



Administrator Handbook



FROM THE OFFICE of HUMAN RESOURCES

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

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

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

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

Sincerely,

Ruth E. Spencer
Associate Vice President for Human Resources



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VASSAR COLLEGE

Handbook for Administrators

1.0 Employment Policies

1.1 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.

1.2 Policy Against Discrimination and Harassment

I. Policy Statement

Vassar is committed to the principles of integrity in an academic community, as articulated in the statement on civility and responsibility. Vassar's policy is not to discriminate in the administration of its educational policies, admissions policies, scholarships and loan programs, athletics programs, or other College programs and activities, and not to tolerate discrimination or harassment of its faculty, administration, staff, students, or visitors.

The College prohibits discrimination on the basis of race, color, religion or religious belief, citizenship status, sex, marital status, disability, pregnancy, sexual orientation, gender identity or expression, national origin, military service or affiliation, genetic information, age, or any other characteristics protected by law.

II. Scope of Policy

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

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

III. Relationship to Academic Freedom and Free Speech

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

IV. Definitions

- A. Discrimination is any distinction, preference, advantage for, or detriment to an individual compared to others that is based on an individual's actual or perceived race, color, religion or religious belief, citizenship status, sex, marital status, disability, pregnancy, sexual orientation, gender identity or expression, national origin, military service or affiliation, genetic information, age, or other characteristic protected by law that adversely affects a term or condition of an individual's employment, education, living environment, or participation in a College activity, or is used as the basis for, or a factor in, decisions affecting that individual's employment, education, living environment, or participation in a College activity.
- B. Discrimination Harassment is unwelcome conduct directed toward an individual based on the individual's actual or perceived race, color, religion or religious belief, citizenship status, sex, marital status, disability, pregnancy, sexual orientation, gender identity or expression, national origin, military service or affiliation, genetic information, age, or other characteristic protected by law that is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with an individual's employment or educational performance or creating an intimidating, hostile, offensive, or abusive environment for that individual's employment, education, living environment, or participation in a College activity.
- C. Retaliatory Harassment is intention action taken by an individual or allied third party, absent legitimate nondiscriminatory reasons, that harms an individual as reprisal for filing a grievance or for participating in an investigation or grievance proceeding.
- D. Sexual Harassment is a form of unlawful gender-based discrimination. It may involve harassment of women by men, harassment of men by women, and harassment between persons of

the same sex. Sexual harassment is defined as unwelcome gender-based verbal or physical conduct that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives someone of the ability to participate in or benefit from the college's educational program or activities or employment benefits or opportunities. The unwelcome behavior may be based on power differentials (such as in quid pro quo harassment where submission to or rejection of unwelcome sexual conduct by an individual is used as the basis for employment or academic decisions), the creation of a hostile environment, or retaliation. The College's policy on sexual misconduct may also apply when sexual harassment involves physical contact.¹ Examples of sexual harassment may include, but are not limited to,

- Egregious, unwanted sexual attention or other verbal or physical conduct of a sexual nature;
- Implied or overt threats of punitive action, a result of rejection of sexual advances;
- Conditioning a benefit on an individual's acceding to sexual advances;
- Attempting to coerce an unwilling person into a romantic or sexual relationship;
- Sexual violence;
- Intimate partner violence;
- Stalking, including cyberstalking; and
- Gender-based bullying

V. Complaint Procedure

The College has two approaches for resolving complaints of alleged discrimination and harassment: informal resolution and the formal grievance processes. Informal resolution efforts and the formal grievance processes are not mutually exclusive, and neither is a prerequisite for the other. Moreover, the informal resolution process may be ended at any time in order to initiate a formal complaint.

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

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

A. Informal Resolution Process

Whenever possible and perceived to be safe by all parties, informal resolution is encouraged but is not required. Informal resolution efforts may include, but are not limited to, presentation by complainant of her or his concerns and desired outcome to the respondent in writing or in a meeting convened by the EO/AA Office, or mediated discussion between the complainant and respondent.

