



Employee Policies and Guidelines

Office of Human Resources | sbc.edu/human-resources

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Welcome to Sweet Briar College!

All of us who are privileged to be part of these historic times are delighted to share the experience of creating the “new” Sweet Briar together. Whether you claim decades of experience with the College or are a first-year rookie, we all contribute to the College’s well-being and to its sustainability. We are committed to this place, and one way we show our commitment is by honoring each other. We espouse honesty in all communications, and we actively practice inclusion. We value one another’s ideas and engage in spirited debate on all topics — big and small.

Above all, we treat one another with kindness and respect — faculty, staff, students, volunteers and guests.

Sweet Briar is known for its academic excellence. We are all part of the high calling of educating young women, of fostering their journey through our extensive curriculum and of launching them into productive, meaningful lives. Sweet Briar women are known for their intelligence, grit and determination to see projects through to successful completion. They are also known for their generous spirit. Join me in shaping the lives of our students by demonstrating core values in how we work together and carry out our responsibilities.

This employee handbook is intended to be an informative guideline of how we work together. We commit to consistency and fairness in our work with volunteers. We look to you for leadership in embracing these values. We welcome your suggestions for change and know we can count on your compliance with our stated employee guidelines.

Thank you for your dedication — to our students, to one another and to Sweet Briar.

Phillip C. Stone
President
November 2016

This manual is intended as an explanation and description of College's policies and employee benefits. It is not intended, nor should it be construed as, an employment contract. Employment at Sweet Briar College is at-will.

Table of Contents

Understanding Sweet Briar

History of Sweet Briar College

Being in Compliance

Compliance Statements

Policy on Conflict of Interests for Officers and Employees with Executive or Administrative Responsibilities

Reporting Misconduct (Whistleblower Policy)

Drug-free Workplace Policy

Preventing Discrimination

Compliance Statements (Title IX and Section 504)

Anti-discrimination and Equal Opportunity Statement

Harassment Policy

Complaint (Grievance) Procedures

Special Accommodations for Individuals with Disabilities

Being Productive and Safe in the Workplace

Work Hours

Reporting to Work and Call-in Policy

Timekeeping and Recordkeeping

Inclement Weather Policy

Employee Performance

Personnel Records

Consensual Relations

Employment of Relatives (Nepotism)

Outside Employment

Travel Expense Reimbursement

Computer/Network/Technology Use

Intellectual Property

Media, Marketing and Communications

Fundraising

Maintenance

Campus Safety

Smoking Policy

Weapons

Pets on Campus

Vehicle/Parking Regulations (including Bicycle Regulations)

Workers' Compensation

Staying Healthy

Benefits

COBRA Policy

Family and Medical Leave (FMLA) Policy and Procedure

Leave Donation/Extended Illness Pay

Leaving Sweet Briar

Termination of Employment Procedure

Lay-off/Reduction in Force

Retirement

College Amenities and Services

Banking

College Libraries

Notary Public

Post Office/Mail Services

Sweet Briar College Art Galleries

Sweet Briar College Lectures and Events Committee — Babcock Season

Telephones

DEFINITIONS

Index

UNDERSTANDING SWEET BRIAR

History: Understanding the College

Sweet Briar College was established in 1901, the legacy of Indiana Fletcher Williams, who left her entire estate to found an institution in memory of her only daughter, Daisy, who died at the age of 16 in 1884. At the time of Mrs. Williams' death in 1900, her estate consisted of more than one million dollars, and over 8,000 acres of land, including the Sweet Briar Plantation.

The first board of directors determined that the College should be free from denominational control and that it should maintain the highest academic standards. Sweet Briar would unite classical and modern ideals of education and, in the words of its founder, prepare young women "to be useful members of society."

Sweet Briar College opened formally in September 1906 with 51 students, including 15 day students. Its A.B. degree, granted for the first time in 1910, was immediately recognized by graduate programs at leading universities, with three of its first five graduates pursuing advanced degrees.

By 1921, Sweet Briar held membership in the Southern Association of Colleges and Schools, the American Association of University Women and the American Council on Education, and was approved by the Association of American Universities. Its chapter of Phi Beta Kappa, authorized in 1950, is one of 286 chapters nationwide. In 1952, Sweet Briar became a charter member of the Virginia Foundation for Independent Colleges.

An early leader in international study, Sweet Briar in 1932 established an exchange program with the University of St Andrews, Scotland, and in 1948 began its renowned Junior Year in France program, to be followed in 1983 by a Junior Year in Spain program in Seville.

In 1978, the Virginia Center for the Creative Arts opened to fellows. The center is affiliated with Sweet Briar and located at Mount San Angelo, a nearby estate belonging to the College. Today the VCCA is one of the foremost working retreats for artists in the world, and the only one with direct ties to a college or university.

Twenty-one of the College's buildings were listed in 1995 on the Virginia Landmarks Register and the National Register of Historic Places as a National Historic District.

Sweet Briar College celebrated its centennial in 2001, and moved vigorously into its second century — both in terms of physical facilities and educational programs.

The National Survey of Student Engagement (NSSE) in 2000 named Sweet Briar one of only four colleges in the nation scoring in the top-20 percent on all five national benchmarks. Subsequent NSSE surveys, including 2010's, continue to rank Sweet Briar among the nation's best in student engagement.

Sweet Briar's leadership in student engagement is reflected in a new mission statement, adopted in 2004, refocusing the College on its first principles, but recognizing that in the 21st century, students who will become "useful members of society" must be well educated and equipped to move into professional life. In 2004, the College established its first graduate programs, a Master of Arts in Teaching and a Master of Education, and became one of only two women's colleges in the nation to offer an ABET-accredited degree in engineering.

On March 3, 2015, Sweet Briar's administration shocked the community when it announced

that the College would close at the end of the summer due to “insurmountable financial challenges.” Within a day, alumnae came together to form Saving Sweet Briar Inc., a 501(c)(3). Saving Sweet Briar hired legal counsel and through the spring and summer, the closure attempt was fought in the courts. Faculty and students and parents also brought legal challenges against the administration of the College.

On June 22, 2015, Virginia Attorney General Mark Herring outlined a settlement agreement that saved Sweet Briar. On July 2, an entirely new board held its first meetings and elected Phillip C. Stone the 12th president of the College.

BEING IN COMPLIANCE

Sweet Briar College pledges to comply with all laws and regulations that govern our operations. A comprehensive list of compliance statements with applicable regulations is listed in the appendix, and we invite you to gain an understanding of our approach to compliance within the letter as well as the spirit of these principles. As a guiding principle, Sweet Briar College manages our human resources with respect, and we expect that all members of our community will give respect to each other.

Background Checks

Sweet Briar College is responsible for providing a safe campus environment for its students and employees. The College reserves the right to conduct a background investigation of all applicants selected for any position at the College including staff, faculty, adjuncts and temporary positions. Job offers are contingent upon the results of this investigation. All applicants for employment with the College are required to sign an authorization form giving Sweet Briar College permission to conduct a background investigation.

The College will conduct background investigations as they relate to experience and the fitness for duty for a particular position, in accordance with applicable law. A relevant job-related conviction, falsification of application materials or omissions of relevant information, or applicable issue discovered subsequent to employment may result in non-selection or separation of employment. The employee has an ongoing obligation to notify Sweet Briar of any convictions that could impact their employment.

WORK HOURS

Sweet Briar's business and administrative offices are open from 8:30 a.m. to 5 p.m., Monday through Friday. We expect offices to remain staffed during lunch hours, or other exception times, in order to accommodate members of the community and guests. The department head will approve any variations to work hours, and we expect employees to give their full attention to College business during normal business hours.

