retirement Plan requires a 5% employee contribution through payroll reduction in order to receive any College contribution. The College will review the matching percentage contribution on an annual basis, and make changes as it deems appropriate. If a new faculty member has a 403(b) account from service at another institution of higher education, that faculty member is eligible for immediate enrollment in the plan.

**Supplemental Retirement Annuity (SRA)**
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 GSRA. Contributions are on a voluntary basis through a salary reduction agreement. The College makes no contribution to this plan.
All full-time and part-time faculty members are eligible to take advantage of this option as of their date of employment. Participants may choose to change their combined RA and SRA election up to an amount governed by the 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.

**NOTE:** Employees may obtain a Salary Reduction Agreement to make changes to contributions from HR@hand in the Library Content under Benefits 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. 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.

**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. Faculty members are able to cover their spouse or same-sex domestic partner, as well as eligible dependent children. 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.

An emeritus faculty member will have the option to include their spouse in the College’s Health Insurance Plan. However, the College will not contribute towards the spouses’ health or prescription premiums. If the emeritus faculty member predeceases their spouse, coverage for the spouse will end 3 full months following the month in which the emeritus passes away.

Note: This section is under revision.

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, up to specific limits. Open enrollment is held in November for the next calendar year.

G. Long Term 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 $15,000 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.

When an employee is placed on long-term disability, his/her position with the College may no longer be held depending on the business needs of the College. In this instance, the employee will receive a letter from the Office of Human Resources notifying him/her of the employment separation.

If the faculty member’s position can no longer be held and if the faculty member is enrolled in the College Health Insurance Plan, COBRA coverage will be offered. Once the COBRA coverage expires, the individual may elect non-group coverage.

H. Faculty/Staff Assistance Program
The Faculty/Staff Assistance Program (EAP) is available to all faculty members and is serviced through an outside provider called Preferred EAP. Preferred EAP provides a confidential assessment, brief counseling, and referral services. The EAP offers 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.

Under certain circumstances, Human Resources may request that a faculty member contact Preferred EAP to obtain assistance in support of a confidential situation in which HR has been involved.

NOTE: Employees may obtain further information on Preferred EAP from HR@hand in the Library Content under Benefits Information or by visiting Preferred EAP’s website at www.PreferredEAP.org.

1. 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 III.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.

Leave of absence for full semester due to childbirth or adoption during that semester or within six weeks of the first day of class: the faculty member who wishes to take a full fall or spring semester off to give birth to a child or to adopt a child during that semester or within six weeks of the first day of classes is eligible for banking up to six load credits of overload hours in anticipation of the leave, which when combined with the FMLA leave policy, will provide full pay for that semester.

Notes for application:

1. Faculty member would notify the department chair and Provost of her intention to bank hours and receive approval.
2. Faculty member would work with department chair to ensure all teaching responsibilities are covered during her absence. The chair may hire adjunct faculty to teach the amount of overload credits the faculty member has banked, using resources that have not been paid out to the faculty member.

2. Family Medical Leave Policy

In accordance with the Family and Medical Leave Act of 1993, as amended (FMLA), Cedar Crest College provides eligible faculty members with up to 12 weeks of protected job leave in a 12-month period for certain family or medical reasons. The 12-month period is calculated using the “rolling” 12 month period, measured
backward from the date a faculty member uses any FMLA leave. 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:**

**Faculty Member Eligibility:** A faculty member will be eligible for FMLA leave if the faculty member:

- Has been employed by the College for at least 12 months; and
- Has worked at least 1,250 hours during the previous 12 months prior to the first day of leave, or has 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.

**Entitlement To Leave**
The College will provide an eligible faculty member up to a total of 12 weeks of unpaid leave during a 12 month period 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, minor child, child incapable of self-care 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.
- For a qualifying exigency arising out of the fact that the faculty member’s spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation;
- The College will also grant an eligible faculty member who is a spouse, son, daughter, parent; or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious illness or injury up to a total of 26 workweeks of unpaid leave during a single 12 month period to care for the service member.

**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 consecutive full calendar days from work, school, or other regular daily activities that also involves the continuing treatment by, or supervision of a health care provider.
Continuing treatment means (a) treatment two or more times by or under the supervision of a health care provider (i.e. in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); or (b) one treatment by a health care provider (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (e.g. prescription medication or physical therapy); or,

- Any period of incapacity related to pregnancy or for prenatal care; or
- Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity; or
- A period of incapacity that is permanent or long term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required; or
- Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.