¹ Sexual Misconduct offenses include, but are not limited to, non-consensual sexual contact (or attempts to commit same), non-consensual sexual intercourse (or attempts to commit same), and sexual exploitation. See College Regulations and Section 21, Sexual Misconduct Policy for additional information about resources and applicable definitions and procedures for students.

In cases of requests for mediation, the EO/AA officer(s) will assess the situation to determine whether mediation is appropriate and whether it will be conducted by a trained mediator, and/or in the presence of EO/AA officer(s), supervisor, dean, senior officer, human resources administrator, or other appropriate member of the College community. The complainant and the respondent may refuse mediation or may end mediation at any time. No adverse inference is to be drawn from either decision. Mediation is never appropriate in cases of alleged sexual assault. The EO/AA Office will document all informal resolution efforts.

Informal resolution outcomes may include, but are not limited to,

- Explicit agreements about future conduct;
- Changes in the working, learning, or living environment;
- Targeted educational and training programs and
- Other forms of corrective action, as appropriate.

B. Formal Grievance Process

A formal grievance process may be initiated by meeting in person with the EO/AA Officer or the Faculty Director of Affirmative Action for matters involving the faculty, or by writing to the EO/AA Office. The College strongly encourages submission of grievances in writing after a grievance is initiated through an in-person meeting. The formal grievance should be hand delivered or sent by certified mail to the attention of either the Faculty Director of Affirmative Action or the EO/AA Officer, as appropriate, at: Office of Equal Opportunity and Affirmative Action, Vassar College, Box 645, 124 Raymond Avenue, Poughkeepsie, NY 12604-0645. A formal grievance must identify and include the following information:

- Complainant's signature and the date signed;
- Name of the respondent, his or her position or status, and contact information, if known;
- Clear and concise description of the alleged incident(s), and when and where it occurred;
- Description of all informal efforts, if any, to resolve the issue(s) with the person involved. This includes names, dates and times of attempted or actual contact along with a description of the discussion and the manner of communication made in the course of each effort;
- Supporting documentation and evidence; and
- Names of witnesses or individuals who may have direct and relevant information about the specific allegation (with accompanying addresses, email addresses, and telephone numbers).

1. Privacy

The privacy of all parties to a complaint will be respected, except insofar as it interferes with the College's investigative, grievance, and appeal processes as described in this document. Dissemination of the information and/or written materials to persons not involved in the complaint procedure is not permitted except to those listed in Section IX of this policy. Violations of privacy of the complainant, the respondent, support persons, or parties to the investigation by any member of the EO/AA office or any member of an investigative, grievance, or appeal panel may lead to disciplinary action at the College.

2. Initial Investigation

The EO/AA Office will investigate any reported grievances regarding harassment or discrimination promptly and impartially. The investigation may include, but is not limited to, individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other knowledge relevant to the investigation.

Based on the investigation, the EO/AA Office will determine if there is sufficient evidence to support reasonable cause². The Office will inform the complainant and respondent of the outcome of the investigation and provide a summary of the investigative process, determination, and possible sanctions if appropriate. At this point, both parties may accept or reject the outcome and determination(s) of the investigation. If both parties accept a determination that there is insufficient evidence to support reasonable cause then the case is closed. If both parties accept a determination that there is sufficient evidence to support reasonable cause, then the respondent's senior officer will assign sanctions and take corrective action designed to end the discrimination or harassment, prevent its recurrence, and remedy its effects on the complainant and the College community. A finding of the EO/AA Office that is accepted by both parties is final.

Either the complainant or the respondent may reject the determination of the initial investigation, in part or entirely, and request a grievance hearing by sending a written request to the EO/AA Office.

3. Grievance Hearing

Upon receipt of a written request, the College will act expeditiously to convene a grievance hearing panel, ordinarily within ten (10) business days.³ The panel ordinarily is chaired by the respondent's senior officer when there is no conflict of interest as determined by the EO/AA Officer(s) in consultation with the President. The hearing panel will review testimony from the complainant, the respondent, and any other relevant witnesses and will consider the determination of the investigation and any documentary evidence that the EO/AA officer(s) and the panel may deem appropriate. The determination of the initial investigation by the EO/AA Office will be forwarded to, but is not binding on, the members of the panel.