Attendance/Call-in Policy

It is understood that there may be times that an employee may be absent or tardy to work due to illness or unplanned personal events. To ensure Sweet Briar College meets its commitment to students, employees and the community, work schedule adherence is a vital part of daily operations. The College has established a Schedule Adherence procedure to address employees with chronic absences/deviations from schedule that negatively impact the College's ability to deliver on the mission. The Schedule Adherence procedure will allow for the appropriate counseling to improve performance where applicable.

If an employee is unable to work his/her scheduled time due to sickness or other emergency, the employee should notify the immediate supervisor as soon as possible and prior to the scheduled work time. The supervisor will make arrangement for coverage. If an employee does not give appropriate notice, or if an employee is repeatedly absent, the supervisor may issue warnings and other progressive discipline to correct the situation. Employees who fail to report to work for three consecutive business days without notifying Sweet Briar of the absence may be considered to have voluntarily resigned their position. Ongoing problems with attendance that are not corrected may result in discipline, up to and including termination of employment.

Based on department needs, employees may be expected to work hours outside of normal business hours. In adherence with the Fair Labor Standards Act, non-exempt employees will be paid overtime for hours worked over forty (40) in one week. Prior to working overtime, employees must obtain supervisor's approval. We encourage supervisors to provide as much advance notice as possible for scheduling outside of normal business hours.

Work Breaks/Lunch

An employee will be allowed one (15-minute) paid break period for every 4 hours worked. Employees scheduled to work a full-time shift (8 hours or more/40 hours per week) will be allowed two (15-minute) paid breaks and a (30-minute) unpaid lunch. Employees working 37.5 hours may take a (1-hour) unpaid lunch.

FLEX TIME

Some staff departments may establish flex time work hours for their departments. Flex time allows the department to meet scheduling requirements of their work (e.g. maintenance workers whose work must begin before other departments are in session). Other departments may allow a flexible schedule to accommodate an employee's personal issues (e.g. child care drop-off times). We also expect and require that administrative offices in particular will provide a full day's access for the community to their services.

The department head should use the following guidelines to obtain permission for creating flex time in his/her department:

- All requests to utilize flex time must be approved in advance by the VP of finance or dean.
- If the entire department is scheduled for hours different from standard work hours, a clear notice of the alternative schedule must be posted in the department.
- Individual requests for flex time may be presented to the department manager for consideration, but will not be approved until reviewed by the manager with the director of HR and community engagement.

In all instances, we will strive for consistent treatment of employees in granting flex time.

TIMEKEEPING AND RECORDKEEPING

The College's workweek is 12:01 a.m. Sunday through midnight Saturday. Non-exempt employees are required to promptly record and submit all hours worked, including overtime. Non-exempt employees must obtain the supervisor's approval prior to working overtime. Falsification of timesheets or leave records is grounds for immediate dismissal. The Fair Labor Standards Act (FLSA) requires that eligible non-exempt employees are paid overtime after they have worked over forty (40) hours in any given week. The College does not allow "compensatory time off" to be used instead of payment of overtime wages.

INCLEMENT WEATHER POLICY

In general, the College will not close due to inclement weather. However, certain weather conditions may result in a decision by the senior administration to close or suspend some normal operations. The vice president for finance in consultation with the dean of the faculty and the president will determine exactly when such a condition exists. Up and until that determination is made, the College expects all employees to report to work.

We are a residential community of students, faculty and administrators, and those departments and operations of the College that support its residential life must remain open for the duration of the inclement weather to ensure the safety and well-being of all people who live here. **Departments that support the College's residential life, and whose workers are therefore considered "essential personnel," are physical plant (including grounds, maintenance and housekeeping), campus safety, residence life, the riding**

center, dining services and the Elston Inn. Others may be classified as “essential personnel” by their department heads. Essential personnel will normally be required to report for work at their normally scheduled times, even when classes are canceled and/or administrative offices are closed. Deviations from this policy, if any, will be posted on the Emergency Information Hotline.

- Nonessential employees who arrive at work within two (2) hours of their normal starting time will be paid for a full day of work.
- Nonessential employees arriving later than two (2) hours of their normal starting time will be paid only for actual time worked.
- Those employees who judge that they cannot come to work because of the weather must use vacation days in order to receive their regular pay. The two-hour grace period does not apply to employees who do not come to work.
- Faculty who judge that they cannot come to campus to teach classes should notify their department chair or a member of their department; if necessary, they should contact the Office of the Dean.

Essential employees who are required to work when the College is closed will receive an hour extra vacation time for each hour worked. Nonessential employees will be paid their regular workday. Meals will be provided to essential personnel who must remain on campus during the emergency.

Depending on the nature of the inclement weather, essential personnel and those employees who live on campus may be asked to perform emergency functions for which they are qualified but which may be different than the usual functions of their jobs.

If an employee has scheduled to be off work on the day of a closure (scheduled vacation or sick time), the scheduled time is still deducted from the employee’s available leave balance.

Questions concerning the College’s inclement weather policy should be referred to the Office of the Vice President for Finance and Administration.

Notification of Delays or Closings

An alert will be posted to e2Campus. e2Campus is a mass notification system that has the capacity to alert students, faculty, residents, staff, family and friends with text messages on their cell phones. Registration is voluntary, but we strongly encourage each employee to register for this service. The service is provided free of charge by SBC, although you’ll be responsible for messaging charges by your service provider. To sign up, go to my.sbc.edu and sign in, then click “Campus Alerts” at the top of the page. You can follow the instructions to register.

SBC Telecom will post and update information about inclement weather conditions on the Sweet Briar Emergency Information Hotline at (434) 381-6400 and via email. The message, which can be accessed from on and off campus, will convey (1) whether classes are canceled (2) whether administrative offices are open or closed (3) whether essential personnel should report to work at their normally scheduled times or at other times, and (4) any other pertinent information.

If the College determines that it will either delay opening or remain closed for the day, the College will notify the following local news media immediately about the nature of the emergency:

WSET-TV, Channel 13 (Lynchburg) WVIR-TV, Channel 29 (Charlottesville)
WDBJ-TV, Channel 7 (Roanoke) WSLS-TV, Channel 10 (Roanoke)

The media determines how much or how little of the College's information is used; those who hear news about Sweet Briar and need more clarification about their status should call the Sweet Briar Emergency Information Hotline at (434) 381-6400 for additional information, or a number designated by the department for updates. Additionally, a campuswide email will be issued concerning the closing or other weather-related action.

EMPLOYEE PERFORMANCE, DISCIPLINE AND CODE OF CONDUCT

We value our employees and want to support them in achieving high standards of performance. Every supervisor is encouraged to be sure employees are clearly aware of performance expectations in the department, and that goals are set at the beginning of each school year. Frequent conversations between employees and their managers should result in good performance. Forms to aid in documenting employee performance are available on the HR website under "Forms for Supervisors."

Progressive Discipline

When an employee's performance or behavior is unacceptable, the employee may be counseled by his/her immediate supervisor and encouraged to change and improve performance. If disciplinary action is required, supervisors frequently will utilize progressive discipline to assist the employee in understanding when he or she is not meeting expectations, with the disciplinary steps escalating in severity.

Verbal counseling or warning may initially be used to address a performance concern. The supervisor should outline the deficiencies in performance and provide clear guidance on how the problem can be successfully addressed. A specific timeline should be part of the discussion, and the supervisor should check in regularly with the employee for progress reports.

As a second step, a written warning may be issued to the employee stating the problem, giving suggestions for resolving the problem and specifying actions that may be taken if the problem is not resolved by a stated date.

If the problem is not resolved by the date stated in the employee's written warning, then the employee may be suspended or dismissed. Written notice of termination shall be provided to the employee. In some circumstances involving serious offenses, progressive discipline may not be utilized and an employee may be suspended or dismissed without prior notice. The supervisor must confer with human resources **BEFORE** any suspension or dismissal action taken.