3. **Military Family Leave Entitlements**

**Military Caregiver Leave:**
An eligible faculty member who is a spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness is entitled to up to a total of 26 workweeks of unpaid leave during a single 12 month period to care for the service member. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. A serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating. The single 12 month period for leave to care for a covered service member with a serious injury or illness begins on the first day the faculty member takes leave for this reason and ends 12 months later. An eligible faculty member is limited to a combined total of 26 workweeks of leave for any FMLA qualifying reasons during the single 12 month period.

**Qualifying Exigency Leave:**
An eligible faculty member is entitled to up to a total of 12 workweeks of unpaid leave during the normal rolling 12 month period for FMLA leave for qualifying exigencies arising out of the fact that the faculty member’s spouse, son, daughter, or parent is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. Qualifying exigency leave is available to a family member of a military member in the National Guard or Reserves; it does not extend to family members of military members in the Regular Armed Forces.
a) 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 spouse, same-sex domestic partner, child or parent, may be taken on a reduced or intermittent schedule when medically necessary. Intermittent leave is leave taken in separate blocks of time for a single qualifying reason. When leave is needed for planned medical treatment, the faculty member must make a reasonable effort to schedule treatment so as not to unduly disrupt the College’s operation. 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.

b) Compensation and Benefits During Family and Medical Leave

For 12 month faculty, all accrued vacation days to which a faculty member requesting leave is entitled must be exhausted prior to using unpaid FMLA leave time. The accrued vacation days used will run concurrently with the FMLA leave. Any remaining leave time 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.

c) 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 the faculty member’s own serious health condition or due to a serious health condition of a son, daughter, spouse, same sex domestic partner, or parent 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.

d) 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.

e) Other Provisions
Please contact the Office of Human Resources to determine if any benefits or leave
rights that may be provided under any employment benefit plan are impacted by your
leave.

NOTE: Employees may obtain a Leave of Absence Request Form from HR@hand in
the Library Content under Benefits Information.

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

K. Bereavement Leave
In the event of a death of a full-time faculty member’s immediate family member
(spouse, same sex domestic partner, child, parent, brother or sister), a faculty member
who has completed ninety (90) days of service will be granted, when requested, up to
five successive work days of absence without loss of pay commencing with the date of
death provided the faculty member attends the funeral. All full-time faculty members
with less than 90 days of service will be granted up to one work day for any
bereavement event, any additional time off requested will be unpaid, unless vacation
time is available.

In the event of the death of a faculty member’s step-parent, grandparent, grandchild,
mother-in-law or father-in-law, a faculty member who has completed ninety (90) days
of service will be granted, when requested, up to three successive work days of
absence without loss of pay commencing with the date of death provided the faculty
member attends the funeral.

For all other relatives of the faculty member, (aunts, uncles, cousins, nieces, nephews,
sister-in-law or brother-in-law of the first generation), up to one day with pay will be
authorized to attend the funeral.
Should additional leave be necessary, additional days without pay may be granted as circumstances dictate. Vacation time, if applicable, may be used to compensate for requested time in excess of bereavement leave.

Part-time faculty members are eligible for unpaid time off at the discretion of the Chair.

It is the responsibility of each Department Chair to track the use of faculty bereavement leave.

**IV. Health And Safety**

**A. Safety**

The Campus Police Department is located in the Safety and Facilities 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.

Faculty members should contact Campus Police at extension 3522 or dial “0” from any on-campus telephone extension, if they see anything of a suspicious nature on campus or require security assistance, including an escort to locations on campus.

**B. E2Campus**

Cedar Crest College has adopted a notification system that enables Campus Police to send urgent news about a campus emergency directly to each employee’s cell phone and/or email account.

The mass notification system called "e2campus" has been installed to serve the College in emergency situations. If a major event or tragedy occurs on campus in which employees need to be notified, e2campus will allow the College's Emergency Management Team to send a text message and email to employees in a matter of seconds. There is no charge from the College to use this service and it is available to all current students, faculty and staff of Cedar Crest College.