The panel convened to hear a formal grievance against a student is the College Regulations Panel. All applicable College Regulations rules and procedures for the hearing will be applied. The Grievance Hearing Panel (hereafter the "panel") convened to hear a formal grievance against a member of the faculty is composed of three voting members of the faculty and the panel convened to hear a grievance against a member of the administration is composed of three administrators. In consultation with the EO/AA Officer, the Chair appoints an appropriate panel from a

² "Reasonable cause" is the preferred usage in civil cases and refers to the inferences that can be drawn from specific and articulable facts.

³ The term "business days" refers to College business days when the College is in operation not including holidays or academic/institutional recesses.

pool of trained faculty and administrators who are of equivalent or higher rank than the respondent to the grievance.⁴

In the case of a formal grievance against an EO/AA Officer in the performance of his or her duties, the grievance will be forwarded to the President who will investigate (or assign an investigator) and render a decision as to whether there has been a violation of the Policy. A decision may be appealed to the Chair of the Board of Trustees in accordance with the grounds for appeal outlined below. In the case of a formal grievance against a senior officer, the EO/AA Office will forward the grievance to the President who will investigate (or assign an investigator) and render a decision as to whether there has been a violation of this policy. A decision may be appealed to the Chair of the Board of Trustees in accordance with the grounds for appeal outlined below. In the case of a formal grievance against the President, the EO/AA Office will forward the grievance to the Chair of the Board of Trustees who will investigate (or assign an investigator) and render a decision as to whether there has been a violation of the Policy. The decision rendered by the Chair of the Board of Trustees is binding and final.

4. Determination of the Panel

The Panel will deliberate in private session and will decide by closed vote whether a violation of the College's Policy Against Discrimination and/or other College policies has occurred, based on the preponderance of the evidence. The Chair does not vote. A decision that a violation has occurred requires majority agreement among the members eligible to vote. In the case of a determination of a violation, the Chair will determine the appropriate remedy or sanction, in consultation with the Panel. A written summary of the decision, prepared by the Chair, will be conveyed to the complainant, the respondent, and the EO/AA Office, ordinarily within ten (10) business days after deliberations have been completed.

5. Corrective Action

The College will impose prompt remedial and/or disciplinary action against any respondent found to have violated this policy. Responsive action may include, for example, targeted educational and training programs; the development and enforcement of explicit contractual agreements about future conduct; changes in the working, learning, or living environment; formal censure; reassignment or removal from an appointed position; suspension or expulsion; termination of employment; or other measures as the College believes will be effective in ending the misconduct and correction the effects of the harassment.

6. Time Frame and Grounds for Filing a Request for Appeal

Either party (complainant or respondent) may appeal the determination and/or sanctions of the Panel within five (5) business days of receiving the written decision by delivering a signed and dated appeal by hand or by certified mail to the Office of Equal Opportunity and Affirmative Action, Vassar College, Box 645, 124 Raymond Avenue, Poughkeepsie, NY 12604-0645.

⁴ Detailed rules and procedures of the Grievance Hearing Panel and College Regulations Panel are available from the Office of Equal Opportunity and Affirmative Action upon request.

Dissatisfaction with the outcome of the hearing is not grounds for appeal. The only grounds for appeal are as follows:

- a. Procedural error(s) that substantially affected the outcome of the hearing (e.g., substantiated bias or material deviations from established procedures that resulted in significant prejudice);
- b. New evidence unavailable at the time of the original hearing or investigation that could substantially alter the outcome of the hearing. A summary of this new evidence and its potential impact must be included;
- c. Sanction(s) that are disproportionate to the severity of the violation and substantially outside the parameters set by the College.

In any request for an appeal, the burden of proof lies with the party requesting the appeal, as the original determination and sanction are presumed to have been decided reasonably and appropriately.

Sanctions will take effect immediately, notwithstanding an appeal. A request may be made to the hearing panel chair to defer the effective date of sanctions in exigent circumstances. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the individual to his or her prior status, recognizing that some opportunities may be irretrievable in the short term.

The EO/AA Office will provide a copy of the appeal to the other party, who may file a response with ten (10) business days. All appeals and responses are then forwarded to the appropriate appeal body for initial review. If the appeal body determines that the appeal meets the limited grounds and is timely, the documentation is taken under consideration.

