



Table of Contents

1.0 Employee Benefits	3
1.1 Health Insurance	3
1.1.1 Dependents	3
1.1.2 Medical Insurance Cash-Out Agreement	4
1.1.3 Retiree Benefits	5
1.2 Life Insurance	5
1.2.1 Term Life Insurance and Accidental Death & Dismemberment Insurance (AD&D)	5
1.2.2 Business Travel Accident Insurance	6
1.3 Short-Term Disability Salary Continuation	6
1.4 Long-Term Disability	6
1.5 Retirement Account (RA)	7
1.6 Supplemental Retirement Account (SRA)	7
1.7 Flexible Spending Accounts	8
1.8 Tuition Benefits	9
1.8.1 Grants for Tuition at Other Colleges	9
1.8.2 Vassar Tuition Remission	9
1.8.3 Vassar “Special Student” Program	10
1.8.4 Tuition Benefits for Part-Time Administrators	11
1.9 Paid Time Off	12
1.9.1 Holidays	12
1.9.2 Vacation Policy	12
1.9.3 Vacation/Health Leave Reporting Requirements	13
1.9.4 Personal Days	13
1.9.5 Jury Duty	13
1.10 Leaves of Absence	14
1.10.1 Sabbatical Leaves	14
1.10.2 Family and Medical Leave Act (FMLA) of 1993	14
1.10.3 Unpaid Leave	16
1.11 Workers’ Compensation	16
1.12 Employee Assistance Program (EAP)	16
1.13 Identification Cards	16
1.14 Library	17
1.15 Fitness Facilities	17
1.16 Child Care Information	18
2.0 Employment Policies	19
2.1 Equal Opportunity/Affirmative Action	19
2.2 Nondiscrimination and Harassment Policy	19
2.3 Office of Disability and Support Services	30
2.3.1 The Americans with Disability Act of 1990 (ADA)	30

2.4 Conflict Resolution Procedure _____	31
2.5 Code of Ethics _____	31
2.6 Standards of Conduct _____	32
2.7 Prohibited Conduct _____	32
2.8 Disciplinary Action _____	33
2.9 Employment of Relatives _____	33
2.10 Salary Review _____	34
2.11 Administration Employment Categories _____	34
2.12 Other Vassar Employment _____	34
2.13 Direct Deposit _____	34
2.14 Credit Union Membership _____	35
2.15 Service Recognition Program _____	35
3.0 College Policies _____	33
3.1 Conflict of Interest _____	36
3.2 Smoking Policy _____	37
3.3 Office Telephones/Mail Systems _____	37
3.4 College Property _____	38
3.5 Solicitation _____	38
3.6 Computer Security _____	38
3.7 Parking _____	38
3.8 Drug-Free Workplace _____	40
3.9 Changes in Regular Hours of Operation _____	40
3.10 Time Reports _____	41
3.11 Safety and Accident Reporting _____	41
3.12 Public Relations _____	42
3.13 Reimbursable Expenses _____	42
3.14 General Employment Information _____	42
3.15 Student Employment _____	39
4.0 Employee Services _____	44
4.1 Campus Communications _____	44
4.2 College Facilities and Services _____	44
4.3 Housing Information _____	46
5.0 Separation _____	47
5.1 Exit Interview _____	47
5.2 Separation Pay _____	47
5.3 Retiree _____	47
5.4 COBRA _____	47
5.5 Final Paycheck _____	47
5.6 References _____	47
5.7 Resignation _____	48
5.8 Unemployment _____	48
6.0 Index _____	49

VASSAR COLLEGE
Handbook for Administrators

1.0 Employee Benefits

Vassar College offers a comprehensive benefits package to its employees. This package includes a variety of medical plans, as well as life insurance and long-term disability plans. In addition, the College provides a strong retirement plan for administrators.

Full descriptions of each benefit plan are available in the Benefits Office. We urge you to read the complete description of each benefit before making benefit choices. The descriptions of the benefits provided in this handbook are necessarily brief. Further questions on a specific benefit should be directed to the Benefits Office at ext. 5850.

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

If an employee terminates her/his employment or if she/he is discharged, she/he may have the right to limited benefits provided in each plan description (see the individual plan descriptions and the “Continued Coverage under COBRA” section of this handbook for further information). No rights to employment or benefits accrue to any employee, dependent, or beneficiary by any statement in or omission from this handbook.

1.1 Health Insurance

Vassar College offers a choice of medical plans to all eligible employees. Employees are asked to select a medical plan upon becoming an eligible plan participant. If an employee does not select a medical plan within thirty (30) days of eligibility, the Benefits Office will automatically enroll that employee in the Empire Blue Cross Blue Shield Preferred Provider Organization. The employee will be covered under this plan unless she/he elects to change plans during the next annual open enrollment period.

The annual open enrollment process allows employees the opportunity to change health and other benefit plans and/or to add family members whom they have not previously enrolled.

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

Cost - The College assumes the full cost of the administrator’s coverage. The administrator assumes the full cost of dependent coverage if this coverage is elected. The cost of dependent coverage is paid through payroll deduction. The premiums that the employee pays to cover her/his spouse or children under her/his Vassar medical plan are deducted from her/his paycheck on a pre-tax basis. This means that the employee pays no federal, state or FICA tax on the cost of the medical plan. By law, domestic partner coverage is fully taxable.

1.1.1 Dependents:

For purposes of determining medical benefit eligibility, dependents are:

- (1) Spouses

- (2) Dependent children
 - unmarried dependent children to the end of the calendar year that they attain age 19.
and/or
 - unmarried dependent children age 19 to age 23 who are full-time students in regular full-time attendance at school. They cannot be employed on a regular full-time basis and must be claimed as dependents on the employee's federal income tax return. They will be covered to the end of the calendar year in which they lose eligibility.

Children are defined as: your natural children, legally adopted children, stepchildren who are claimed as dependents on the employee's federal income tax return and/or a child for whom the employee is the proposed adoptive parent and who is dependent on the employee during the waiting period prior to the adoption being final.

- (3) Unmarried children of any age who are unable to work or support themselves because of mental illness, developmental disability or mental retardation as defined in the New York State Mental Hygiene Law, or because of physical handicap. A physician must certify the disability.
- (4) Domestic partner (of the same or opposite sex). Please contact the Benefits Office for specific details of domestic partner eligibility/coverage and to receive the Affidavit of Domestic Partnership that must be completed along with the appropriate application for benefits.

Changes in Medical Insurance Coverage: Adding/Removing Dependents

Adding Dependents

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

- (1) Within 30 days of the administrator's date of hire at Vassar.
- (2) Open Enrollment Period—Vassar holds an annual open enrollment period during which all employees have the opportunity to change from one medical plan to another or to add dependents. This period is generally held in November and the change in coverage takes effect on the following January 1.
- (3) Life Status Change—Dependents may be added within 30 days of a life status change. Life status changes include:
 - birth or adoption of a child
 - marriage
 - death of a spouse/domestic partner
 - spouse/domestic partner loses employment and benefits
 - spouse/domestic partner loses benefits at work

Employees must contact the Benefits Office within 30 days of the date of the life status change to add dependents to their medical plan option.

Removing Dependents

Dependents may be removed from medical insurance at any time. Please contact the Benefits Office in writing in order to request this change.

Dependents will be removed as of the first of the month coincident with or following the date the Benefits Office receives your request.

1.1.2 Medical Insurance Cash-Out Agreement

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

In order to receive this cash incentive, each employee opting out of Vassar medical plan participation must provide the Benefits Office with a copy of the enrollment card or letter from the non-Vassar sponsored plan which documents participation in that plan. The employee must also sign the Vassar College cash-out form, either upon hire or during open enrollment.

The cash-out payment equals \$400 for the calendar year (12 months, January-December, or \$33.33 per month for less than a full year). If an employee loses medical benefits coverage from another source and at some point during the year joins the Vassar plan, a pro-rated portion of the \$400 cash-out received will be owed to the College.

All cash awards will be paid via payroll and will be included as income in the employee's pay. Appropriate taxes will be deducted from these payments.

The cash-out option must be elected each calendar year during open enrollment.

1.1.3 Retiree Benefits

A Vassar retiree is an employee who elects to retire from active service at the age of 55 or older after having completed a minimum of 10 years of full-time service earned after age 45.

Employees who meet these requirements may elect to continue participation in one of Vassar's group medical plans during retirement. Retirees who elect to continue their medical coverage before they are eligible for Medicare must pay for that coverage themselves. The cost will be at the Vassar group rates.

The College currently pays the cost of individual coverage until the retiree is eligible for Medicare. This continuation of coverage paid by Vassar occurs only for those retirees who have had uninterrupted medical coverage from the date of their retirement. This means, for example, that if you have retired at age 60, you must continue to purchase your Vassar medical coverage at your expense between the ages of 60 and the date that you are eligible for Medicare. If you have done so, Vassar then pays the cost of the continuing medical coverage beginning at age you are eligible for Medicare. Employees carrying dependent health coverage must continue to pay the full cost of that coverage.

1.2 Life Insurance

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

Term Life Insurance

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

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

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

Employees must complete an enrollment card prior to their eligibility date in order for this coverage to become effective. At that time, employees will be requested to name a beneficiary for their life insurance.

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

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

Accidental Death and Dismemberment Insurance (AD&D)

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

1.2.2 Business Travel Accident Insurance

Vassar provides all employees with Business Travel Accident coverage. This policy provides additional life insurance in the event of death while traveling on Vassar College business. Questions on the Business Travel Accident coverage should be directed to the Manager, Benefit Programs at ext. 5850.

1.3 Short-Term Disability Salary Continuation

Administrators who must be absent from work due to a short-term illness, including disability, will be paid a maximum of two months (eight weeks) full salary.