It is each employee’s responsibility to register by visiting the e2campus link on the College's homepage. The e2Campus registration page can be accessed through the "Site Links" tab in the lower left corner of the College's web page, or by going to the following web site:

[http://www.cedarcrest.edu/ca/e2campus.shtm](http://www.cedarcrest.edu/ca/e2campus.shtm)

**C. Emergencies**

In case of an emergency or to report any unusual or suspicious happenings on campus, faculty members should notify the Campus Police Department immediately, which in turn will notify and coordinate emergency services (ambulance, fire department, police department) and dispatch a security officer to the scene to provide assistance.
If a faculty member or other employee becomes ill or gets injured while working, another faculty member or employee should not attempt to escort him or her to a hospital or other medical facility prior to notifying Campus Police of the situation so they may determine if emergency services should be dispatched.

If a faculty member witnesses any unusual behavior or suspicious activity exhibited by any individual on campus or sees any person or persons in a place where they do not belong, Campus Police should be notified immediately.

In the case of any incident where child abuse is suspected, the following contacts must be made:

a. Campus Police at ext. 3522 or dial “0” from any on-campus phone.
b. ChildLine at 1-800-932-0313.

D. Weapons
Weapons are prohibited on the campus of Cedar Crest College with the exception of armed Campus Police. 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.

E. Smoking
As part of the College’s commitment to the health and wellness of the College community, smoking is prohibited in all College buildings as well as within 15 feet of all buildings. The College requires smokers to use designated smoking areas outside of buildings if they choose to smoke on campus.

F. Personal Property
The College is not responsible for the loss or theft of faculty members’ personal property. The Campus Police Department reminds everyone to always secure valuables by locking the door to their rooms or offices when away from them, even for just a short time. Purses and other small valuables can be locked within a desk or file cabinet if they cannot be taken along.

If a faculty member loses or finds property, he or she may contact the Lost and Found located at the information desk in the College Center or Campus Police. Always report any suspicious activity to Campus Police immediately by pressing "0" from any campus telephone or by dialing 610-437-4471 from your cell or other off-campus telephone.

Display of personal property within one’s workspace must be professional and acceptable. Additionally, candles are not permitted to be burned within one’s workspace due to safety concerns.
G. 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.

H. Workers 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. 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. All premiums are paid by the College and benefits are paid in accordance with the Pennsylvania State Worker’s Compensation Law.

If a faculty member suffers a work-related injury or illness, in order to be covered by the College’s Worker’s Compensation Insurance, he or she must select from one of the physicians or other health care providers listed below and must continue to visit 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 faculty members not comply with the foregoing; the College will be relieved from liability for the payment for the services rendered.

Designated Licensed Physicians or Practitioners:

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<th>Specialty</th>
<th>Provider Name</th>
<th>Address</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Occupational (All Injuries)</td>
<td>Healthworks</td>
<td>1243 S. Cedar Crest Blvd. Allentown, PA 18103</td>
<td>(610) 402-9200</td>
</tr>
<tr>
<td>Emergency Care</td>
<td>Lehigh Valley Hospital</td>
<td>I-78 &amp; Cedar Crest Blvd. Allentown, PA 18103</td>
<td>(610) 402-8111</td>
</tr>
<tr>
<td></td>
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<td>17th &amp; Chew Street</td>
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<tr>
<td>Ophthalmology (Eye Injuries)</td>
<td>Lehigh Valley Eye Care</td>
<td>Fairgrounds Medical Center</td>
<td>(610) 973-6689</td>
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<td></td>
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<td>400 N. 17th Street</td>
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<td></td>
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<td>Suite 101</td>
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<td>Allentown, PA 18104</td>
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<tr>
<td>Orthopedic (Skeletal/Bones)</td>
<td>Coordinated Health Systems</td>
<td>1503 N. Cedar Crest Blvd. Allentown, PA 18104</td>
<td>(610) 402-2226</td>
</tr>
<tr>
<td>Physical Therapy</td>
<td>New Valley Rehab LLC</td>
<td>4136 W. Tilghman Street Suite 5</td>
<td>(610) 530-2363</td>
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<td>Allentown, PA 18104</td>
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V. SERVICES

A. Athletic Facilities
The Rodale Aquatic Center, tennis courts, the Lees Hall gymnasium, and fitness center are available to all actively working faculty members when they are not scheduled for student use. Any active faculty member who wishes to use the fitness center may gain access to it by using his or her Cedar Crest ID card. If a faculty member becomes inactive, access to these facilities will be unavailable.