Code of Conduct

Sweet Briar College adheres to the highest standard of ethical and professional conduct. As such, it is an expectation that employees treat each other and members of the public with courtesy, respect and dignity. We expect our employees to adhere to certain standards of civil conduct and to refrain from rude, harassing, threatening, profane or other inappropriate or unprofessional behavior. While it is impossible to include in any list all possible actions that may be considered a violation of policy and that could be grounds for either immediate or progressive discipline, the following list provides examples of prohibited conduct that will result in either immediate or progressive discipline. Serious offenses include, but are not limited to:

- lying;
- insubordination;
- falsifying or plagiarizing documents, reports or research;
- theft;
- unauthorized absence of two or more days;
- threats or acts of violence;
- harassment or bullying;
- working under the influence of alcohol or non-physician prescribed drugs;
- sleeping on the job;
- unauthorized use of equipment/assets; or
- unauthorized or improper use of confidential information.

BULLYING

Sweet Briar College promotes a diverse community and we expect that employees value each other and our differences to maintain an inclusive environment. Bullying, in any form, negatively impacts employee engagement, morale, productivity and inclusivity. Sweet Briar College prohibits bullying in the workplace. The College defines bullying as repeated inappropriate behavior conducted by one or more persons against another or others. Verbal bullying can include slandering, ridiculing or maligning a person, persistent name calling, insulting or humiliating the person, making the person the butt of jokes, or abusive or offensive remarks. Physical bullying can include pushing, shoving, kicking, poking and assault or threats of assault. If any individual experiences or witnesses bullying, it should be reported to human resources for investigation and appropriate responsive action.

PERSONAL APPEARANCE

College employees represent Sweet Briar College at all times and employee dress and grooming contribute to the professional image of the College. Employees are expected to present a clean, neat and professional appearance. If you appear for work dressed inappropriately, your supervisor may send you home and require that you change before returning to work. Should you have any questions regarding appropriate dress, contact human resources.

PERSONNEL RECORDS

Sweet Briar College respects the privacy of all employees. Personal information kept in an employee's file will be considered confidential and unavailable for public knowledge.

The human resources department maintains a file on each employee that contains information required by law for retention. An employee should be aware of everything in his/her personnel file. This file may include information such as employment-related personal data, wage, salary and fringe benefits information, performance data, disciplinary action, etc.

An employee may request to review his/her file and will be permitted to do so in the presence

of an HR representative and should contact human resources to obtain access. Human resources does not allow the file to leave the office. An employee who wishes to have a copy of any document in his/her file should provide a written request to the HR department. Please allow 24 hours for the request to be addressed.

Information such as an employee's home address, phone number, salary or other confidential information will not be released without the employee's written consent. If such information is required internally, it is given on a "need-to-know" basis only.

CONSENSUAL RELATIONSHIPS

Central to the College's educational mission is the preservation of an atmosphere of trust, freedom of expression, academic freedom and respect for the dignity of each member of the College community. Actions by faculty, staff or students that harm these standards of expected conduct undermine the mission of the College and damage the academic climate.

The College prohibits any relationship of a sexual or romantic nature between a faculty or staff member and a student.¹ Members of faculty or staff who violate this prohibition may be subject to disciplinary action, up to and including termination of employment. Vice presidents and deans should confer with the director of human resources and community engagement if an allegation of sexual or romantic relationships is brought to their attention. In order to assure consistency of treatment, the director and the dean/VP will develop a plan to address the situation. All parties will exercise discretion and good judgment in addressing allegations or instances of prohibited relationships between employees and students, taking specific circumstances into account when working to address concerns about such relationships.

Faculty, administrators or staff will be held accountable in any actions related to sexual harassment that may result from prohibited consensual relationships with students: appropriate disciplinary action could include termination of employment. Similarly, faculty and staff members will be held accountable in any actions related to favoritism, misuse of supervisory or evaluative power, preferential treatment or other professional misconduct that may result from prohibited consensual relationships with students. Appropriate disciplinary action could include termination of employment.

EMPLOYMENT OF RELATIVES (NEPOTISM)

Sweet Briar is a community that has become a part of the fabric of many family's employment traditions over the years. We encourage this tradition to continue, however, unless an exception is approved by the president, an employee may not be hired into or transferred to a position in which a member of a familial relationship has a direct supervisory relationship over another or to a position that compromises accounting controls. A supervisory relationship is present when a person is in a position to directly determine the salary, promotion, pay rate, performance rating, work schedule or other conditions or terms of employment of another.

Employees with familial connections or who are closely related (examples can include member of household, relative and/or related by marriage) should communicate relational status to the director of human resources to avoid potential conflict of interest.

¹ In the event that a student is in a recognized marriage, domestic partnership or civil union with a faculty or staff member, the employee spouse/partner must report the relationship to HR and must work with her or his supervisor to avoid any actual or potential conflict of interest, appearance of favoritism, or exercise of supervisory or evaluative power over the student spouse/partner.

OUTSIDE EMPLOYMENT/DUAL ROLES

We expect all full-time Sweet Briar employees to devote their full attention and time to their work at the College during normal business hours. If an employee wishes to pursue other employment outside of normal business hours, he/she should discuss the proposed arrangement with the department supervisor and determine that the additional work will not pose a conflict of time or a Conflict of Interest (see appendix for definition). This policy statement applies to non-teaching staff. Policies relating to outside employment of faculty are contained in the Faculty Personnel Manual.

Children in the Workplace

Pending.

WORKERS' COMPENSATION

The College is required to provide insurance coverage for all job-related injuries to its employees. The entire cost of this benefit is borne by the College. The workers' compensation insurance carrier claims specialist makes the final determination if the injury is approved as a compensable accident. If not approved, be prepared to submit your personal insurance information and to be subject to deductibles and co-pays of your own policy. Other than initial treatment, ALL referrals for follow-up treatment, orthopedic consult, physical therapy, etc. must first be authorized by the claims specialist assigned to you.

Coverage includes all employee benefits and 66 2/3% of the employee's average weekly wage after one week's absence.

It is imperative that all accidents and injuries be reported immediately to the immediate supervisor and the human resources specialist at Ext. 6478 or fax: 381-6486. Medical expenses will be considered when proper forms are completed prior to treatment and in accordance with the workers' compensation laws of the Commonwealth of Virginia. For WORK-RELATED INJURIES, medical services may be obtained only from an approved medical facility or from a physician from an approved panel of physicians. The most current list of approved providers can be found on the HR website or by calling Ext. 6506 (434-381-6506). In an emergency, the nearest urgent care facility or hospital is the right place to seek immediate care.

It should be noted that during an absence covered by workers' compensation, an employee may choose to temporarily use accumulated sick leave in order to receive an advance from the College while waiting for workers' compensation benefits to be processed. If an employee makes this choice, he/she will be required to reimburse the College for the wage payment received from the insurance carrier, and his/her sick leave will be reinstated.

For additional information on workers' compensation coverage, contact the human resources specialist at Ext. 6478.

TRAVEL EXPENSE REIMBURSEMENT

The College will reimburse faculty and staff for legitimate traveling expenses incurred when they are conducting College business. For more details, please see the College's Travel and Entertainment Policies and procedures found [online](#).

Automobile Expense: The College will reimburse faculty and staff for the use of their own car for College travel. The reimbursement rate is determined periodically by the College.

Other Expenses: The College will reimburse each faculty and staff member for their actual travel expenses (airline fares, train tickets, lodging, meals, etc.). The reimbursement can be accomplished with a travel advance authorized by the proper department head before or after the fact. In either case, a College expense voucher must be submitted to document all expenses that the College is being asked to reimburse. Failure to document these expenses (copies of tickets, bills, etc.) could disallow the noted expenses as a legitimate business expense and the participating faculty or staff member could be asked by the IRS to pay income tax on those undocumented expenses. Any unused advance should be returned to the College with a corresponding notation on the expense voucher. The College does not support travel for faculty and staff spouses. Exceptions to this policy must be approved by the president or dean of the faculty.