In order to qualify for salary continuation, administrators must supply sufficient evidence of disability from their physician to the Benefits Office. This doctor's notice must state the reason for absence, the beginning date of disability, and the expected date of return to work.

If the disability continues beyond two months, salary continuation up to an additional four months is at the discretion of the President, based on years of service, prior use of disability time and other factors. (See also section 1.4: Long-Term Disability.) In order to be eligible for the additional four months of disability pay, the administrator must first use all earned and unused vacation days.

1.4 Long-Term Disability

Long-Term Disability benefits are provided to an administrator as income security in the event he/she is totally disabled and no longer able to perform his/her job responsibilities.

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

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

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

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

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

Once an employee begins receiving Long-Term Disability benefits, the administrator is considered to have resigned from her/his position at the college. If, at a later date, the administrator is able to resume employment and seeks a new position as Vassar, every effort will be made to consider the individual for positions available at that time.

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

1.5 Retirement Account (RA)

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

If the administrator is under age 26 upon completion of the one-year waiting period, participation will begin on the July 1 which coincides with or next follows the administrator's 26th birthday.

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

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

Attained Age on July 1 st	Contribution
Less than 26	0%
26 but less than 30	7%
30 but less than 40	11%
40 or older	14%

Enrollment - Approximately two months prior to the administrator's date of entry into the retirement plan, she/he will be required to complete an application for enrollment in the retirement plan. TIAA-CREF will not accept contributions on behalf of any employee for whom they have not received a completed application for enrollment. Vassar will make no retroactive contributions nor pay any interest or earnings that may be lost due to the receipt of an enrollment application at a late date.

The administrator must name a beneficiary (or beneficiaries) on this form and must select the investment options where she/he would like TIAA-CREF to direct her/his retirement contributions.

1.6 Supplemental Retirement Account (SRA)

Administrators may elect to participate in the Supplemental Retirement Account upon their date of hire. Participation may begin at any time. There are no waiting periods for plan participation.

This program allows administrators to contribute a portion of salary, on a pre-tax basis, towards an SRA. These contributions and the earnings are not subject to federal and state taxes until they are received as income at retirement.

Federal Law sets the maximum contribution by an individual to an SRA. TIAA-CREF can provide a maximum individual SRA calculation to any participant upon request.

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

1.7 Flexible Spending Accounts

Eligibility - All administrators become eligible to participate in the flexible spending accounts on their date of hire.

Administrators who do not elect to participate within 30 days of their date of hire may only elect future participation during the annual open enrollment period.

Coverage - Flexible spending accounts are designed to reduce employees' taxes by using pre-tax income to pay for unreimbursed medical, dental, vision and/or dependent care expenses.

By participating in a flexible spending account, the administrator authorizes Vassar to reduce her/his salary by the amount of eligible expenses she/he estimates she/he will have during the calendar year. As she/he incurs these expenses, she/he uses the money in the flexible spending account(s) to pay for them.

Vassar offers two flexible spending accounts—a medical/dental account and a dependent care account. Eligible employees may elect to participate in either or both accounts.

The medical/dental spending account must be elected separately and the dependent care account if the employee would like to participate in both plans. Separate accounts are maintained for these two programs and funds cannot be transferred between the two accounts.

Carefully consider the election amount that is to be made to the flexible spending account(s). An employee should attempt to calculate what the actual expenses for the plan year will be and then elect an amount reasonably close to what she/he has calculated. Be cautious in determining plan contributions, because per federal law an employee will forfeit any unclaimed contributions.

The flexible spending account plan year runs from January 1 through December 31. Therefore, expenses must be incurred by December 31 to avoid forfeiture of flex funds. The deadline to file a claim for the expenses is March 31 of the year following the end of the plan year.

Medical/Dental Spending Account

A medical/dental account can be used to pay for out-of-pocket health care costs that are not covered by the administrator's Vassar medical insurance plan or by other insurance. This account may be used to pay for her/his own expenses and/or for those of their spouse and other dependents (as claimed on the administrator's federal tax return). Per IRS guidelines, expenses for a domestic partner cannot be claimed on a flexible spending account.

A maximum of \$4,000 can be contributed to the medical/dental spending account on an annual basis.

Dependent Care Spending Account

A dependent care account must be used to pay for the expenses of caring for the administrator's dependent child or children under the age of 13 and/or for a spouse or dependent who is mentally or physically disabled and incapable of self-care. These dependents must reside in the administrator's household. The

expenses associated with the dependent care must be for the purpose of allowing the administrator and spouse to work.

The maximum dependent care salary reduction is \$5,000 per calendar year or \$2,500 if the administrator is married, but she/he and her/his spouse are filing separate tax returns.

1.8 Tuition Benefits

Tuition Benefits Overview

The College supports administrators' education and that of their children and spouses/domestic partners. Vassar offers tuition remission benefits for study here, as well as grants for your eligible children's study at other colleges. Details of Vassar's tuition plans follow. All full-time administrators are eligible for tuition benefits; limitations apply to part-time administrators (see section 1.8.4).

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

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

Details:

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

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

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

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

Details:

- Any individual eligible under this benefit, either as a matriculate or on exchange, will receive full tuition remission for up to 8 semesters to attend Vassar.
- Eligible coursework pursued off-campus and applied towards the Vassar degree requirement (for example, exchange programs or Junior Year Abroad) will be covered up to ½ of Vassar’s tuition.
- High school students (dependents of eligible employees) taking courses at Vassar for credit are billed for each unit but receive tuition remission. When the student accumulates five units of academic work, Vassar assumes that one semester of the tuition remission benefit has been used. (See section 1.8.3)
- Under no circumstances will any eligible party (employee, spouse/domestic partner, dependent child) receive tuition benefits for more than the equivalent of eight semesters (or 12 trimesters) of academic work.
- Five units of academic work taken as a “Special Student” (see section 1.8.3) will count as one semester of tuition remission.
- Individuals must be employed on the first day of Vassar classes in order to be eligible for any tuition benefits during that semester.
- Employees who leave the employ of the College before the end of a semester for which they, or their dependents, are receiving benefits must reimburse the College, on a pro-rata basis, for the benefits received for that semester.
- To be eligible for tuition benefits, a dependent child must be under the age of 24 at the beginning of the semester in which benefits are being requested and the child must be claimed as a dependent on the employee’s tax return.
- Benefits are not provided for administrators or spouses/domestic partners for study at institutions other than Vassar.
- Courses must not interfere with the performance of normal employment duties.

1.8.3 Vassar “Special Student” Program

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

Details:

- In all cases, the appropriate academic requirements must be met and space must be available in the class in order to qualify as a “Special Student.”
- Administrators, their spouses/domestic partners, and their dependent children must pay the registration fee per course, per semester, as a “Special Student.”

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

1.8.4 Tuition Benefits for Part-Time Administrators

Administrators who work less than full-time, but at least 1,400 hours per fiscal year, will be eligible for 50% of the tuition benefits afforded to full-time administrative employees for themselves, their eligible spouses/domestic partners, or dependent children, under the same conditions which apply to such employees, provided that the part-time employee:

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

SUMMARY OF TUITION REMISSION AND GRANT BENEFITS

1. Matriculating Benefits:

Benefit Paid by Vassar:

Status	Eligibility Starts	Employee	Spouse/Domestic Partner	Dependent Child
Full-Time	At Hire	100% at Vassar only	100% at Vassar only	100% at Vassar; up to 50% of Vassar tuition at other institution
Part-Time (1400hrs./yr.)	After 5 Years	50% at Vassar only	50% at Vassar only	50% at Vassar; up to 25% of Vassar tuition at other institution

2. Special Student Benefits (at Vassar Only):

Benefit Paid by Vassar:

Status	Eligibility Starts	Employee	Spouse/Domestic Partner	Dependent Child
Full-Time	At Hire	100%* at Vassar only	100%* at Vassar only	100%* at Vassar only
Part-Time (1400hrs./yr)	After 5 Years	50%* at Vassar only	50%* at Vassar only	50%* at Vassar only

* A registration fee is charged for each course taken.

1.9 Paid Time Off

1.9.1 Holidays

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

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

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

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

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

1.9.2 Vacation Policy

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

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

Newly hired administrators who begin work on or before the 15th of the month will begin earning vacation in the month in which they are hired. Administrators who begin work on or after the 16th of the month will begin earning vacation in the month following their date of hire. For example, a new administrator who begins work on March 15 will have earned 7.33 days of vacation by the end of the fiscal year (June 30) in which she/he is hired. The number of days is determined by multiplying 1.833 days times the

number of months remaining during the fiscal year in which the employee is hired ($1.833 \times 4 \text{ months} = 7.33$). This time must be taken by December 31 of the same calendar year.

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

In the year in which an administrator terminates her/his employment, vacation time must be taken prior to the end of the fiscal year in which it was earned. Terminating employees will earn vacation in the month of their termination only if they work until after the 15th of the month. If the date of termination is prior to the 15th of the month, no vacation is earned for that month. For example, a full-time employee working only until March 20 will have earned 16.49 days of vacation during her/his last fiscal year of employment [$1.833 \times 9 \text{ months (July - March)} = 16.49$].

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

1.9.3 Vacation/Health Leave Reporting Requirements

Following the close of each fiscal year (June 30), each administrator will be asked by her/his immediate supervisor to complete a "Vacation and Time Off Due to Illness or Disability Report."

The employee will be required to respond to several questions by indicating the amount of vacation earned during the period along with the vacation used. The employee will also need to indicate the amount of time off taken for illness or disability.

Administrators are not required to complete time sheets in order to be paid; however, it will be necessary for each administrator to maintain a record of vacation and sick time used in order to complete this reporting requirement on an annual basis.

The responsibility for submission of this leave form rests with administrative employees.

1.9.4 Personal Days

Vassar College recognizes that, from time to time, it is necessary for administrators to require time off from work for personal reasons. When a critical personal need arises that requires a limited absence from work, the employee may attend to that business during the workday based on the reasonable and limited use of such personal time.