B. Computing Support/Campus Network
The Office of Information Technology is located in the Cressman Library. 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 8:30 am to 8:00 pm, 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 provides College requirements for responsibilities a faculty member agrees to uphold relative to network privileges. The latest version of the policy is available at all times on the Internet at: [http://www2.cedarcrest.edu/infotech](http://www2.cedarcrest.edu/infotech). Also, faculty members should become familiar with the Electronic Media and Services Policy and the Data Security Policy to understand their responsibilities and proper use of electronic media and services on campus.

C. Direct Deposit and Online Employee Self-Serv Paycheck Access
With Direct Deposit authorization, the Office of Human Resources will deposit a faculty member’s net pay (after deductions) directly into his or her personal checking or savings account. To initiate direct deposit, faculty members may obtain a Direct Deposit Authorization Agreement from [HR@hand](mailto:HR@hand) in the Library Content under Payroll Forms.
Self-Serv Paycheck Access
Faculty members may access paycheck/direct deposit information online through a secure website at the College’s payroll company, AD Computer. To access paycheck/direct deposit information online, faculty members will need to do a one time registration. In order to register, the following information is needed:

1. Company Number: our company number is 5966
2. Employee record number: which can be found on the faculty member’s last paycheck/direct deposit voucher
3. Last name
4. Social Security number

Once the faculty member obtains all the necessary information, he or she can go to https://ess.adcomputer.com to register. Click on the “Register” button and complete the required information.

After a faculty member has registered, he or she will be able to view pay information online by visiting https://ess.adcomputer.com. Faculty members may want to save this as a favorite/bookmark. Once logged in, the employee must select Employee, Your Check-Stub Viewer. Pay information will be available on the payroll pay date, and going forward, the history of each paycheck/direct deposit will also remain online to view at anytime.

NOTE: Employees may obtain a Direct Deposit Authorization Agreement from HR@hand in the Library Content under Payroll Information.

D. Identification Cards
All faculty members of Cedar Crest College are required to have an identification card. This card must be carried at all times. Identification cards may be obtained from the College Center staff, located in the Tompkins College Center. This card is used for identification on campus along with a variety of other uses. Please call extension 3434 to schedule an appointment to have a picture taken and ID card issued during the first week of employment.

E. 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. Should a Faculty member be separated from service, he or she is required to turn in keys to the Office of Human Resources during his or her exit interview.

If a faculty member should no longer need his or her office key(s), he or she should return them to the Facilities Department, such as in the case of moving from one office location to another. In addition, any lost keys must be reported to the Facilities Department immediately.
F. Library
Cressman Library provides facilities for research, study, and browsing. A faculty member’s Cedar Crest College identification card serves as a library card and is required to borrow materials.

Circulation services are provided at the Lending Services desk. Most library materials, including books, videotapes, and audio-recordings may be checked out. Faculty members borrowing materials from the Library assume the responsibility for the care and return of these materials, the payment of overdue fines, and the replacement charges for lost or damaged items.

Interlibrary loan services are provided to obtain materials not available at the Cressman Library. Request forms may be completed at the Information Services desk.

Audio/visual materials such as videotapes, CDs, laser discs, and cassettes may be checked out at the library with a Faculty member’s Cedar Crest photo ID card. Faculty members may consult the on-line catalog for media in the collection. Borrowers assume the responsibility for the care and return of the materials, the payment of overdue fines, and the replacement charges for lost or damaged items. CD players, record players, laser disc players, and TV/VCRs are available in the Audio Visual Listening Area for use by faculty members.

G. Parking
Application for the registration of all employees' automobiles may be made at the Office of Human Resources or The Office of Campus Police. 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.

H. Cashier
The College offers check cashing services, up to $200, for faculty members at the cashier's window located in the Finance Office. The Cashier’s window is open weekdays from 9:00 a.m. to 3:00 p.m.

I. 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.

NOTE: Employees may obtain further information on the Lehigh Valley Educators Credit Union from HR@hand in the Library Content under Other Information for Employees or by visiting their website at www.lvecu.org.
J. 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 The Falcons Nest 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 a faculty member’s account will roll over from semester to semester.

Money may be added to a faculty member’s account at any time 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 and staff can enroll in the Dining Services Prepay Plan by completing a payroll deduction form as noted below, or by paying the Cashier in the Finance Office.

NOTE: Employees may obtain a Dining Services Pre-Pay Plan Authorization form from HR@hand in the Library Content under Payroll Information.