If the respondent in the original complaint is a faculty member, the elected faculty Appeal Committee hears all appeals. If the respondent in the original complaint is a student, the College Regulations Appeal Panel, chaired by the Dean of the College, hears all appeals. If the respondent in the original complaint is a non-faculty employee, the Vice President for Finance and Administration hears all appeals unless the initial grievance panel was chaired by the Vice President for Finance and Administration. In this case, the President appoints another Senior Officer to hear the appeal.

7. Determination by Appeal Bodies

The appeal body ordinarily will render a written decision with seven (7) business days from the hearing of the appeal. The appeal body may take the following actions:

- a. Determine that new evidence raised on appeal should be considered and return the complaint to the original hearing panel or reconsider in light of the new evidence only.
- b. Determine that a material procedural or substantive error occurred, and return the complaint to the original hearing body with instructions to reconvene to address the error. In rare cases, where the procedural or substantive error cannot be addressed by the original hearing body (as in cases of bias), the appeal body may

- order a new hearing on the complaint with a newly constituted grievance hearing panel.
- c. Determine that the sanctions imposed are disproportionate to the severity of the violation and substantially outside the parameters set by the College. The appeal body will return the complaint to the Chair/Senior Officer of the Grievance Hearing Panel, who may then increase, decrease, or otherwise modify the sanctions.
- d. Deny the request for appeal.

VI. Retaliation

Retaliation against any person, including the complainant or the respondent, for making a complaint, cooperating with an investigation, or participating in a grievance procedure is a violation of College policy. Retaliation includes, but is not limited to, intimidation, coercion, harassment, making of threats, and any other adverse educational or employment action. Retaliation should be reported promptly to the EO/AA Office for investigation, which may result in disciplinary action independent of any sanction or interim measures imposed in response to the underlying allegations of discrimination and/or harassment.

VII. False and Malicious Complaints

False and malicious accusations of harassment or discrimination, as opposed to complaints that, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

VIII. Record Retention for Discrimination and Harassment Complaints

The Office of Equal Opportunity and Affirmative Action is responsible for maintaining records relating to discrimination and harassment reports, investigations, and resolutions. Records will also be maintained in accordance with College records policies, generally for at least seven (7) years after the date the complaint is resolved. Records may be maintained longer at the discretion of the EO/AA Officer in cases where the parties have a continuing affiliation with the College. All records pertaining to pending litigation or a request for records will be maintained in accordance with instructions from legal counsel.

IX. Support Resources

- A. Confidential Support and Counseling: Individuals are encouraged to contact on-campus and off-campus counselors, or members of the clergy and chaplains for confidential counseling regarding any harassment matter. Employees and faculty members are encouraged to contact Vassar's Employee Assistance Program (EAP), (800) 828-6025, to access off-campus counseling resources, or to contact members of the clergy and chaplains for confidential counseling regarding any harassment matter. Seeking counseling is not meant to take the place of instituting the informal resolution or formal grievance process described above.
- B. Support Person: The complainant and the respondent each may have a support person present with them during the informal resolution and formal grievance processes to provide moral support. The support person cannot be a party to the grievance or serve as a potential witness (character or factual). This support person must be a member of the college community. Except as directed by the investigator or Chair, a support person will limit his/her role in a hearing to that of a support person to the complainant or the respondent. That is, a support person will have no speaking role at a hearing. A request may be made to the EO/AA officer(s) for special consideration to bring a support person who is not a member of the college community in extraordinary circumstances. Witnesses and other involved in an investigation are not entitled to

have a support person. Support persons must be identified to the EO/AA officer at least two (2) business days before the date of the meeting with the EO/AA officer or the hearing.

- C. Legal Counsel: It is the complainant's and the respondent's decision whether to seek the advice and assistance of an attorney at their own expense if they need legal advice. Although anyone has the right to seek legal advice, neither the complainant nor the respondent may be represented by legal counsel at investigatory interviews, informal resolution process, or a college administrative hearing.