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

Advanced notification to your immediate supervisor is requested whenever possible. When advance notice is not possible, you should notify the person to whom you report at the earliest possible time, of your pending absence. The College expects employees and supervisors to use sound judgment in limiting such absences to those occasions that are appropriate, keeping in mind both your needs and the needs of the College.

1.9.5 Jury Duty

Administrators who are called to serve as jurors will be paid for such service.

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

1.10 Leaves of Absence

1.10.1 Sabbatical Leaves

Full-time administrators may apply for a paid sabbatical leave of up to three months duration, following the completion of 10 years of continued service at Vassar College. The leave must be directly related to the duties and responsibilities of the employee requesting the leave and must be used for a professionally enriching purpose that benefits both the employee and the College.

Leave requests must be made in writing to your senior officer. Requests must include the anticipated dates of the leave and a detailed explanation of the reason for the leave. The sabbatical leave is not an entitlement, but rather an opportunity, which might be worthwhile depending upon the purpose for the sabbatical and the needs of the College.

Leave requests will be directed to the President, upon recommendation by the senior officer. The President will make the final decision regarding leave eligibility.

Arrangements must have been made to cover the duties of the administrator on leave without additional cost to the College.

Upon completion of the leave, the employee is expected to return to her/his position at Vassar.

1.10.2 Family and Medical Leave Act (FMLA) of 1993

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

The act provides for up to 12 weeks of unpaid leave during a 12-month period for: birth of a child, adoption or foster care placement of a child, need to care for a child, spouse/domestic partner or parent with a serious health condition, or the administrator's own serious health condition which makes the administrator unable to perform her/his job.

An administrator is eligible for this unpaid leave provided she/he worked at least 1,250 hours at Vassar during the previous year.

FMLA: Family Leave

Family leave may be taken for the birth or placement of a child. The act specifically states that a son or daughter, for purposes of this leave, is a biological, adopted, foster child, stepchild, a legal ward or a child of a person standing in loco parentis (in place of parents). The child must be under 18 years of age or, if over 18, must be physically or mentally disabled.

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

FMLA: Medical Leave

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

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

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

FMLA: Guidelines

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

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

Qualified administrators are entitled to 12 weeks of unpaid leave in a 12-month period. Vassar College has elected to measure this 12-month period in conjunction with the College’s fiscal year. Therefore, Vassar administrators who qualify for leave are entitled to up to 12 weeks of unpaid leave in the 12-month period beginning on July 1 and ending on June 30.

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

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

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

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

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

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

The College must provide the administrator on a leave under the Family and Medical Leave Act with health insurance benefits during the duration of the leave. The administrator’s health benefits must be

provided at the same level and under the same conditions as if the administrator had continued working and had not taken the leave. This means that the administrator must pay the full cost of family coverage if family coverage was in place at the time of the leave request and if the administrator wants the family coverage to continue during the period of the leave.

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

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

1.10.3 Unpaid Leave

Unpaid leaves may be granted to administrators upon request based on the needs of the College and the hardships such leave would place on the department.

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

The terms and conditions of the unpaid leave are subject to negotiation, except as provided under the Family and Medical Leave Act (see section 1.10.2).

1.11 Workers' Compensation

Treatment of job-related illnesses or injuries is covered by Workers' Compensation Insurance, provided the proper procedure for reporting is followed, and subject to adjudication by Vassar's Workers' Compensation insurer. It is important that all occupational illnesses or injuries, however minor, be reported immediately to your supervisor or to the Director of Environmental Health and Safety.

1.12 Employee Assistance Program (EAP)

Vassar offers an Employee Assistance Program (EAP) to all employees and their families. The EAP, Wellness Corporation, provides access to free, confidential short-term counseling through local therapists. Employees and their families can get help with a range of personal and family issues. In addition, the EAP provides referral and case-management for other work/life needs such as child care, elder care, and debt counseling. The EAP is available 24 hours a day/7 days a week for crisis intervention, and during regular business hours for counseling appointments. The service can be reached at 800.828.6025.

1.13 Identification Cards

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

The Office of Human Resources will provide each new administrator with an authorization to secure an ID. The ID office, located in the All Campus Dining Center (ACDC), takes photos and issues cards.

Administrators may use their employee ID cards to charge any purchases of personal items from the Vassar College Bookstore.

On a monthly basis the employee will receive an invoice from the Controller's Office reflecting the current amount charged, along with any other charges for personal phone calls made for that period.

The balance due appearing on each invoice is payable upon receipt of that invoice. Checks should be made payable to Vassar College and mailed to the Cashier's Office.

Charges that are unpaid for a period of 30 days are considered delinquent. The Controller's Office will contact any employee with delinquent charges. That employee will be required to sign an authorization form setting up payroll deductions for payment of the delinquent charges. Interest may be charged on the outstanding balance.

1.14 Library

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

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

1.15 Fitness Facilities

Kenyon Hall

Kenyon includes international squash courts and locker facilities. Please call for reservations.

Walker Field House

This flexible, multipurpose facility has 42,250 square feet of floor space, a 25-meter, six-lane pool with a diving well which includes one-meter and three-meter boards, locker facilities, and a multipurpose room. Tennis and all outdoor sports practicing indoors train in Walker. In addition, many intramural programs and lifetime fitness classes take place in Walker. Please call for reservations.

Scheduled water aerobics and lap swimming are available throughout the year.

Athletics and Fitness Center

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

Prentiss Field

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

Joss Courts

The tennis team practices and plays on 13 hard courts located within campus boundaries. When not in use by the tennis teams, the Vassar community is free to enjoy the courts.

Lifetime Fitness Program

A comprehensive Lifetime Fitness Program is available to the entire Vassar community. Please contact ext. 7471 for more details.

Golf Course

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

For more information including rules, guest privileges, etc., check the website: <http://athletics.vassar.edu/facilities/> or call ext. 7451.

1.16 Child Care Information

Nursery School

The Wimpfheimer Nursery School is a laboratory school operated by the College located on the Vassar College campus. It enrolls 60 children, age two years and three months through age five (full day Kindergarten). Hours are from 8:00 a.m. to 5:30 p.m. during the academic year. Summer programs are offered.

Contact the Nursery School at ext. 5630 for tour dates, school calendars, fees, etc.

Vassar Child Care Cooperative

The Vassar Child Care Cooperative is a small, developmentally based child care program on the Vassar campus for children from four months to three years of age. A professional staff with a teacher-child ratio of one to three directs this program. This program is a parent cooperative that operates year round and requires parent involvement.

For information, call ext. 2444.

All arrangements for child care are the responsibility of the parents and must be made directly with the child care institution. Eligibility requirements, space availability, financial arrangements, etc., are between the parents and the school.

In some instances, Vassar does provide the option of paying for the child care costs to these schools via payroll deduction. Please contact the Nursery School Office for further information at ext. 5630.

2.0 Employment Policies

2.1 Equal Opportunity/Affirmative Action

Vassar College states that it has been and continues to be its policy to provide equal employment opportunity for all applicants in all job classifications without regard for race, religion, color, sex, marital status, disability, sexual orientation, HIV status, national origin, veteran status, or age. It is and continues to be the policy of Vassar College that all applicants for employment are recruited, hired and assigned on the basis of personal merit without discrimination because of race, religion, color, sex, sexual orientation, marital status, disability, national origin, or age. Furthermore, it is the practice of Vassar College to ensure that all its employees are treated equally and that no distinctions are made in compensation, promotion, and transfer because of the employee's race, religion, color, sex, marital status, disability, sexual orientation, national origin, veteran status, or age.

Vassar College states that its policy of equal employment opportunity will continue to be maintained. It fully recognizes, however, that the passive avoidance of overt discrimination is not sufficient to further employment opportunity for qualified members of groups formerly under-represented. Therefore, it is and will be the practice of Vassar College to seek out qualified candidates for appointment and promotion among minority group members and women for positions where they have been inadequately represented in the past.

The intent of the policy is that affirmative action at Vassar be not simply formal compliance with the law but a vigorous program of recruitment and appointment.

Questions regarding equal employment and affirmative action at Vassar should be directed to Vassar's affirmative action officer.

2.2 Nondiscrimination and Harassment Policy

A. Policy Statement

It is the policy of Vassar College to provide a working and learning environment free from discrimination or harassment. In accordance with state and federal law, discrimination or harassment by members of the College community against members of the college community based on the following: race, color, religious belief, sex, marital status, disability, sexual orientation, national or ethnic origin, veteran status or age is not permissible.¹ Additionally, should state or federal law be enacted during the period this policy is extant which prohibits discrimination or harassment based upon a group's protected status not listed in the above categories, this policy will be deemed amended to afford protection to such groups. The community is further advised that recourse can be sought through the Equal Employment Opportunity Commission (EEOC), the Office of Civil Rights (OCR), the State Division of Human Rights, or the Courts. Vassar College's nondiscrimination and harassment policy does not limit the rights of an individual to see remedies available under State or Federal law.²

¹ Title VII of the Civil Rights Act of 1964 prohibits employment discrimination based on race, color, religion, sex and national origin. The Department of Education's Office of Civil Rights (OCR) enforces several statutes that protect the rights of beneficiaries in programs or activities that receive federal financial assistance. These laws prohibit discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Education Amendments of 1972), disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990), and age (Age Discrimination Act of 1975).