Forms and other documents can be found on the business office [website](#).

BEING PRODUCTIVE AND SAFE IN THE WORKPLACE

COMPUTER/NETWORK/TECHNOLOGY USE

Sweet Briar College provides and maintains computing and telecommunications technologies for the purpose of furthering its mission and the education, research and other activities of its faculty, staff and students. Sweet Briar's computing and telecommunications technologies apply to the full scope of the network including, but not limited to, computers, printers, scanners, copiers, fax machines, wireless and wired connections, cell services as the College supports them, cash registering systems, point of sale and convenience systems and safety and security systems; these are collectively referred to as the Sweet Briar Network. The Sweet Briar Network is the property of the College and is intended for College business. Documents and messages created on and transactions involving the Sweet Briar Network are the property of the College, and no user should have any expectation of privacy with respect to his or her use of College-provided electronic devices or connections. Acceptable use should always be ethical, reflect academic honesty and show restraint in the consumption of shared resources. The College retains the right to rescind access to the Network for any user who fails to engage in acceptable use of the Network. We demonstrate respect for intellectual property, ownership of data and individual rights to privacy and freedom from intimidation and harassment. The College's anti-discrimination and harassment policies apply to the use of the Network as well as to other forms of inappropriate conduct. All policies regarding appropriate use of College technology apply to technology administered by the College and to both institutional and personally owned devices connected by wire or wireless to the campus Network or connected remotely to College services.

As a member of the community, you are provided with a variety of technologies and access. You have a reasonable expectation of unobstructed use, and of protection from abuse and intrusion by others. You can expect the right to express your opinion in electronic forms as is protected in speech, paper and other non-electronic forms of communication. You are expected to respect the privacy and personal rights of others and to make efforts to protect your personal identity and data.

- Sweet Briar Network resources are to be used primarily in support of the College's mission.
- Use of the Network is a privilege extended to members of the Sweet Briar community.

- Users have access to valuable College resources, sensitive data, licensed intellectual resources and to internal and external networks and should respect the College's rights and reputation.
- All Network use should be done in adherence with federal, state and local laws and reflect respect for personal privacy and individual rights.
- It is important to behave in a responsible, ethical and legal manner, respecting the rights of others, the integrity of the physical systems and all license and contractual agreements.
- The Network is not to be used for selling Sweet Briar resources, for commercial activities, for political purposes, for personal economic gain, or for similar uses not specifically sanctioned by the president's office, or for any activities that would jeopardize the College's tax-exempt status.
- All communications and information transmitted by, received from, or stored in the systems are, under commonwealth law, the property of the College, except as such property rights may be modified by other College policies.
- Users should abide by copyright laws and licensing agreements and maintain protection of their own and the College's intellectual property.
- The College reserves the right to access and review information transmitted on the College network in certain conditions, including investigating performance and system problems, determining if individuals are in violation of policy, and in cases of legal subpoenas and other binding legal action.

Violations of this policy may be reported by contacting the director of integrated information systems/CIO, or by sending an email to stopit@sbc.edu.

Additional information concerning this policy and guidelines about data security, classification and usage, confidentiality and mobile device usage is available at sbc.edu/ac/computing-policies. Violations may be subject to disciplinary action up to and including termination of employment and other legal action should there be contravention of laws.

Sweet Briar College Data Access Termination Policy

This policy covers the disposition of email and other business-related files and access to data accounts when an employee's employment with Sweet Briar College is terminated. The College does not normally review the content of an employee's electronic communication, however, when these files are stored on College computer systems, the College reserves the right to retain and access them as part of its responsibility for maintaining the College's technology infrastructure, or when these files are deemed necessary for business reasons.

It is important, therefore, that when an employee leaves the College that all necessary files are transferred from the individual's computer storage spaces to the appropriate person in the College. The "appropriate person" will be identified by the departing individual's supervisor or department head in the case of staff and department chair or the dean of the College in the case of a faculty member. For simplicity, the term "supervisor" will be used in this policy text.

CONFIDENTIAL INFORMATION

We have a specific responsibility to maintain confidentiality in the use of private information of employees, students, prospective students or any other parties we encounter in the course of

our work. We should always err on the side of caution when dealing with private information, and we should never share information casually. Confidential information can include valuable, proprietary, privileged information such as employee records, student records, donor records, financials, research, data, plans, computer systems, management information, databases, know-how and trade secrets of the College. There are specific legal privacy protections that must govern our actions. The overriding concept is respect for each other's right to privacy. Specific questions regarding privacy issues may be directed to the VP of administration and general counsel.

DRUG-FREE WORKPLACE

Sweet Briar maintains a drug-free working environment, and we expect all Sweet Briar employees to comply with this policy while working on campus. In its simplest terms, we are first concerned with safety. Impaired individuals create a potential danger for themselves as well as for people with whom they work. Our second concern is to create a positive and appropriate environment and model leadership for our students. Our employees, as a result of their positions with Sweet Briar, stand as role models and should always set a good example for the students whom we encounter on campus. This policy applies to all substances, including alcohol, and we are particularly concerned that non-legal substances never be brought to campus. The possession or trafficking of illegal or controlled substances on Sweet Briar College property is grounds for immediate termination and reporting to local law enforcement. Specific questions regarding a drug-free workplace may be directed to the director of human resources and community engagement.

FUNDRAISING AND PROMOTIONS

The alumnae relations and development office (AR&D) is charged with coordinating all fundraising for the College. We must speak with a united voice to donors, and we never want to duplicate efforts. You should channel your ideas for fundraising or creation of promotional materials through the AR&D office. We want to coordinate efforts, and sometimes we will need to prioritize ideas so that we maintain our united front. This principle includes making phone calls and asking for support online or in person. We always comply with the highest ethical standards in fundraising and stewardship for the generous donations we are given. Employees who seek to fundraise via promotions and/or sales of products such as T-shirts, mugs, hats, etc. bearing the name of the College or its brands or logos must seek prior written authorization for the fundraiser and the use of the brands. (See Ownership and Use of College Branding, Logos, Designs, Images section.) These initiatives, which will be considered by AR&D via application twice annually, will be approved by the vice president of alumnae relations and development who will further coordinate with other departments. Specific questions about fundraising and promotions may be directed to the vice president of alumnae relations and development.

OWNERSHIP AND USE OF COLLEGE BRANDING, LOGOS, DESIGNS, IMAGES

Over the years, Sweet Briar College has developed an identity, both within our community and in the external marketplace. Our "brand" is how we are identified to the public. We represent the College in many ways-by our actions, by our words and by use of the College's identity in the media. We must take guidance from the College's experts whenever we use Sweet Briar logos or other materials in our communications. Unauthorized use of the College's identity weakens our "brand" and we may unintentionally violate state or federal laws. Sweet Briar College owns and uses a number of valuable brands, logos, images and designs ("Branding"). All of them are connected to Sweet Briar and have been used by Sweet Briar-some of them for over 100 years in such a way that a person would immediately recognize the source as

Sweet Briar College (as opposed to another entity).

Current examples of Sweet Briar branding include the words “Vixens,” “SBC,” “Sweet Briar,” “GAME ON!”, “GAME WON!” or the design of a Vixen head art, the college seal. Other new examples are created frequently. Specific questions about use of Sweet Briar’s logos and images may be directed to the director of media, marketing and communications.

SOCIAL MEDIA

Many of us use social media in our personal lives. It is a powerful tool that was pivotal in the Saving Sweet Briar efforts. When we use social media to represent the College, we must be keenly aware that our words, our posts and our interactions may be closely watched by people not connected to the College. Our obligation to Sweet Briar is always to show her in the best and most positive light possible. If we have disagreements with each other about the College, we should take those conversations to private channels that are not available to the public. A healthy discourse about Sweet Briar strengthens us as an institution. And, all discourse in public forums should be conducted with respect for each other and potentially differing opinions. Specific questions about the use of social media may be directed to the director of media, marketing and communications.