SPECIAL REPORTING DUTIES FOR SUPERVISORS OR CASES OF SUSPECTED CHILD ABUSE

- A. Supervisor Responsibilities: All supervisors, faculty department chairs, and program directors who become aware of behavior that may be in violation of the Policy Against Discrimination and Harassment must contact the Office of Equal Opportunity and Affirmative Action for guidance on how to respond appropriately to allegations of discrimination, harassment, or sexual misconduct.
- B. Special Duties Involving Child Abuse or Mistreatment of a Minor: Individuals should report suspected child abuse and neglect, including sexual assault, to law enforcement and/or to the New York Statewide Central Register of Child Abuse and Maltreatment (sometimes referred to as the State Central Register or SCR) by calling one of the numbers listed below. It is not the responsibility of any employee, student or volunteer to investigate child abuse. This is the role of child protective services and law enforcement authorities. Vassar College must act quickly regarding all accusation of sexual or physical abuse. The source of abuse does not need to be known in order to file a report. If you suspect child abuse or neglect, do the following:
- If a child is in immediate danger, call the police (911) immediately.
 - College employees and students should notify local law enforcement immediately when these situations are suspected. Town of Poughkeepsie Police: (845) 485-3670.
 - Members of the college community may also contact the Vassar College Safety and Security Department at (845) 437-7333, but not before they contact local law enforcement.
 - Call the Child Abuse Hotline. Mandated Reporters should call (800) 635-1522. All others should call (800) 342-3720 if there is concern about abuse of a child by a parent or custodian.
- C. Title IX Reporting Duties: The following officers and individuals are designated as mandated reporters when they receive reports or complaints of alleged gender-based discrimination including sexual harassment, sexual assault, and other forms of sexual misconduct involving students. All mandated reporters must report the incident to the College's Title IX Officer, who will determine the most appropriate course of action to ensure a prompt and equitable response.
- President;
 - Senior Officers (Dean of the Faculty, Dean of Strategic Planning and Academic Resources, Vice President for Finance and Administration, Dean of the College, Vice President for Alumnae/i Affairs and Development, Vice President for Communications);
 - Director of Equal Opportunity/title IX Officer and Faculty Director of Affirmative Action'
 - Campus Safety and Security

- Human Resources Administrators;
- Other deans, associate deans and administrators with supervisory responsibilities;
- Student Conduct Administrators;
- Residential Life Professional Staff and Student Conduct Administrators;
- Academic Department Chairs and Program Directors; and
- Faculty and other employees supervising overnight domestic or international student trips.

1.3 Office of Accessibility and Educational Opportunity

Vassar College is committed to providing individuals with disabilities equal access to the academic courses, programs, activities, services and employment at the College. In accordance with the provisions of Section 504 of Rehabilitation Act of 1973 and the Americans with Disabilities Act of (1990) 2008, the College strives in its policies and practices to assure not only nondiscrimination but to provide for the full participation of individuals with disabilities in all aspects of College life. In support of this mission, the Office of Accessibility and Educational Opportunity provides services to self-identified individuals with disabilities. The Office of Accessibility and Educational Opportunity also provides assistance in identifying appropriate support and accommodations in the work environment for faculty and staff. Disabilities may include, but are not necessarily limited to, visual impairments, mobility and orthopedic impairments, hearing impairments, chronic medical conditions, learning disabilities, and psychological or emotional disorders.

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

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

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

1.3.1 The Americans with Disability Act (ADA)

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

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

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

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

1.4 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 Associate Vice President for Human Resources, Baldwin Hall, Room #300, campus mailbox #712.

1.5 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

1.6 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
- sexual relations with students or subordinates (see 1.7.1 below) (Updated March, 2013)

1.7 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.

1.7.1 Policy on Consensual Relations

The College strenuously discourages romantic or sexual relationships between administrators and students. Although the College recognizes that adults, including young adults, may make choices regarding personal relationships, romantic or sexual relationships between students and faculty, administrators or staff raise serious concerns about conflicts of interest, validity of consent, and preferential treatment, and jeopardize a student's educational program, as well as learning environment for all students. Individuals who hold positions of power put both themselves and the College at risk when they engage in such relationships. Risks include loss of professional standing with colleagues and students, allegations and charges of sexual harassment, disciplinary action by the College, and legal liability. An administrator who is involved in a romantic or sexual relationship with any student must disclose its existence to his or her supervisor and must cooperate fully in making alternative arrangements for the supervision, evaluation or advising of the student. Failure to do so can result in disciplinary action ranging from verbal warning to dismissal.