² In defining groups protected by this policy, the Vassar community is advised that the intent of this policy is to provide protection to the groups recognized as protected under state and federal non-discrimination laws applicable to the College. The following is provided to offer further explanation regarding legal definition of some of the groups enumerated:

B. Definitions

1. Discrimination is defined, for the purpose of this policy, as any decision, act, or failure to act which interferes with or limits a person's or group's ability to participate in or benefit from the services, privileges, or activities of the College when such decision, act, or failure to act is based on race, color, religious belief, sex, marital status, sexual orientation, national or ethnic origin, disability, veteran status, or age.³

Harassment is defined, for the purpose of this policy, as unwelcome and unauthorized incidents and/or patterns of conduct and/or speech that are severe, persistent or pervasive when such conduct or action is based on a person's or persons' race, color, religious belief, sex, marital status, sexual orientation, national or ethnic origin, disability, veteran status or age, and which:

- a) The harasser either knows, or should know, will have the effect of making the College environment hostile, intimidating, or demeaning to the victim, and
- b) in fact renders the College environment (including the work or study environment) hostile, intimidating, or demeaning for the victim.

Sexual Harassment is defined, for the purposes of this policy as follows: unwelcome sexual advances, requests, and other unwelcome conduct of a sexual nature where:

- a) submission to such conduct is made, either expressly or implicitly, a term or condition of an individual's employment or education; or
- b) submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
- c) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or of creating an intimidating, hostile or demeaning employment or educational environment.

1. The policy mentions a prohibition against discrimination and harassment on the basis of "sex" and does not also mention "gender" as a protected category. This is because federal non-discrimination law (ie., Title VII), currently recognizes that a prohibition against discrimination or harassment on the basis of sex, encompasses sex and gender.

2. Under current State discrimination law applicable to Vassar College, "sexual orientation" is defined to include "...heterosexuality, homosexuality, bi -sexuality, or asexuality, whether actual or perceived." The law also protects transgender persons, based on their actual or perceived sexual orientation."

3. Federal case law has defined religious beliefs (for the purpose of non-discrimination) as embracing sincere and meaningful beliefs that are held with the strength of more traditional religious convictions or that occupy a place in the life of the individual concerned parallel to that filled by an orthodox belief in God.

³ Disagreements or denials of disability-related accommodations or auxiliary aids and services, modifications to a College program or activity as related to disability needs, or inaccessibility to College facilities or programs may be appealed to the Faculty Director of the Office of Affirmative Action who has been designated to coordinate the College's compliance with the Americans with Disabilities Act of 1990 and with Section 504 of the Rehabilitation Act of 1973.

C. The Office of Equal Opportunity and Affirmative Action

The Office of Equal Opportunity and Affirmative Action handles inquires about issues of discrimination and harassment within the campus community, and provides counsel on the College's nondiscrimination and nonharassment policy and procedures. The work of the office is carried out by the equal opportunity and affirmative action (EO/AA) officer and the faculty director of affirmative action, in consultation and collaboration with the Advisory Committee on Equal Opportunity and Affirmative Action, senior officers, human resources, and with other members of the campus community as appropriate.

The faculty director of affirmative action provides counsel and assistance to faculty concerning nondiscrimination and harassment policies and procedures, and shall oversee the proper conduct of all grievances and informal resolution measures involving faculty under these policies. The equal opportunity and affirmative action officer provides counsel and assistance to students, administrators, and staff concerning nondiscrimination and nonharassment policies and procedures, and shall oversee the proper conduct of grievances and informal resolution measures which involve only students, administration or staff. The equal opportunity and affirmative action officer and the faculty director of affirmative action regularly consult with each other to ensure that the policies of the college are consistently applied. Neither officer makes a final determination of the guilt or innocence of anyone involved in a complaint. When necessary in the performance of their duties, the equal opportunity and affirmative action officer and the faculty director of affirmative action may consult legal counsel. If the EO/AA officer or the faculty director of affirmative action for any reason of conflict of interest, illness, or prolonged absence is unable to carry out his or her responsibilities, a designee shall be appointed by the President.

Vassar College has designed its grievance process as an internal method for resolving complaints of discrimination or harassment which may arise within the College community. The grievance procedures are designed to bring about prompt and equitable resolutions for alleged discrimination or harassment. Appropriate resolutions include, but are not limited to, efforts toward education, mediation, intervention and/or discipline.

D. Confidentiality

Vassar College will endeavor to maintain confidentiality in all informal and formal proceedings, except as otherwise specified in these statements of procedure. All documents relating to the alleged incident of discrimination or harassment will be maintained as confidential. Participants are authorized to discuss the case only with those persons who have a genuine need to know.

E. Protection Against Reprisal

Retaliation or retribution of any kind taken against an individual as a result of that person filing a complaint in good faith, cooperating in an investigation, or otherwise participating in these procedures is strictly prohibited. Any attempt to retaliate against an individual for bringing a sincere complaint may in itself be treated as a form of harassment. Similarly, a complaint that is malicious and groundless may be treated as an attempt to harass the respondent.

F. Preliminary Consultations

1. Any member of the community who approaches any office or individual with a concern about treatment by or involving a faculty member, which seems to violate the college's nondiscrimination and nonharassment policy should be referred to the faculty director of affirmative action for discussion of the issues. In all cases the faculty director of affirmative action provides counsel and assists him or her in determining whether the complaint is appropriate for grievance, and provides counsel on the College's nondiscrimination and nonharassment policy and informal and formal grievance procedures. Discussing a complaint with the faculty director of affirmative action does

not commit one to making a formal charge. The faculty director of affirmative action consults regularly with the equal opportunity/affirmative action officer about cases involving faculty and other members of the community.

2. Any member of the community who approaches any office or individual with a concern about treatment by or involving a student or member of the staff or administration (and not involving faculty), which seems to violate the college's nondiscrimination and nonharassment policy should be referred to the equal opportunity/affirmative action officer (EO/AA) for discussion of the issues. In all cases the equal opportunity/affirmative action officer provides counsel and assists him or her in determining whether the complaint is appropriate for grievance, and provides counsel on the College's nondiscrimination and nonharassment policy and informal and formal grievance procedures. Discussing a complaint with the equal opportunity/affirmative action officer does not commit one to making a formal charge.
3. Employees at Vassar who are represented by a labor union are covered by collective bargaining agreements, which include arbitration procedures and equal opportunity provisions. While it is generally understood that those procedures shall be used by union employees for grievances, the grievance procedures outlined here are available to members of the union, in consultation with union officials, consistent with contractual agreements.
4. Faculty, administrators, and staff who have supervisory responsibilities and who become aware of harassment or discrimination must prevent its continuation through informal mediation, or when appropriate, by making referrals to either the faculty director of affirmative action or the equal opportunity/affirmative action officer as appropriate.
5. Vassar College encourages the use of mediation to resolve discrimination or harassment disputes and complaints.⁴ Students, faculty and staff who are experiencing harassment or discrimination may wish to achieve an informal solution to the problem, and may request that their complaint be resolved with the assistance of a trained mediator.
6. If the faculty director of affirmative action or the equal opportunity/affirmative action officer, as appropriate, judges that the complaint warrants continuation with grievance procedures, the faculty director of affirmative action or the equal opportunity/affirmative action officer in most cases shall recommend mediation with the aim of achieving an informal resolution. The complainant, however, may file a formal grievance with the Office of Equal Opportunity and Affirmative Action in lieu of using the mediation process. The faculty director of affirmative action or the equal opportunity/affirmative action officer, as appropriate, may judge that there is not sufficient evidence of a violation of the College's nondiscrimination and nonharassment policy. If the complainant disagrees with the finding, he or she may request the grievance complaint to be forwarded to the Grievance Hearing Panel or the College Regulations Panel, as appropriate.

G. Seeking Mediation

1. Informal resolution procedures are intended to allow the complainant and the respondent to provide detailed information about the alleged incident(s) of discrimination or harassment and reach a mutually agreeable resolution. The mediation process aims to

⁴ Mediation is an informal process through which an impartial third party helps disputing parties find mutually satisfactory resolutions to their differences. Mediation proceedings are confidential and voluntary for all parties. The mediation process affords the opportunity to present information about the alleged incident(s) of discrimination or harassment, and resolve the dispute.

assure fairness, to facilitate communication, and to maintain an equitable balance of power between the parties.

2. With consent of both the complainant and the respondent, the Office of Equal Opportunity and Affirmative Action will contact a mediator whose training is appropriate to the conflict to be resolved. The mediator is not an advocate for either the complainant or the respondent. The role of the mediator is to aid in the resolution of problems in a non-adversarial manner.
3. The informal resolution process ends when a resolution has been reached or when the complainant or the respondent has terminated the process. At any time during the mediation process, the complainant and the respondent are free to withdraw consent. A successful informal resolution results in a binding agreement between the parties.
4. The mediator shall notify the faculty director of affirmative action or the equal opportunity/affirmative action officer, as appropriate, of the result of the mediation process. If the dispute is not resolved through mediation, the faculty director of affirmative action or the equal opportunity/affirmative action officer shall immediately inform all affected parties and discuss with the complainant other alternatives for achieving resolution. The complainant may file a formal grievance with the Office of Equal Opportunity and Affirmative Action or withdraw the informal complaint. The informal resolution process, if unsuccessful, will not prejudice the rights of either party in the dispute. Therefore, should the informal resolution be unsuccessful, neither the reasons for the failure of the mediation nor any material or statements made during the process will be used in any subsequent proceedings or forums.
5. No written records of the mediation process, other than the final resolution, shall be retained by the faculty director of affirmative action or the equal opportunity/affirmative action officer. Original documents shall be returned to their original source or to another site as agreed in the resolution by the complainant and the respondent.

H. Formal Grievance Procedure: Filing Complaints, Preliminary Investigation, and Finding

The complainant may choose to initiate a formal grievance and hearing procedure by requesting that the complaint be forwarded to the Grievance Hearing Panel or to the College Regulations Panel, as appropriate. (Grievances concerning faculty contracts, appointments, and promotions should go to the faculty Appeal Committee or faculty Review Committee, and grievances concerning ADA/Section 504 issues should follow the Disability Accommodations and Support Services Policy, as specified in the [Faculty Handbook](#).) Formal grievance procedures are initiated by filing a written and signed complaint with the faculty director of affirmative action or the equal opportunity/affirmative action officer, as outlined below.