NON-COLLEGE SPONSORED SOCIAL MEDIA

Sweet Briar College maintains a social media presence through College-sponsored social media sites. But other privately sponsored social media sites have been set up by alumnae for College-related communications which are not formally sponsored by, supervised by, or affiliated with the College. As a general matter, the College does not object to non-owned sites referring to the College unless it reflects adversely on the College. The College expects and requests that alumnae and employees who participate in such non-College-sponsored social media sites remember that their activities on those sites may be interpreted by others as expressing the official views of the College. Due to the possibility of confusion created by non-College-sponsored sites, those using such sites are requested to always conduct themselves in a manner consistent with the values of the College and to refrain from uncivil or defamatory comments, photographs, conversations or the like.

MEDIA, MARKETING AND COMMUNICATIONS

The media, marketing and communications office oversees all public information, publicity, promotional materials, College publications (both print and electronic), media relations and arrangements for public events at the College. The director for media, marketing and communications determines control and management of news generated by College policies, plans, programs, personnel and activities. Design, editorial and production guidance is also provided to departments that plan to produce a video, advertisements, periodicals, newsletters, calendars, handbooks, websites, signs, banners, flags, brochures, posters and other promotional or informational materials for use on or off campus. All copy for general mailings and all printed materials, as well as any product using the College seal or emblem, should be executed in partnership with the media, marketing and communications office.

All interviews with the press, in person or by telephone, and all requests by news reporters, photographers, or filmmakers to work on campus should be cleared by the media, marketing and communications office. Approval should be obtained before the press arrives on campus. Anyone wishing to initiate any contact with the news media should first consult with the director of MMC.

Media, marketing and communications determines consistent brand standards for the College.

This can include any media that is used by an employee that may reflect the brand. This includes, but is not limited to, email signature/tag line messaging, pictures, logos and business cards.

MAINTENANCE

Reports of necessary minor repairs or maintenance problems connected with College-owned buildings should be noted through the College work order system at www.sbc.edu/helpdesk. The need for emergency repairs at night or on weekends is to be reported to campus safety at Ext. 6144, which will relay the request to the appropriate person.

Requests for major maintenance work such as painting, refurbishing, etc., should be submitted to the director of physical plant for consideration during the annual budgeting process.

Faculty or staff who are accidentally locked out of a campus home or office should contact Campus Safety at Ext. 6144.

DEPARTMENT OF CAMPUS SAFETY

The Department of Campus Safety serves as a communication headquarters for all emergency situations. If assistance is needed, the telephone number to call is Ext. 6144 (Ext. 6111 for emergencies). Requests for police or fire-fighting assistance, rescue squad or ambulance service should be made via Ext. 6111 directly to campus safety, which will notify other authorities as necessary and take appropriate action. After normal office hours, requests for emergency maintenance on College-owned property should be reported to the Information Center via Ext. 6100. For off-campus emergency maintenance on College-owned vehicles, call 1-800-333-6144.

SMOKING POLICY

“Secondary smoke” has been determined to be harmful to health. Smoking is NOT permitted in any College facility and is prohibited within 50 feet of any academic, administrative or student residential building. This includes electronic cigarettes. Smoking is prohibited at athletic events and the Harriet Howell Rogers Riding Center. Please use caution when lighting, smoking and extinguishing cigarettes or other smoking materials. Smokers are expected to appropriately and safely dispose of remnants of smoked cigarettes. Smokers are liable for any injury to others and/or damage to property resulting from negligence using tobacco products.

WEAPONS

Sweet Briar College seeks to maintain a safe environment for its students, employees, and visitors by regulating the possession, storage and use of firearms, weapons and other destructive devices on College property and within College facilities. A “weapon” is defined as any pistol, revolver, rifle, shotgun, bow or other device designed or intended to propel a missile of any kind; or any switchblade knife, ballistic knife, sword or other bladed weapon or spear.

The possession, storage or use of any firearm or weapon is strictly prohibited on the College academic campus by any person, except a law enforcement officer, without the prior written permission of the College’s president.

By way of example and without limiting the foregoing, the College academic campus means all public spaces, including student residences; academic, athletic and social facilities; athletic

fields; parking lots; the riding center and trails; the outdoor cabin; the lakes; and Monument Hill. It excludes private dwellings, leased or owned.

Hunting is allowed on Sweet Briar property (outside the academic campus) only during strictly limited times with a College-issued permit. Hunters with these permits may use firearms and hunting bows in designated zones adhering to the restrictions of the permit, and rules of the campus safety department.

PETS ON CAMPUS

Pending.

Driving for Campus Business

In certain circumstances, Sweet Briar staff or faculty may be asked to drive themselves and/or students in order to conduct College business. We expect ALL drivers to operate vehicles with utmost care and responsibility for themselves, their passengers and other drivers on the road. The procedures outlined in the Appendix (Driving and Fleet Policy) are guidance for maintaining a safe environment for each other. We ask for a signed release whenever you drive for the College in order to assure understanding of these shared responsibilities. The plant supervisor will distribute and collect all release forms. Please read these procedures carefully and address any questions to the plant supervisor. For all roles requiring driving as an essential function, drivers must meet insurability standards established by the insurance company. Insurability applies for Sweet Briar fleet or personal vehicles if driving for Sweet Briar business.

VEHICLE/PARKING REGULATIONS

All cars or trucks of College employees must be registered with the Department of Campus Safety within one week of arrival on campus. Upon registration, the vehicle decal must be displayed on the driver's side rear window. All faculty, staff and students have the privilege of operating, parking, or storing a vehicle on the campus of Sweet Briar College as long as each one obeys the following regulations. Failure to obey these regulations can lead to the revocation of said privilege.

1. Regulations

Faculty and Staff Parking Areas are available exclusively for faculty and staff between 8 a.m. and 5 p.m. Monday through Friday.

2. Student Parking Lots:

All students must park in student parking areas (Elijah, Meta Glass and Guion lots) at all times while their vehicles remain on campus. Student vehicles are identified with student decal issued during registration.

3. No Parking:

- There is no parking on walkways, fire lanes or lawn areas. Fines and/or towing will be applied on the first and all subsequent offenses.
- There is no student parking at any time (including weekends) in the spaces marked "Faculty and Staff" behind Manson. These spaces are reserved for admissions office personnel who often work on weekends.
- There is no parking in the Quad without special permission from the director of

campus safety prior to entering the Quad. (Ext. 6144)

- There is no parking in spaces reserved for the handicapped, unless the vehicle has a handicapped license tag or the driver has permission from campus safety.
- There is no parking on streets and other hard surface areas that are not designated as parking areas.
- There is no parking, except for food service and printing/mail employees, behind the wall at Meta Glass.
- There is no parking, except for health center employees, behind the health center.
- There is no parking on any striped pavement.

4. Bicycle Regulations:

1. All bicycles must be registered with campus safety within one week of arrival on campus. *Free* bicycle stickers are available from the campus safety office (between 7 a.m.-6 p.m., seven days a week). A database is kept in the campus safety office to assist in the return of lost bicycles.
2. All bicycles must be equipped with red reflectors or red reflecting tape.
3. Any bicycle operated at night must be equipped with a headlight.
4. Parking: At no time should a bicycle be parked on any part of the campus roads or walkways, in the arcades or in the public areas of the residence halls.

STAYING HEALTHY & BENEFITS

BENEFITS

Sweet Briar College is pleased to provide a competitive fringe benefits package for staff and faculty employees. Information concerning employee benefits is available:

- on the human resources website at sbc.edu/human-resources/benefits;
- from our human resources office at (434) 381-6323, located on the first floor of Fletcher Hall.