Similarly, an administrator who is involved in a romantic or sexual relationship with a subordinate employee must disclose its existence to his or her supervisor and must cooperate fully in making alternative arrangements for supervision, including work assignments and evaluation of performance. Failure to do so can result in disciplinary action ranging from verbal warning to dismissal. (Updated March, 2013)

1.8 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.

1.9 Employment of Relatives

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

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

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

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

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

1.10 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.

1.11 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.

1.12 Extra Compensation for Administrators

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

assumed for an extended period of time (more than 60 days), the supervisor and Senior Officer may recommend to Human Resources that supplemental compensation for that period be provided.

Whether payment is a stipend (lump sum payment not added to the base salary) or a temporary salary increase is determined by the Office of Human Resources, based on the nature and duration of the work. The beginning and anticipated end date must be provided on a Status Change Form to the Office of Human Resources. The increase percentage for salary adjustments should be consistent with standard promotional increase rates, normally not to exceed 10%.

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

1.13 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.

1.14 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.

1.15 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.

2.0 College Policies

2.1 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.

2.2 Smoking Policy

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

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 50 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. (Revised 5/20/10)

2.3 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.

2.4 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.

Employees who are authorized to operate Vassar owned or rented vehicles on a regular basis as part of their job requirements or a program affiliation must submit information regarding their license to the Office of Human Resources. For those positions that require a valid license, failure to have or obtain a valid driver's license may be the basis for termination. Annual checks will be provided by the Office of Human Resources. Employees who lose their licenses and are required to have valid licenses as a job requirement should notify their supervisors immediately. (Paragraph Added 4/2013)

2.5 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.

2.6 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.

2.7 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.

2.8 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.

2.9 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 normally be made by the Vice President for Finance and Administration or that officer’s official substitute or designee.
- Certain employees may be required by their supervisors to work even when administrative offices are closed. These employees are referred to as “emergency essential employees ” for purposes of this policy. In general, the College will minimize the number of emergency essential employees to those who are needed to maintain basic services for the residential College. It is the responsibility of supervisors to identify “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 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 memorandum is normally distributed annually to all employees reiterating the snow closing phone numbers, specific web page address and other pertinent information. An early closing of the College will be announced via campus wide email distribution.

2.10 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.

2.11 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.

2.12 Communications

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

2.13 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 and airfare is reimbursable only at the coach rate.

The College will reimburse administrators for professional certification and licenses that are required as a condition of employment. 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.

2.14 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.

2.15 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.

2.16 Emergency Procedures

The College prepares for a variety of emergency situations under the leadership of the Crisis Response Planning Group, convened by the Vice President for Finance and Administration. The group meets regularly throughout the year, organizes teams to study resources and procedures, conducts table top exercises with public safety agencies, and publishes the College's Emergency Response Plan.

Siren Use Protocol

The emergency siren is an all-campus notification device mounted on the top of Thompson Library and the Athletics and Fitness Center. It has the capacity to be heard with a half-mile radius outdoors. The siren is operated from the Campus Response Center (CRC) in the Main Building, as well as remotely with portable two-way radios.

The siren will be used when there is an imminent, campus-wide, life-threatening situation (for example, shooter on campus). When the siren is activated, it means “Shelter in place and await further instructions.” ‘Shelter in Place’ means to stay indoors in a secure location, preferably in a locked room and away from windows, and if outdoors, get indoors immediately. As further information becomes known, text, email, and phone messages as appropriate will be sent to the campus community.

The CRC has the capacity to send immediately via the Crisis Communications System a pre-scripted message indicating the general nature of the emergency. Subsequent messages as determined by the Crisis Planning Group/Senior Officers will be crafted by College Relations staff (and reviewed by Incident Command, if necessary).