1. When to File a Complaint
 - a) A grievant should file a written complaint within 60 days of the last date of the alleged incident(s) of discrimination or harassment, or within 30 days of the end date of the mediation process described above. Individuals should note that the state and federal statute of limitations for discrimination and harassment is typically 180 days.
 - b) Whenever the application of any time deadline or procedure set forth in the grievance procedure creates a problem owing to the nature of the complaint or the urgency of the matter, the faculty director of affirmative action or the equal opportunity/affirmative action officer, as appropriate, will determine whether an appropriately expedited grievance procedure can be fashioned. Time periods may be extended if the grievant has good reason as determined by the faculty

director of affirmative action or the equal opportunity/affirmative action officer, as appropriate.

2. What to File

A complaint must be in writing and include the following:

- a) The grievant's name, address, phone number, and employment or academic class status.
- b) A complete and detailed description of the alleged incident(s) of discrimination or harassment.
- c) The grievant's signature with date of signing.

3. Where to File

The complaint must be hand delivered or sent by certified mail to the Office of Equal Opportunity and Affirmative Action, directed to the attention of the faculty director of affirmative action or the EO/AA officer, as appropriate. Office of Equal Opportunity and Affirmative Action, Vassar College, campus box 645, 124 Raymond Ave, Poughkeepsie NY 12604.

4. Preliminary Review of Complaint and Notice of Receipt

- a) Upon receipt of a complaint, the Director of Affirmative Action will review the complaint for appropriateness and timeliness. The Director of Affirmative Action will provide the grievant with written notice of receipt of the complaint within 5 working days, and will advise the grievant of the College's grievance procedures and forms of relief.
- b) Formal grievance complaints require that the respondent be advised of the allegations and the source of the complaint by the faculty director of affirmative action or the equal opportunity/affirmative action officer, as appropriate. The faculty director of affirmative action or the equal opportunity/affirmative action officer, as appropriate, will provide the respondent with a copy of the formal grievance complaint within 5 working days of receipt of the complaint, and will advise the respondent of the College grievance policy and procedures.
- c) The faculty director of affirmative action or the equal opportunity/affirmative action officer, as appropriate, shall discuss with the grievant whether or not the alleged incidents of discrimination or harassment constitute a violation of the College's nondiscrimination and nonharassment policy, and whether or not it is appropriate to convene a Grievance Hearing Panel. The decision to request a Grievance Hearing Panel rests with the grievant.
- d) If the respondent is a member of the faculty, staff, or administration, and the grievant requests a Grievance Hearing Panel, the grievance shall be transmitted to the respondent's senior administrative officer (the senior administrative officers of the College include the President, the Dean of the Faculty, the Dean of the College, the Vice President of College Relations, the Vice President for Development, and the Vice President for Finance and Administration) who shall convene a Grievance Hearing Panel.
- e) If the respondent is a student, and the grievant requests a Grievance Hearing Panel, the complaint shall be transmitted to the College Regulations Panel,

which shall provide fair and expeditious hearing to both grievant and respondent. The rules and procedures of the hearing shall be those normally in effect for the College Regulations Panel. Detailed rules and procedures of the College Regulations Panel are available from the Office of the Dean of Students upon request.

I. Grievance Hearing Panel

1. Hearing by the Grievance Hearing Panel
 - a) The Grievance Hearing Panel, appointed and chaired by the respondent's Senior Administrative Officer, will then conduct a hearing, including an examination of those witnesses and receipt of such documentary evidence as the Panel may deem appropriate.
 - b) Both parties will have the opportunity to review all other contents of the case file after the hearing. Contents of the file can only be seen in the office of the Senior Administrative Officer in the presence of an observer. Notes may be taken while reviewing the file.
2. Final Disposition by the Grievance Hearing Panel
 - a) The Grievance Hearing Panel shall deliberate in private session and shall by open vote decide on whether a violation of the College's nondiscrimination and nonharassment policy has occurred. A decision that a violation has occurred requires unanimity among the members eligible to vote. In the case of the finding of a violation, the Senior Administrative Officer, in consultation with the members of the panel, shall determine the appropriate remedy or sanction. A written summary prepared by the Chair of the Grievance Hearing Panel on the basis of this judgment shall be conveyed to both the grievant and the respondent within three working days after the deliberations have been completed.
 - b) If the respondent is a member of the faculty, staff, or administration and has been found to be in violation of the College's nondiscrimination and nonharassment policy, a written record of the grievance and the opinion by the Grievance Hearing Panel shall be retained in the files of the respondent's Senior Administrative Officer. If the respondent is a student, a written record shall be kept in the files of the College Regulations Panel. When the complaint has been resolved through informal mediation or judged not to be well founded through formal hearing procedures, a written record shall be retained only at the request of the respondent.
3. Appeal Process
 - a) For students, the final disposition may be appealed by the grievant or the respondent through the College Regulations Appeals Committee. Detailed rules and procedures of the College Regulations Appeals Committee are available from the Office of the Dean of Students upon request.
 - b) For faculty and staff, the final disposition may be appealed to the President by the grievant or the respondent within 30 days of the final ruling. The appeal process for faculty and staff is initiated by filing a written request for review with the faculty director of affirmative action or the equal opportunity/affirmative action officer, as appropriate. The written request must specify one or more of the following criteria: 1) evidence of alleged procedural (as specified in Appendix A) errors which impaired the ability of either party to adequately present herself or himself, or 2) the imposition of excessive penalty.

Appeals may not be based on general dissatisfaction with the proposed disposition. The faculty director of affirmative action or the equal opportunity/affirmative action officer, as appropriate, will forward the appeal to the President. The President shall have the authority to affirm the finding or remand the finding to the Senior Administrative Officer for reconsideration. A copy of the President's written decision may be expected within 30 days of the filing of the appeal and shall be sent to all parties, and the Senior Administrative Officer whose authority will be needed to carry out the disposition. The deadline may be extended by the President for good cause. The decision of the President on the appeal is final.

Appendix A: Grievance Hearing Panel Rules and Procedures

1. Selecting the Panel

The respondent's Senior Administrative Officer (hereafter "the Officer") shall act expeditiously to convene a hearing panel, ordinarily within 10 days (excluding weekends and holidays) of receiving the complaint.

- a) The Officer shall provide both parties with copies of the grievant's initial statement describing the alleged harassment and any letters exchanged between the grievant and the Officer and the respondent and the Officer.
- b) The Officer will appoint three panelists who are members of the respondent's constituency, whom the Officer judges could serve as impartial panel members, and who have agreed to serve. If the respondent is a member of the faculty, the panelists shall be selected from the ranks of the tenured faculty. The Officer shall inform the grievant and the respondent of the appointed panelists. The grievant and respondent each may object to one or more of the panelists on a substantive basis within 24 hours from notification of the composition of the panel. The final decision on the composition of the panel rests with the Officer.
- c) The Officer shall then advise both parties of the time and location of the hearing, at least three days prior to the hearing (excluding weekends). The respondent may request additional time to prepare her or his case and this may be granted at the discretion of the Officer. The Officer shall stress to both parties that the proceedings are confidential.
- d) The Officer shall chair the hearing as a non-voting member.
- e) The grievant and respondent may both choose to bring witnesses, and must provide the Panel Chair with the names of such witnesses at least 24 hours in advance of the hearing. The Panel may also invite witnesses. No one is allowed to attend the hearing whose name has not been submitted to the Panel Chair 24 hours in advance, except in circumstances deemed exceptional by the Panel.

Witnesses may be either: (1) individuals who have direct knowledge of facts pertaining to the case, or (2) individuals who will attest to the good character of either the grievant or the respondent. The panel may only invite witnesses from category. The faculty director of affirmative action or the equal opportunity/affirmative action officer, as relevant, may not be a witness.

The Panel may accept written statements only from character witnesses, whose names are submitted 24 hours in advance, provided they have a reasonable excuse for not attending the hearing. Such written statements must be delivered

to the Chair of the Panel. The statement(s) will be opened and read by the Chair at the hearing.

The number of witnesses to be heard is at the discretion of the Panel as a whole.

- f) The grievant and the respondent may each be accompanied by one individual from the Vassar community to provide moral support. The support person may not question the grievant, the respondent, witnesses, members of the Panel, or provide testimony to the Panel during the hearing.

2. The Chair of the Grievance Hearing Panel

- a) The Senior Administrative Officer shall chair the hearing. The Chair shall ensure that an audio record of the proceedings be kept. [The audio record of the hearing shall constitute an official record of the proceedings and shall be maintained, along with the entire case file, in the Senior Administrative Officer's office. Both the complainant and the respondent may take their notes with them from the panel hearing. In the case of a finding of guilt, the respondent may review the audio record of the hearing and take notes in order to formulate an appeal. Audio records can be heard only in the office where they are kept, in the presence of an observer.]
- b) At the Chair's discretion, recesses may be called.
- c) If a person becomes disruptive, the Chair may ask him or her to leave the room and wait in a designated area.

3. Opening the Hearing

- a) At the start of the hearing, the Chair shall confirm that the grievant is present, and that the respondent has been informed of her/his right to be present and has been urged to be present. The Chair shall remind all parties that the proceedings are confidential. All witnesses shall wait outside, until the Panel calls for their respective appearances.
- b) The Chair will ask the grievant to make a statement addressing the allegations. The Chair will then ask the respondent whether, in the light of the statement of the grievant, the respondent considers himself/herself to have committed discrimination or harassment as defined by the College's policy and to make a statement addressing the allegations.
- c) At the conclusion of each statement, Panel members may ask questions.
- d) After both statements have been made, witnesses for the grievant will be called in one at a time, followed by witnesses for the respondent.