Enrollment forms and claim forms are available online or from human resources.

COBRA POLICY

The College has adopted the policy that all COBRA accounts (premiums paid by former employees to retain their group benefits during a specified time after the end of their employment with the College) must be kept on a current 30-day basis. If COBRA accounts are not paid within this 30-day period, coverage will be terminated. The College uses a third-party provider (LD&B) to administer COBRA benefits.

HOUSING POLICY

Pending.

Federal Family and Medical Leave Act information is contained in the following section. Additional Sweet Briar College leave benefits can be found [here](#).

FMLA POLICY and PROCEDURE (FAMILY AND MEDICAL LEAVE ACT OF 1993)

Under these policies, the College provides eligible employees with:

- up to 12 workweeks of unpaid, job-protected leave in a 12-month period for certain family and medical reasons, as specified below in the College's Family and Medical Leave Act policy; or
- up to 26 workweeks of leave for eligible employees to care for a covered military service member with a serious illness or injury, as specified below in the College's Military Family and Medical Leave Act Policy.

Please contact human resources if you have any questions regarding this policy, or your rights and obligations pursuant to the policy.

FAMILY AND MEDICAL LEAVE ACT POLICY

You may be entitled to a leave of absence pursuant to the Family and Medical Leave Act ("FMLA"). This policy provides information regarding FMLA leave and the obligations employees may have during such leaves. Please also consult the Military Family and Medical Leave Act Policy for additional leave rights.

A. Employees Eligible for FMLA Leave

To be eligible for FMLA leave an employee must:

- have been employed by the College for at least 12 months (need not be continuous);
- have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave (unless absent on military caregiver leave); and
- Work at a location at which Sweet Briar College employs at least 50 team members within 75 miles

B. Eligible Leave

An eligible employee is entitled to take FMLA leave for the following reasons:

1. Birth of a Child: Because of the birth of a child of the employee and in order to care for such child; **or**
2. Adoption or Foster Care of a Child: Because of the placement of a child with the employee for adoption or foster care; **or**
3. Serious Health Condition of Family Member: In order to care for the employee's spouse, child, or parent if such family member has a "serious health condition"; **or**
4. Serious Health Condition of Employee: Because of a "serious health condition" that makes the employee unable to perform the functions of the employee's position.

Any leave of absence for any of the above-stated reasons will be counted as FMLA leave.

c. Amount of Leave and Leave Period

Eligible employees may take up to 12 workweeks of unpaid leave during the rolling 12-month period measured backward from the date an employee uses any leave under this policy.

Leave for the birth, adoption or foster care of a child (qualifying circumstances 1 and 2) cannot be taken later than 12 months after the birth or placement of the child. Leave because of a serious health condition (qualifying circumstances 3 and 4) can only be taken during such time as there is a medically certifiable serious health condition.

A wife and husband who both work for the College are entitled to a combined 12 weeks of leave for the birth, adoption or foster care placement of their child (Qualifying Circumstances 1 or 2).

d. Intermittent or Reduced Schedule Leave

In most cases, employees will take FMLA leave in a single, continuous block of time. Employees are entitled to take leave intermittently or on a reduced schedule only if the leave is because of the employee's own serious health condition or the serious health condition of a family member (qualifying circumstances 3 and 4). Intermittent or reduced leave is only available if the intermittent or reduced schedule leave is medically necessary. Intermittent leave must be certified by a health care provider as necessary and should be scheduled to avoid disruption as is reasonable.

e. FMLA Leave is Unpaid; All Leave Runs Concurrently

FMLA leave is unpaid leave. However, any paid leave available to the employee, such as sick leave, vacation, floating days or workers' compensation leave, must be taken concurrently with FMLA leave. If an employee qualifies for workers' compensation leave, he or she will not be required to also use floating days, vacation or sick leave while his or her workers' compensation benefits continue.

f. Benefits while on FMLA Leave

The College will maintain the employee's group health plan benefits during FMLA leave under the same terms and conditions as if the employee had not taken leave. If an employee's FMLA leave expires and the employee does not return to work for at least 30 calendar days, the College may recover its share of the employee's group health plan premiums during the leave. Other benefit accruals may not continue during FMLA leave.

g. Notice of and Applying for FMLA Leave

An employee may verbally request FMLA leave or may do so in writing. Application for FMLA leave is available from human resources. Employees who verbally request FMLA leave may be asked to complete a written application.

If the need for FMLA leave is foreseeable, the employee must give the College at least 30 days' prior notice of the need for leave. Where the need for FMLA leave is not foreseeable, the employee is expected to notify the College as soon as is practical. When an employee becomes aware of a need for FMLA leave fewer than 30 days in advance, the employee should provide notice of the need for leave either the same day or the next business day.

In all cases, the employee must comply with the College's usual and customary notice requirements, absent unusual circumstances. The failure of an employee to provide timely notice may result in the delay or denial of FMLA leave.

Employees must consult with the College over planned and scheduled medical treatment, and must make a reasonable effort to schedule treatment so as not to unduly disrupt the College's operations, subject to the approval of the health care provider.

H. Eligibility Notice/Rights and Responsibilities

The College will provide employees who request FMLA leave with a notice of their eligibility for the leave or the reason why they are not eligible within 5 business days of a request for leave. At the same time, employees will be provided with a statement of their Rights and Responsibilities, which is part of the Eligibility Notice. A Medical Certification Form will also be given to the employee at this time. The Notice of Eligibility and Rights & Responsibilities is available from human resources.

I. Medical Certification is Required

Employees who request leave because of their own or a family member's serious health condition must submit a Medical Certification Form completed by a health care provider to support the leave request. The Medical Certification Form is available from human resources, and should be returned to human resources within 15 calendar days after it is received.

If the medical certification is not satisfactory, the College will inform the employee of the deficiencies in writing and will give the employee seven calendar days to complete the Form. If the medical information is inadequate, the College may contact the health care provider directly to authenticate or clarify information on the certification without the employee's consent, and may directly contact the health care provider, after receiving the employee's permission, to get more complete information regarding the nature of the ailment, the duration of the leave, the need for intermittent leave, etc. Failure to submit a complete and sufficient medical certification will be grounds for, and may result in, deferral or denial of the requested FMLA leave.

The College may request a second or third opinion regarding the serious health condition and treatment (at the College's expense). An employee may be asked to recertify a serious health condition every 30 days for chronic/long-term illness or pregnancy. The College may ask for recertification in fewer than 30 days if: (1) the employee requests an extension of leave; (2) circumstances have changed; or (3) the College has doubts about the employee's FMLA status.

J. Designation Notice & Return to Work

Within five business days (absent extenuating circumstances) of having enough information

to determine whether the requested leave qualifies under the FMLA, the College will provide a Designation Notice informing the employee whether or not leave is designated FMLA leave and the amount of leave that will be designated, if known. The designation may be retroactive.

Employees absent on medical leave will be required to provide medical certification of their fitness to return to work and their ability to perform the essential functions of the employee's job. Employees failing to provide a fitness-for-duty certification cannot resume work until such certification is provided to the College.

Employees returning to work from FMLA leave will be returned to the same or an equivalent position held prior to the leave. If the employee does not return to his or her original or an equivalent position as soon as he or she is able, the College will consider the employee to have voluntarily resigned.

Certain "key employees" may not be eligible to be reinstated to the same or an equivalent position at the conclusion of their FMLA leave. The College will notify such employees of their "key employee" status and the conditions under which they may be denied reinstatement, if any.