In a situation where the siren is activated, the CRC will contact an available senior officer, and the Crisis Response Planning Group will be notified via the Crisis Communications System with instructions to gather in the appropriate Emergency Operations Center (EOC) to mount the institutional response.

3.0 Employee Benefits

Vassar College offers a comprehensive benefits package to its employees. This package includes medical coverage 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.

3.1 Health Insurance

Vassar College offers a choice of medical plans to all eligible employees. Employees are asked to select a medical plan upon becoming an eligible plan participant. If an employee does not select a medical plan within thirty (30) days of eligibility, the Benefits Office will automatically enroll that employee in the Empire Blue Cross Blue Shield Exclusive Provider Organization (EPO). The employee will be covered

under this plan unless she/he elects to change plans during the next annual open enrollment period. (Updated June 1, 2010)

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 contributes 85% of the cost of single coverage and 70% of employee-plus-dependent(s) coverage. The portion of the premium that the employee pays 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. Married same-sex partners pay New York State tax on health benefits but are subject to Federal tax. (Updated December, 2012)

3.1.1 Dependent status for health insurance:

For purposes of determining medical benefit eligibility, dependents are:

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

3.1.2 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.

3.1.3 Retiree Benefits

A Vassar retiree is an employee who elects to retire from active service at the age of 60 or older after having completed a minimum of 10 years of full-time service earned after age 50.

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. Administrators hired before July 1, 2008 who meet the above requirements are eligible for the Vassar Post-Retirement Medical Benefit, which is a Retiree Health Reimbursement Account. Vassar credits the account with an annual amount intended to cover most or all of the cost of individually-purchased Medicare medical and prescription drug supplement insurance. Retirees are responsible for obtaining and paying for Medicare Part B coverage.

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

3.2 Life Insurance

3.2.1 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 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.

3.2.2 Business Travel Accident Insurance

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

3.3 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 six months full salary. In order to qualify for salary continuation for a period of

short-term disability beyond one week’s absence, administrators must supply sufficient evidence of illness or disability from their physician to the Benefits Office. This doctor’s notice must state the reason for absence, the beginning date of disability, and the expected date of return to work.

Administrators shall use all earned and unused vacation days after two months of paid short-term disability and as part of the salary continuation in months three through six (See also section 1.4: Long-Term Disability.)

3.3.1 Maternity Leave

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

3.4 Parental Leave

An administrator who adopts a child and is the primary caregiver is entitled to two months paid leave within the first six months of the adoption, for children six years old or less. For all other cases, where the parent is neither the birth mother nor the primary care giver after an adoption of a young child, Vassar expects supervisors and co-workers to provide reasonable flexibility in schedule to accommodate the parent who may wish to use paid vacation or unpaid FMLA leave time. Such arrangements must not create an undue burden on co-workers and should not extend beyond a two-month period, except as provided by law under FMLA. (Updated April, 2013)

3.5 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. (Updated April, 2013)

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

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.

3.6 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 first of the month 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	12%

Enrollment - Approximately two months prior to the administrator’s date of entry into the retirement plan, s/he will be notified of her/his right and responsibility to select and monitor investment options for the contributions. The administrator has a choice of over 40 broadly diversified funds between the College’s two retirement account providers, Fidelity Investments and TIAA-CREF.

If the administrator makes no active investment election, the College will default contributions 50% / 50% between Fidelity Investments and TIAA-CREF, with each provider allocating the funds to a Target-Date or “Life-Cycle” fund appropriate to the administrator’s age .

The administrator retains the responsibility to monitor her/his investments, seek counsel from either or both providers, and re-allocate funds if appropriate. RA contributions may be allocated between Fidelity and TIAA-CREF as follows: 100% / 0%, 50% / 50%, or 75% / 25%. An administrator may change the percentage allocated to either provider, and the fund selection within each provider, at any time. (Updated June, 2010)

3.7 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.

The administrator may select from the College's menu of investment options provided by Fidelity Investments and TIAA-CREF, as well as from over 100 other Fidelity Investment funds. (Updated June, 2010)

Federal Law sets the maximum contribution by an individual to an SRA. This maximum changes from time to time; contact Benefits for the current maximum.