4. Witnesses

- a) Each witness will be reminded upon testifying that the proceedings are confidential, and instructed not to discuss what has transpired in the hearing with anyone.
- b) Witnesses shall appear individually. The grievant shall make the first case. Witnesses for the grievant will first be questioned by the grievant, then by the respondent.

- c) Similarly, the respondent's witnesses will first be questioned by the respondent and then by the grievant.
 - d) Further questions of any witness may be asked by the grievant or the respondent and the grievant and respondent may question each other.
 - e) Rebuttal witnesses and additional witnesses may then be introduced by either party.
 - f) Panel members may ask questions of any party at any time.
 - g) Once a witness has testified, the Chair will direct him or her to wait in a designated area outside the hearing room until receiving notification from the Chair that she or he can leave.
5. Closing the Hearing
- a) The grievant and then the respondent may make closing statements. The Chair will then direct them to wait in separate designated areas in case the Panel has further questions.
 - b) After due deliberation, the Panel may choose to reconvene in order to call additional witnesses or review additional evidence. Both the grievant and the respondent, accompanied by their support persons, have the right to be present during the reconvened hearing.

Appendix B: Explanatory Notes

- A. Academic Freedom - Under the principle of academic freedom, as stated in the Governance, "All teachers in the service of the College are entitled to complete liberty of research, of instruction and of utterance upon matters of opinion." The statement continues: "The teacher shall bear in mind that the good name of the College rests largely upon the reputation of its faculty. Accordingly, the teacher's conclusions shall be fruits of competent and sincere inquiry, set forth with dignity, accuracy and temperateness. The teacher shall accept full responsibility for all his/her utterances and shall adhere to the ideals traditional in liberal education: intellectual integrity, objectivity in the search for truth and freedom of discussion" (Governance "Principles Underlying Relations of Trustees, Faculty and Students," Art. I, Sec. 1).
- B. In this regard, note should be taken of the "Statement on Academic Freedom and Responsibility" at the beginning of this Handbook, adopted by the faculty in 1987, which includes the following language: "Vassar College is dedicated to freedom of inquiry in the pursuit of truth, and is vigilant in defending the right of individuals to free speech. The College, however, is also a community dedicated to the cultivation of an atmosphere in which all of its members may live and work free from intolerance, disrespect, discrimination or harassment. The College, therefore, defends free speech and also embraces the principle of civil discourse."
- C. This nondiscrimination and nonharassment policy shall not be construed so as to undermine the principle of academic freedom that entitles faculty members to liberty of instruction, which may include the introduction of controversial and challenging matters and demanding methods of inquiry. However, accompanying this right to teach controversial material is the responsibility that it be done in a way that would be judged by peers as not discriminatory or harassing as defined by the nondiscrimination and nonharassment policy.

- D. Discrimination - (a) Under Title VI complaints of discrimination on the basis of race, ethnicity or national origin may include, but are not necessarily limited to, issues such as: ability grouping, disciplinary procedures, student assignment policies, harassment, student housing, and academic grading. (b) Under Title IX discrimination complaints on the basis of sex may include, but are not necessarily limited to, issues such as: equal opportunity in interscholastic or intercollegiate activities, programs or events, treatment of individuals who are pregnant, admission to a postsecondary program or activity, sexual harassment, and administration of student health insurance plans. (c) Under Section 504 and Title III of the ADA complaints of discrimination on the basis of disability may include, but are not necessarily limited to, issues of accessibility of the College facilities, employment opportunities, and academic courses, programs and activities, and provision of reasonable and appropriate academic or employment modifications, accommodations, or auxiliary aids and services to qualified individuals with disabilities.
- E. Sexual Harassment - The determination of sexual harassment will vary with the particular circumstances but generally involves two basic forms: (1) unwanted sexual advances by verbal suggestion or physical contact, or (2) verbal or physical abuse directed against individuals or groups because of their sexual orientation. Sexual harassment embraces a wide range of behaviors, including but not limited to the following: coerced sexual acts, such as using undue pressure on a person, including one's peer, to force sexual interaction; soliciting submission to sexual demands in exchange for good grades or evaluations; physical or verbal assault on a person or groups because of their sexual orientation; subjecting a person repeatedly or seriously to unwanted and unsolicited sexual propositions, to touching, or to obscene gestures and language.
- F. Sexual harassment is particularly damaging when it exploits the educational dependence and trust between students and faculty. Although a sexual interaction must be abusive and without consent to count as harassment, faculty members and administrators should realize the unequal nature of their relationship with students and subordinates, and be particularly mindful of their professional responsibilities toward students and subordinates, of their own status and position of power, and of the vulnerability of students and subordinates due to these differences in status and power.
- G. It should not be forgotten that victims of sexual harassment may, under some circumstances, sue for damages in civil courts, or that some forms of sexual harassment, such as physical assault and coerced sexual relations, are subject to criminal charges.
- H. Religious and Racial Harassment - Religious and racial harassment is defined as verbal or physical abuse directed toward persons or groups because of their race or their religious beliefs and practices. Examples of these forms of harassment include but are not limited to the following: using symbols, such as the swastika, burning cross, or hood, in a seriously threatening manner; sending abusive messages directed at members of particular racial or religious groups—through the mail, on a note attached to someone's door, over the telephone, or by email; and, in a persistently or seriously abusive way, disparaging racial or religious groups in public.
- I. The First Amendment freedom of speech or the principle of academic freedom may confer a certain latitude with respect to these matters. Yet, while not prosecutable, offensive and tasteless manners and words should be abhorred by all members of an academic community. Other considerations noted above regarding sexual harassment apply equally to the case of religious or racial harassment. Thus special care for the relation between teacher and students, and between administrative superior and subordinates, with regard to religious and racial expression, is important. No less important to the well-being of a residential college is the protection of students from religious and racial abuse or by their peers.
- J. Faculty, administration, and supervisory staff are an integral part of Vassar's efforts to comply with Section 504 and the ADA in providing students with disabilities appropriate

accommodations and auxiliary aids and services. Faculty, administration, and supervisory staff should be aware that failure to cooperate in fulfilling Vassar's legal obligations under the ADA and Section 504 of the Rehabilitation Act of 1973 may subject them to individual liability.

(Approved by the Faculty, May 12, 2002.)

2.3 Office of Disability and Support Services

Vassar College is committed to providing individuals with disabilities equal access to the academic courses, programs, activities, services and employment at the College. In accordance with the provisions of Section 504 of Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the College strives in its policies and practices to assure not only nondiscrimination but to provide for the full participation of individuals with disabilities in all aspects of College life. In support of this mission, the Office of Disability and Support Services provides services to self-identified individuals with disabilities. The Office of Disability and Support Services also provides assistance in identifying appropriate support and accommodations in the work environment for faculty and staff. Disabilities may include, but are not necessarily limited to, visual impairments, mobility and orthopedic impairments, hearing impairments, chronic medical conditions, learning disabilities, and psychological or emotional disorders.

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

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

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

2.3.1 The Americans with Disability Act of 1990 (ADA)

The Americans with Disabilities Act was signed into law on July 26, 1990. The ADA prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and activities of state and local government. Employers, labor organizations and joint labor-management committees must have nondiscriminatory application procedures, qualification standards, and must provide reasonable and appropriate accommodations to qualified individuals with disabilities.

Anyone who has a physical or mental impairment substantially limiting one or more major life activities, has a record of such impairment, or is regarded as having such impairment, is considered a person with a disability. In accordance with the provisions of the ADA and Section 504 of the Rehabilitation Act of 1973, disabilities may include, but are not necessarily limited to, visual impairments, mobility and orthopedic impairments, hearing impairments, chronic medical conditions, learning disabilities, and psychological disorders.

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

The Affirmative Action Office has been designated to coordinate the College’s compliance with the Americans with Disabilities Act of 1990 and with Section 504 of the Rehabilitation Act of 1973. The office handles inquiries about compliance and investigates complaints of disagreements or denials of disability-related accommodations and services. Vassar College has adopted an internal appeals process for the prompt and equitable resolution of complaints or disagreements about accessibility, accommodations, auxiliary aids and services, and modifications to academic courses, programs, and activities.

2.4 Conflict Resolution Procedure

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

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

The Office of Human Resources handles complaints pertaining to non-faculty employment-related matters. A member of the College community who has an employment-related complaint should contact the Assistant Director of Employee Relations, Baldwin, Room #330, campus mailbox #712.

2.5 Code of Ethics

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

We embrace the values and standards outlined below:

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

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

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

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

2.6 Standards of Conduct

Vassar College expects a high standard of employee conduct.

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

- refusing to carry out job duties or reasonable directives of the supervisor
- deliberate or reckless action that causes either actual or potential loss to the College or employees, or damage to property or physical injury to employees
- action that is or can reasonably be expected to be seriously detrimental to the College or its reputation
- fighting or disorderly conduct on the premises or at a College-sponsored event
- unauthorized disclosure or use of confidential or related material or information
- misrepresentation, including falsification of reports or records, or deliberate failure to accurately complete reports or records
- misappropriation of College funds or other assets
- illegal or unauthorized possession of a weapon on College premises or at a College-sponsored event
- theft or unauthorized removal of College property or of the property of others
- willful discrimination in hiring, firing, pay, promotion, transfer, and conditions of employment of employees for reasons of race, color, religious creed, ancestry, age, gender, sexual orientation, HIV status, national origin, disability or status as a Vietnam-era and/or disabled veteran
- sexual harassment, defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature
- serious or continued violation of safety standards
- threats
- drug and alcohol use
- any other material breach of the employment relationship

2.7 Prohibited Conduct

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

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

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

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

2.8 Disciplinary Action

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

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

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

2.9 Employment of Relatives

Vassar acknowledges that employment of relatives in the same area of an organization can cause conflicts and problems with favoritism and employee morale. In these circumstances, all parties, including supervisors, are open to charges of inequitable consideration in decisions concerning work assignments, performance evaluations, promotions, demotions, disciplinary actions, and discharge. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

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

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

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

2.10 Salary Review

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

2.11 Administration Employment Categories

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

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

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

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

There are other employment categories on campus as well:

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

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

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

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

2.12 Other Vassar Employment

In the event an administrative employee is employed in a position separate from the employee's regular position (e.g. teaching a course or working in a summer program), the employee may be eligible to receive additional compensation for such work. The Office of Human Resources should be contacted for additional information.