MILITARY FAMILY AND MEDICAL LEAVE ACT POLICY

A. Eligibility

To qualify for leave under the military Family and Medical Leave Act provisions, an employee must be eligible for traditional FMLA leave and be:

- either the parent, spouse, son or daughter of a service member in the National Guard or a reserve component of the armed forces, or of an armed forces retiree, who is on active duty (or has been notified of an impending call or order to active duty) in the armed forces in support of a contingency operation; **or**
- the spouse, son, daughter, parent or next of kin of a covered service member undergoing medical treatment, recuperation or therapy, who is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

B. Policy

Under the military FMLA policy, the College provides eligible employees with:

- up to 12 workweeks of unpaid, job-protected leave in a 12-month period because of a qualifying exigency (defined below), or
- up to 26 workweeks of leave for eligible employees within a single 12-month period to care for a covered service member with a serious illness or injury.

Unless specifically stated otherwise, procedures, notices, rights and responsibilities stated above as part of the College's policy for traditional FMLA apply to military FMLA.

C. Reasons for Leave

Eligible employees may take leave for any of the following reasons:

Qualifying Exigency: because of any qualifying exigency arising out of the fact that a son, daughter, spouse or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the armed forces in support of a contingency operation. The qualifying exigency must be one of the following: 1) short-notice deployment, 2) military events and related activities, 3) child care and school activities (including providing child care on an urgent or immediate basis), 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation, 7) post-deployment activities and 8) additional activities that arise out of active duty, provided that the College and employee agree that the additional activities qualify, which includes reaching an agreement on timing and duration of the leave. This leave is limited to relatives of National Guard and Reserve service members and of Armed Forces retirees who are in federal service.

- Military Caregiver Leave: to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next-of-kin (nearest blood relative) of the covered service member. This leave does not cover relatives of veterans or service members on the permanent disability retired list.

Who Is a Covered Service Member?

A covered service member is one who is undergoing medical treatment, recuperation or therapy, who is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness. The serious injury or illness is covered if it was incurred while in the line of duty and renders the service member medically unfit to perform his/her military duties. The College will rely on authorized health care providers or designated officials in the Department of Defense to determine whether the service member is deemed a covered service member.

E. Notice of Leave

When the need for leave because of a **qualifying exigency** related to a family member's active duty is "foreseeable," the employee should provide notice as soon as practicable, *regardless of how far in advance such leave is foreseeable*. When an employee becomes aware of a need for FMLA Military leave fewer than 30 days in advance, the employee should provide notice of the need for leave either the same day or the next business day. As soon as practicable means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case.

When **military caregiver leave** is requested, as with traditional FMLA leave, an employee must provide the College at least 30 days advance notice before FMLA leave is to begin if the need for the leave is foreseeable. If 30 days notice is not practicable, notice must be given as soon as practicable.

An Application for Leave for Military Service is available from human resources.

F. Eligibility Notice/Rights and Responsibilities

Employees will receive the same Notice of Eligibility and Rights & Responsibilities when requesting military FMLA leave as is given under traditional FMLA. The College will provide employees who request military FMLA leave with the Certification of Qualifying Exigency for Military Family Leave or Certification for Serious Injury or Illness of Covered service member. The Notice of Eligibility and Rights & Responsibilities is available from human resources.

G. Certification for Leave Taken Because of a Qualifying Exigency

The first time an employee requests leave because of a qualifying exigency, the employee must provide a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or called to active duty status in support of a contingency operation, and the dates of the covered military member's active duty service. The employee will need to supply such documentation again only for a different active duty or call to active duty status of the same or a different covered military member.

A Certification of Qualifying Exigency for Military Family Leave is available from Human Resources; it includes a list of approved qualifying exigencies. A completed Certification Form is required to be granted this leave.

The College also may contact an appropriate unit of the Department of Defense to request verification that a covered military member is on active duty or call to active duty status, without the employee's permission. The College may require confirmation of the employee's relationship with the service member at any time in this process.

H. Certification for Military Caregiver Leave

When an employee takes leave to care for a covered service member with a serious injury or illness, the College will require the employee to obtain a certification completed by an authorized health care provider of the covered service member. A Certification for Serious Injury or Illness of Covered Service Member is available from human resources. Except as stated below, a completed form is required to be granted this leave. The College may require confirmation of the employee's relationship with the covered service member at any time in this process.

In lieu of any certification, the College will accept "invitational travel orders" ("ITOs") or "invitational travel authorizations" ("ITAs") issued to any family member to join an injured or ill service member at his or her bedside, regardless of whether the employee is named in the order or authorization. An ITO or ITA is sufficient certification for the duration of time specified in the ITO or ITA. During that time period, an eligible employee may take leave to care for the covered service member in a continuous block of time or on an intermittent basis.

The College may seek authentication and clarification of the ITO or ITA but will not seek a second or third opinion or a recertification during the period of time in which leave is supported by an ITO or ITA.

If an employee will need leave to care for a covered service member beyond the expiration date specified in an ITO or ITA, the College will request that the employee have one of the authorized health care providers complete a certification form for the additional time. Timelines designated under the traditional FMLA policy will apply for return of such certifications.

In all instances in which certification is requested, it is the employee's responsibility to provide the College with complete and sufficient certification; failure to do so may result in the delay or denial of FMLA leave. The College may seek authentication and/or clarification of the Certification Form but will not seek second and third opinions, or re-certifications for this military FMLA leave. A Certification for Serious Injury or Illness of Covered Service Member is available from human resources.

I. Duration of Military Family and Medical Leave

Eligible employees using qualifying exigency leave will be entitled to up to a cumulative maximum of 12 workweeks of FMLA leave within a 12-month leave period and are covered by the same policy provisions (as to duration, benefits, return to work, etc.) as employees requesting traditional FMLA leave, as detailed above.

Employees using military caregiver leave alone or military caregiver leave in combination with traditional FMLA-qualifying leave or qualifying exigency leave, may take up to 26 workweeks of leave during any single 12-month period. The amount of leave taken for traditional or qualifying exigency is limited to a total of 12 workweeks; the difference may be taken as military caregiver leave. The 26 workweeks of military caregiver leave run on a separate FMLA year that commences with the first day leave is taken and can run forward until the end of that 12-month period. Any combination of FMLA leave may not exceed the maximum limit of 26 workweeks in that single 12-month period. Unused military caregiver leave is forfeited at the end of that 12-month period.

With regard to the military caregiver leave, if both a husband and wife work for the College, a husband's and wife's leave is limited to a combined total of 26 workweeks for military caregiver leave alone. The same 26-workweek limitation applies when in combination with any other 12-workweek FMLA leave. (With the exception of caring for a seriously ill child that expands the 12 workweeks to 24 for the mother and father together, generally, family

members would be restricted to use only 12 workweeks for care due to the birth, adoption or placement of a child or the care of a qualifying relative).

In certain cases, leave may be taken on an intermittent basis or the employee may work a reduced schedule. Intermittent leave must be necessary and should be scheduled to avoid disruption insofar as is reasonable.

LEAVING SWEET BRIAR

TERMINATION OF EMPLOYMENT PROCEDURE

The College requests to receive a minimum of two (2) weeks' notice on any voluntary employee termination. Written notices should be given to direct supervisors who will provide the documentation to the director of human resources and community engagement.

RETIREMENT

Sweet Briar College does not have a specific age at which an employee must retire. For a full-time or part-time employee to be considered a retiree of the College the employee must be 55 years of age or older and have worked a minimum of ten (10) full-time consecutive years with the College immediately prior to retirement. Employees intending to retire should notify the human resources office at least six (6) weeks prior to the effective date of retirement. (*NOTE: Some of the College's benefit plans have differing retirement requirements. Refer to plan documents for specific requirements.*)

Benefits-eligible employees who retire may continue enrollment in the College group medical insurance program up to age 65. However, the College does not contribute to the retired employee's medical insurance premium or any other health or dental benefit. The retiree must pay the entire amount of the monthly premium, in advance, by personal check or cash.