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

3.8 Flexible Spending Accounts

Eligibility – All administrators become eligible to participate in 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 four flexible spending accounts—a medical/dental account and a dependent care account, as well as transit and parking accounts. Eligible employees may elect to participate in any or all 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, followed by a “grace period” of 45 days. Therefore, expenses must be incurred by March 15th of the year following the plan year 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. (Updated June, 2010.)

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.

Federal rules set the maximum annual amount of a medical flex spending account at \$2,500.

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.

Transit and Parking Flex Spending Account

Funds in these accounts must be used to pay for travel and parking via public transportation and for work purposes; for example, commuting to Vassar from Manhattan on Metro North.

Unlike the medical and dependent care accounts, Transit/Parking accounts are a monthly election which can be terminated or changed at any time, with unused funds rolling between plan years. (Updated June, 2010)

3.9 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, after three years of service for all administrators hired after 4/1/13 unless the administrator was hired from a position at a college or university with a comparable tuition benefit program for dependent children. Vassar also provides grants for employees’ eligible children to study at other colleges and universities after three years of service for all administrators hired after 4/1/13 with the College. Details of Vassar’s tuition plans follow. All full-time administrators are eligible for tuition benefits; limitations apply to part-time administrators (see section 3.9.4). (Updated April, 2013)

3.9.1 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.

3.9.2 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.

3.9.3 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.

3.9.4 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	After (3 yrs.) of Service – Effective 4/1/13	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 (6 yrs.) of Service – Effective 4/1/13	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.

3.10 Paid Time Off

3.10.1 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.

3.10.2 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.

3.10.3 Vacation/Health Leave Reporting Requirements

Administrators are not required to complete time sheets in order to be paid; however, it is necessary for each administrator to maintain a record of vacation used. Periodically, the College may request detailed documentation for accounting purposes.

Administrators have the responsibility for keeping a full record of vacation leave. (Updated March, 2013)

3.10.4 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.

3.10.5 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.

3.11 Leaves of Absence

3.11.1 Leave Time for Professional Development

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

With the support of a department head and the Senior Officer responsible for the division, an administrator can gain released time from normal duties in order to enhance professional skills that are directly related to the employee's job. The rationale for released time for professional development must

be clear and compelling, and the leave must not create a burden on colleagues in the same department, nor require the hiring of additional staff to cover the duties of the administrator. The request for a professional development leave of more than ten (10) working days must be endorsed jointly by all Senior Officers, to ensure fairness across divisions. When released time is granted for professional development or enhancement purposes, it is understood that the individual will return to work in the department at the conclusion of the released time.

3.11.2 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.

Intermittent FMLA leave may be taken in short increments as little as one-hour. The same requirements for medical documentation apply to intermittent leave. The administrator's supervisor is responsible for monitoring the use of intermittent FMLA leave patterns and should seek advice from Human Resources on the guidelines that apply. Authorization of leaves may be withheld until verification of need is submitted. Absences under an approved intermittent FMLA leave must be submitted to the administrator's supervisor for recordkeeping purposes. All other guidelines related to FMLA leaves apply to intermittent FMLA leaves. (Updated March, 2013)

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.

3.11.3 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).

3.12 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.

3.13 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, as well as free 30 - minute legal counseling sessions. 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.

3.14 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 charging privileges on campus.

The Office of Human Resources will provide each new administrator with an authorization to secure an ID. The Card Office, located in the Computing and Information (CIS) building, takes photos and issues cards. (Update March, 2013)

3.15 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.

3.16 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.

3.17 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 Infant Toddler Center

The Vassar Infant Toddler Center 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. 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.

4.0 Employee Services

4.1 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 Communications 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.

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.

Questions concerning the directory should be directed to the Communications Office at ext. 7406.

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).

4.2 Public Telephones and Private Mail Service

Public telephones are located on the first floor of Main Building near the visitor information center.

All Federal Express and UPS packages are delivered to the warehouse. Flat envelopes are delivered through the Campus Post Office. (Updated March, 2013)

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. For details or to make application, please contact the Office of Strategic Planning and Academic Resources.

Eligibility Requirements

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

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

Restrictions

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

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.

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