2.13 Direct Deposit

All administrators are paid monthly via direct deposit only. Deposits can be made to virtually any domestic bank or credit union on the 25th of each month. If the 25th falls on a weekend or a holiday, deposits are made on the preceding Friday. Thanksgiving and Christmas are exceptions to this rule; payday for these two holidays is the day prior to the beginning of the holiday period. Deposits are made so that the employee's money is available at the start of the business day on the scheduled payday. Upon hire,

administrators will be provided with direct deposit authorization forms which are required to be completed and returned to the Payroll Office within 30 days of employment. Direct deposit forms are available in the Payroll Office if you are enrolling, changing banks, changing account numbers, etc.

Questions regarding direct deposit should be directed to the Payroll Office.

A payroll stub is issued to administrators on each payday. The stub indicates the gross pay, the deductions withheld from the pay, the year-to-date deduction accumulations, and the net pay (the amount of the direct deposit). Payroll deduction stubs are distributed on payday through the employee's on-campus mailbox.

Questions regarding payroll deductions should be directed to the Payroll Office, ext. 5880.

2.14 Credit Union Membership

All Vassar College employees and their family members are eligible to join the Taconic Educational and Governmental (TEG) Federal Credit Union.

TEG has branches in Poughkeepsie at the Route 44 Plaza and in Fishkill on Old Route 9. For further information, contact the Vassar Payroll Department ext. 5880 or call the credit union directly at 452-7323.

2.15 Service Recognition Program

The Service Recognition Program is held for those employees celebrating five or more years of service during the fiscal year July through June. This formal program is held in the spring and hosted by the President of the College.

3.0 College Policies

3.1 Conflict of Interest

1. Duty to avoid conflicts of interest

All employees and certain volunteers acting for or on behalf of Vassar College have an obligation to conduct business for or on behalf of the College in a manner that avoids actual or potential conflicts of interest. Further, trustees, senior officers, and key administrators of the College, as well as non-trustee members of Investments Committee of the College's Board of Trustees, are required to disclose relationships that create or appear to create such conflicts of interest.

2. What is a conflict of interest?

An actual or potential conflict of interest may occur when an individual is in a position to influence the College's business dealings so as to produce personal gain for that individual or for a relative, friend or business associate of that individual. Personal gain may result not only in cases where a person acting for or on behalf of the College (or a relative, friend or business associate of such a person) has significant ownership in a firm with which the College does business, but also when a substantial gift or special consideration is received as a result of any transaction or business dealing involving the College. For the purpose of this policy, a relative is a member of the individual's immediate family.

3. Relationships requiring disclosure

Trustees, non-trustee members of the Investments Committee of the Board of Trustees, senior officers, and key administrators who have significant business affiliations or official relationships with organizations with which the College does business are required to disclose those affiliations to the College. In this context, "official relationship" means serving as an officer, director, employee, partner, proprietor, or owner of 10% or more of the stock, of an entity that transacts business with the College. A conflict of interest is not always created by the mere existence of a relationship with outside organizations. However, if an individual has influence at the College on any commercial transactions, including but not limited to purchases, contracts, or leases, it is imperative that he or she disclose as soon as possible the existence of such relationships so that safeguards can be established that will prevent any conflict of interest from arising. Such safeguards may include, without limit, the recusal of such individual from decision-making on any matter under consideration by the College or before the Board of Trustees.

4. Process for disclosure

Each year the Secretary of the Board will provide trustees, non-trustee members of the Investments Committee of the Board of Trustees, senior officers and key administrators with the policy statement, a disclosure form, and a current list of organizations with which the College does substantial business.⁵ All information provided in response to this request shall be held in confidence by the persons referred to in the next sentence unless the best interests of the College dictate otherwise and except as required by law. The Secretary of the Board will compile the results of the disclosure process, providing information to the Chairman of the Board, the President, the Chairman of the Audit Committee, and the Vice President for Finance and Administration.

⁵ The Controller will annually prepare the list of organizations with which the College does substantial business and identify key administrators with purchasing authority.

5. Gifts policy

The acceptance of gifts from persons or entities doing business or seeking to do business with the College can create, or appear to create, a conflict of interest. Trustees, non-trustee members of the Investments Committee of the Board of Trustees, and College employees are therefore prohibited from soliciting or accepting from any person or entity doing business with or seeking to do business with the College any remuneration, gift, gratuity, services, loans, travel, entertainment, or other item, of more than nominal value. "Nominal value" as used in this policy, shall mean a value of \$75.00.

3.2 Smoking Policy

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

1. Smoking is not allowed inside any Residence Hall, including individual student rooms. Smoking will be allowed in the student apartment complexes if all the residents of a TH, TA, or SC, agree to allow smoking. Smoking will continue to be banned inside all other college facilities and vehicles.
2. Smoking is not permitted within 25 feet of all entrances to campus facilities, including the Retreat Patio and the College Center Circle.
3. Smoking is not allowed inside Matthews Mug.

This policy applies equally to all employees, students, and visitors.

For more information contact the Drug Education Committee at extension 7769.

3.3 Office Telephones/Mail Systems

The College discourages the making of personal telephone calls during working hours. Personal long-distance telephone calls should not be charged to the College, but even local calls have "unit message" charges that the College must pay.

Administrators should contact the Office of Telecommunications to secure a personal long-distance telephone security code (PSC). This personal code will allow the cost of personal long-distance calls to be billed directly by the Controller's Office to the correct employee.

The use of College paid postage for personal correspondence is not permitted.

3.4 College Property

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

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

3.5 Solicitation

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

3.6 Computer Security

Responsible Use of Information Technology Resources

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

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

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

Your personal computer password is unique and must not be given to another employee or outsider. Employees are required to take all reasonable precautions to protect information against unauthorized access, use, disclosure, modification, duplication, or destruction.

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

3.7 Parking

Administrators who drive to work and park on the College campus must register their vehicles with the Building and Grounds Office. Each vehicle must display a current Vassar registration decal on the driver's side window. New decals are issued when a new (or additional) vehicle is registered. All vehicle regulations also apply to any rental or borrowed vehicle brought onto the campus.

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

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

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

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

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

3.8 Drug-Free Workplace

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

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

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

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

The Employee Assistance Program may be of assistance in seeking professional guidance regarding a drug- or alcohol-related problem.

3.9 Changes in Regular Hours of Operation

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

- Members of the Vassar College Community understand that a general closing of the College while students are in residence is a serious event, unlikely to occur unless severe weather conditions dictate. Individual employees may reside in outlying areas where weather and road conditions may be more hazardous than in the immediate vicinity of the College, thus requiring the use of personal or vacation time. Supervisors should respect the needs of individual employees to use leave time on short notice under such conditions.
- Decisions to delay the opening of administrative offices, close the administrative offices earlier than normal, or reduce staffing levels across the campus to minimal levels will be made by the Vice President for Finance and Administration, in consultation with the Director of Environmental Health and Safety and the Executive Director of Buildings and Grounds Services.
- Certain employees may be required by their supervisors to work even when administrative offices are closed. These employees are referred to as "unexcused employees" for purposes of this policy. In general, the College will minimize the number of unexcused employees to those who are

- needed to maintain basic services for the residential College. It is the responsibility of supervisors to identify “unexcused employees” in advance of a possible closing related to weather conditions.
- When a decision to delay the opening or close the College early has been made by the Vice President for Finance and Administration, the Director of Environmental Health and Safety will take steps to relay the information through established communication channels, including the Vassar College call-in phone lines (437-7755 or 437-7756), the Info Site on the Vassar College web pages, and selected radio stations. A memo is generally distributed annually to all employees reiterating the snow closing phone numbers, specific web page address and other pertinent information. An early closing of the College will be announced via campus wide email distributions from the Director of Environmental Health and Safety.

3.10 Time Reports

Administrators are not required to turn in time reports; however, they may have staff or service employees who report to them and should therefore be familiar with how time reports should be completed.

The time report for hour employees should accurately reflect both time worked as well as any leave time (i.e., vacation). If the employee elects to arrive late or leave early (when the College has not made an official closing or delay announcement related to inclement weather), that time is either unpaid or charged to the employee’s accrued earned time. Only an official announcement of a delayed opening or early closing of administrative offices result in paid time for hours not worked. Should a service employee elect to leave early because of weather conditions and the College subsequently announces an early dismissal, the time between then and when the employee left as documented on the time report will be considered as unpaid time or paid through the use of earned time. Questions regarding the completion of time reports should be directed to the Payroll Office at ext. 5880.

3.11 Safety and Accident Reporting

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

The College strongly believes in the following principles:

- (1) We are committed to providing a safe environment for all as a priority.
- (2) We believe that the safe performance of the job is always more important than the job itself.
- (3) We will provide the training, tools, and resources required to ensure a safe and clean environment for all.
- (4) Employees are empowered and required to discontinue any activity that involves the use of unsafe practices and bring their concerns to the supervisor immediately.

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

To assist in the effort to provide the safest possible work environment for employees, students, and visitors, the College has appointed a safety committee of representatives from throughout the College. The committee exists to help communicate and execute an effective safety program and may be consulted by any employee. The Director of Environmental Health and Safety should be contacted at ext. 7631 for additional information.

3.12 Public Relations

The College Relations Office is charged with responsibility for the coordination and dissemination of all official information to the media. College Relations handles all inquiries from newspapers, magazines, television, and radio services. Employees may not give out statements that involve the College without prior clearance from the College Relations Office and reporters should be referred to the College Relations Office. Remember that you are never required to answer a reporter's question.

3.13 Reimbursable Expenses

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

Reimbursement will be made after an individual has prepared an itemized accounting, along with receipts, of the business expenses related to the activity. To receive reimbursement, complete a "Travel Expense Account" form, attach all receipts, have the form signed by the next supervisory level, and forward to the Controller's Office.

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

The college will reimburse administrators for professional certification and licenses that are required as a condition of employment. If you have any questions on reimbursements related to job requirements please contact HR at x6820.

Questions regarding reimbursable expenses or the completion of the travel expense account form should be directed to the Controller's Office ext. 5891.

3.14 General Employment Information

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

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

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

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

3.15 Student Employment

Members of the administration who wish to employ students should contact the Student Employment Office for a copy of the Student Employment Handbook. The handbook provides details of the extensive employment program and provides all the information needed to hire additional students. Almost all

departments and offices have student positions through the student employment program and additional hires can be made with appropriate funding.

4.0 Employee Services

4.1 Campus Communications

The Campus Communications Office is a general information resource and the message center for the College. It is located on the first floor of Main. Public telephones are adjacent to the message center.

An electronic directory of all faculty, administrators, and staff members is available on the web at <https://secure.vassar.edu/askbanner/empdir.html>. The directory contains the names, departments, box addresses, telephones, and job titles of all College employees.

All Federal Express deliveries are left at the message center. The message center operator will advise you and/or your department when a delivery is left for you.

The message center is also the center for the general fax number for the College.

4.2 College Facilities and Services

InfoSite

The InfoSite is a comprehensive web site which provides notification of campus events, news and weather to the campus community. The address is <http://info.vassar.edu>.

Bulletin Board

The President's bulletin board is located in the College Center on the wall to the right as one enters near the Kiosk. Special notices of importance to the College community also appear on this bulletin board and are issued from the President's Office or the College Relations Office.

College Post Office

All College mail must be addressed with a Vassar College box number. Box numbers may be found in the Vassar College directory or by calling the Post Office ext. 5455. If the box number is not known, the department name should be indicated.

The College Post Office distributes "unstamped mail" (interdepartmental college mail) as well as U.S. mail to all campus boxes. The Post Office will also send packages by regular, registered, or insured mail and sells stamps and money orders. Express mail service is available until 3:00 p.m. daily.

Vassar College Bookstore

The bookstore sells books, magazines, College and regular stationery, office and art supplies, gift items, clothing with the College name or logo, sundries, food, film, and various other items of interest. Film may be left at the store for developing.

Purchases may be charged to a personal account through the use of your Vassar ID card. The Controller's Office will bill the employees directly on a monthly basis.

The Vassar College Bookstore is located in the basement at the rear of College Center.

Computer Store

The Computer Store sells Apple hardware, various software packages and other computing supplies. It also does repairs on Apple equipment.

The Computer Store is located at the rear of the College Center.

Copy Center

The Copy Center performs offset printing and photocopying.

The Copy Center is located in Main, first floor, south wing.

Employee Directories

A directory of all faculty, administrators, and staff members is published annually by the College Relations Office. The directory contains the names, office locations, phone extensions, and campus box numbers for the campus community. Directories are issued to departments during the fall.

Questions concerning the directory should be directed to the College Relations Office at ext. 7406. Additionally, there is an electronic directory on Vassar's web site.

Building and Grounds Services

The Service Response Center (ext. 5555) takes orders for maintenance and/or repairs. Service order requisitions must be submitted in advance of the work being performed. All work is charged to the budget of the department making the request.

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

A service order requisition must be submitted for all work (Box 704). Service orders are charged to the department budget placing the request.

Purchasing

The Purchasing Office, located in Baldwin Hall, oversees the purchase of goods and services as well as the disposal of surplus property. It is the only department at the College authorized to commit the expenditure of College funds for the purchase of goods. A requisition form available through the Purchasing Office should be completed and forwarded to Purchasing. A purchase order will be issued to the vendor committing the College to a particular purchase.

Departments are not to purchase items directly from external vendors and then seek reimbursement.

The disposal of College property requires the Director of Purchasing's prior approval.

Lost and Found

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

Meals and Snacks

- The Retreat - located in College Center, first floor. Administrators may take their meals to the faculty lounge in College Center.
- The Kiosk - located in the College Center.
- The Atrium - located in the athletic facilities.
- All College Dining Center (ACDC).

4.3 Housing Information

Down Payment Assistance Program

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

Eligibility Requirements

- (1) Tenured faculty with the rank of full professor or associate professor, or
- (2) Tenure track assistant professors who have been appointed to a second contract, or
- (3) Administrators who have a minimum of seven (7) years of service with the College and hold director or manager titles.

The house to be purchased under this program must be located within 15 miles of the College campus and used as the applicant's primary dwelling. Applicants cannot be current owners of a College house under the College's Leasehold Agreement.

Restrictions

This program will normally be limited each calendar year to a maximum of eight (8) new participants. A total of \$500,000 in capital will be made available for loans, to be monitored by the Vice President for Finance and Administration. Loans must be for the purchase of a principal residence within the prescribed area.

For details or to make application please contact the Office of Administrative Services.

5.0 Separation

5.1 Exit Interview

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

5.2 Separation Pay

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

5.3 Retiree

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

Upon retirement, participation in the life insurance, disability insurance and retirement plan ceases. For information on retiree medical benefits refer to Section 1.1.3.

Employees who are considering retirement should contact the Benefits Office at least three months in advance of their pending retirement date. The Benefits Office will review the status of all benefit programs in preparation for retirement and will assist the employee in completing her/his retirement paperwork.

5.4 COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) enables employees and their dependents to remain enrolled in the College's group health plan for up to 18 months after their employment with the College terminates, as provided in the statute.

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

When COBRA benefits expire, coverage may in some cases be converted to a limited individual policy, making premium payments directly to the insurance carrier or HMO plan. Questions regarding COBRA should be directed to the Benefits Office ext. 5850.

5.5 Final Paycheck

All properties of the College must be returned to the employee's supervisor. ID cards must be returned to the Office of Human Resources before a final check is issued.

5.6 References

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

5.7 Resignation

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

5.8 Unemployment

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

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

Unemployment compensation claims must be filed directly with the New York State Unemployment Office.

6.0 Index

- Administration Employment Categories, 30
- Affirmative Action, 20
- Americans with Disability Act of 1990, The (ADA), 27

- Campus Communications, 38
- Changes in Medical Insurance Coverage
 - Adding/Removing Dependents, 4
- Changes in Regular Hours of Operation, 35
- Child Care Information, 18
- COBRA, 41
- Code of Ethics, 28
- College Facilities and Services, 38
- College Policies, 33
- College Property, 34
- Computer Security, 34
- Conflict of Interest, 33
- Conflict Resolution Procedure, 28
- Credit Union Membership, 32

- Direct Deposit, 31
- Disability Parking, 34
- Disciplinary Action, 30
- Drug-Free Workplace, 35

- Employee Assistance Program (EAP), 16
- Employee Benefits, 3
 - Health Insurance, 3
- Employee Services, 38
- Employment of Relatives, 30
- Employment Policies, 19
- Equal Opportunity/Affirmative Action, 19
- Exit Interview, 41

- Family and Medical Leave Act (FMLA) of 1993, 14
- Final Paycheck, 41
- Fitness Facilities, 17
- Flexible Spending Accounts, 8
 - Dependent Care Spending Account, 8
 - Medical/Dental Spending Account, 8

- General Employment Information, 37

- Health Insurance, 3
 - Dependents, 3
 - Medical Insurance Cash-Out Agreement, 4
- Holidays, 12
- Housing Information, 40

- Identification Cards, 16
- InfoSite, 38

- Jury Duty, 13

- Leaves of Absence, 14
- Library, 17
- Life Insurance, 5
 - Accidental Death and Dismemberment Insurance (AD&D), 5
 - Business Travel Accident Insurance, 6
 - Term Life Insurance, 5
- Long-Term Disability, 6

- Nondiscrimination and Harassment Policy, 19

- Office of Disability and Support Services, 26
- Office Telephones/Mail Systems, 33
- Other Vassar Employment, 31

- Paid Time Off, 12
 - Holidays, 12
 - Personal Days, 13
 - Vacation Policy, 12
 - Vacation/Health Leave Reporting Requirements, 13
- Parking, 34
- Personal Days, 13
- Prohibited Conduct, 29
- Public Relations, 37

- References, 41
- Reimbursable Expenses, 37
- Resignation, 42
- Retiree, 41
 - Retiree Benefits, 5
- Retirement Account (RA), 7

- Sabbatical Leaves, 14
- Safety and Accident Reporting, 36
- Salary Review, 30
- Separation, 41
- Separation Pay, 41
- Service Recognition Program, 32
- Short-Term Disability Salary Continuation, 6
- Smoking Policy, 33
- Solicitation, 34
- Standards of Conduct, 29
- Supplemental Retirement Account (SRA), 7

Time Reports, 36	
Tuition Benefits, 9	
Grants for Tuition at Other Colleges (Dependent Children of Administrators), 9	
Overview, 9	
Summary of Tuition Remission and Grant Benefits, 11	
Tuition Benefits for Part-Time Administrators, 11	
Vassar Tuition Remission (Employees, Spouses/Domestic Partners and Dependents), 9	
	Unemployment, 42
	Unpaid Leave, 16
	Vacation Policy, 12
	Vacation/Health Leave Reporting Requirements, 13
	Workers' Compensation, 16