Retirees who wish to return to work at the College on a part-time or seasonal basis must reapply for employment. Such employment is not automatic and depends on availability of positions and the retiree's qualifications for those positions.

Retirees are eligible for certain benefits following their retirement, including use of facilities, employee rates for performances, email and various other benefits. More detailed information will be provided to retirees during their transition process.

Tenured faculty who have reached the age of 60 and have at least 15 years of services are eligible to participate in an early retirement plan. A summary of the plan is available in the Faculty Personnel Manual and the detailed plan is available from the human resources director.

COLLEGE AMENITIES AND SERVICES

BANKING

The Sweet Briar College cashier's office cashes checks of reasonable denominations (not SBC paychecks). The office is open during the academic year Monday through Friday from 8:45 a.m. to 12:15 p.m. and on Friday afternoons from 2 to 4 p.m. The cashier's office is located on the third floor of Prothro. A SunTrust ATM is located in the lobby of the post office.

COLLEGE LIBRARIES

Sweet Briar College's library system consists of the main library and a storage center. Mary Helen Cochran Library, fully renovated and re-dedicated in 2014, preserves the original National Historic Structures landmark designed by Ralph Adams Cram and completed in 1929, while adding major additional spaces devoted to study, teaching, research and technology use. The entire structure employs green building technologies and makes extensive use of natural lighting and views of the Sweet Briar landscape. Fully served with wireless internet access and seating for over 400 individuals, the main library also houses collections of student theses, archival materials of the College and a rare book collection serving the teaching needs of the institution. Among the notable items in the rare books collection are an extensive Virginia Woolf collection, the T.E. Lawrence collection, a complete set of the Diderot Encyclopédie, and a copy of the 1825 Stone Engraving of the Declaration of Independence.

The Wick Storage Facility, a compact shelving facility with capacity for 250,000 volumes, houses the research materials of the College not in the main library. These include major sets of books, bound periodicals and those items of limited circulation that support occasional curricular offerings. Policies and information about the libraries is available on the library [website](#). Students and faculty may use their college I.D. card, which also serves as a library card to check out materials. Members of the area community may obtain privileges through membership in the Friends of the Library group. A system of liaison librarians supports academic departments for purposes of collection development and information literacy instruction. Each student is assigned a librarian as liaison as she declares her major. The main library phone number is (434) 381-6138.

NOTARY PUBLIC

There are several notaries public on campus:

- Barbara Watts – Career Services (Prothro, second floor)
- Dawn Gatewood – Development (Fletcher Hall, first floor)
- Scott Lockhart – Human Resources (Fletcher Hall, ground level)
- Ashley Dugger – Human Resources (Fletcher Hall, ground level)
- Nicole Whitehead – Human Resources (Fletcher Hall, ground level)

POST OFFICE/MAILING SERVICES

A U.S. post office is located on the first floor of Meta Glass. Hours of operation are 8:30 a.m.-4:15 p.m. Monday through Friday, and 8:30 a.m.-noon on federal holidays. Individual post office boxes may be rented. A central mailing service for all office and departmental correspondence is located in the Meta Glass lobby. When authorized by the department

head, postage will be charged to the department.

SWEET BRIAR COLLEGE ART GALLERIES

The Sweet Briar College art galleries are dedicated to the enrichment of cultural life on the campus, in the community, and throughout Central Virginia. Open to the public, the art galleries display the Sweet Briar collection as well as a variety of traveling exhibitions. In the collection, representative examples of American, European and Japanese art form the core of a collection with strength in prints, drawings and paintings. These are exhibited, along with important traveling collections, at the main gallery located in the Anne Gary Pannell Center.

Two additional sites on campus feature exhibitions organized through the College galleries. At Babcock Fine Arts Center, in support of the studio art program, the main lobby and adjacent gallery feature exhibitions by artists at work today. In the main lobby of Benedict Hall, exhibitions are scheduled to complement and augment the humanities courses taught in that building.

Faculty is encouraged to bring classes into the galleries for guided tours or for object-centered instruction. Educational programs of related lectures and films enhance the visitor's appreciation of the works of art on display. Group tours are arranged for local schools and community organizations.

SWEET BRIAR COLLEGE LECTURES AND EVENTS COMMITTEE – BABCOCK SEASON

The College's Lectures and Events Committee (which is made up of faculty, staff and student representatives) sponsors performing arts events presented by professional touring artists. The purpose of the Babcock Season is to bring top quality artists to the campus to augment Sweet Briar's educational mission. The Season is planned with the intention of presenting a balanced variety of different types of music, dance and drama. Faculty, staff and student tickets for Babcock Season events are free. Please call the box office at (434) 381-6120 to make reservations. The Lectures and Events Committee welcomes suggestions for the Babcock Season and other performances from the College community.

TELEPHONES

Sweet Briar College provides telephone service for the entire campus. The College utilizes a central PBX for all telephone service. Telephone numbers connected to the PBX can be identified as follows:

Private Residences	381-5900 thru 381-5999
College Extensions	381-6100 thru 381-6899
Public Phones	381-6900 thru 381-6999
Student Phones	381-7100 thru 381-7399

To access college extensions, student phones or public phones, simply dial the last four digits of the phone number.

The following chart describes how to place calls to Amherst, Lynchburg, and long-distance calls from the College:

Direct Dial Local	9 + Phone Number
Lynchburg	9 + Phone Number

Long Distance	9 + 1 + Area Code + Phone Number
International	9 + 011 + Country Code + City Code + Phone No.
Calling Card	9 + 0 + Area Code + Phone Number
Collect	9 + 0 + Area Code + Phone Number

If you experience any trouble, please contact the SBC Telecom Office at (434) 381-6102.

DEFINITIONS

<p>Academic Year: Typically mid-August (start of student orientation) through the following mid-May (graduation)</p>
<p>Exempt: Exempt from overtime pay, as provided for in the Fair Labor Standards Act</p>
<p>Faculty: A person employed by the College who is responsible for instruction, including an instructor, assistant professor, associate professor, full professor, dean, or any other employee having academic rank at the College. Whether a faculty member is full time or part time should be set forth in each faculty member's contract. Information concerning a faculty member's status as full time or part time is available from the dean of the faculty.</p>
<p>Fiscal Year: July 1 through the following June 30 (e.g. July 1, 2013, through June 30, 2014 is a full Fiscal Year)</p>
<p>Full-time: Employee who normally works at least 37.5 hours per week (1950 or more hours in a full fiscal year); for faculty, at least a 2-course load for <u>both</u> semesters in an academic (fiscal) year.</p>
<p>Hourly: Those who are primarily employed in service positions and are paid by the hour rather than on a salaried basis; currently paid bi-weekly.</p>
<p>Involuntary termination: Usually involves little or no notice on the part of the employee and/or the supervisor, under circumstances that warrant prudent measures to protect the business interests of the College. The overall goal is to disable the account of the terminated individual <i>immediately upon termination</i>. This includes email, systems and portal accounts, as well as facility and service access privilege. The same procedures as voluntary termination will apply.</p>
<p>Immediate family: Includes spouse, children, parents, parents-in-law, brothers, sisters, grandparents, grandchildren and son- or daughter-in-law. Immediate family also includes family members by marriage (e.g., stepbrothers, stepsisters, stepchildren).</p>
<p>Non-Exempt: Employees eligible for overtime paid at 1.5 times the regular hourly rate, as stipulated in the Fair Labor Standards Act</p>
<p>Part-time benefits-eligible regular: Employee working fewer than 1950 hours but more than 1560² hours per full fiscal year and is expected to be employed longer than six months</p>
<p>Part-time regular: Employee who is regularly scheduled, and scheduled to work less than 30 hours per week</p>
<p>Part-time temporary: Employee who is expected to work fewer than 30 hours per week for fewer than 6 months</p>
<p>Regular: Employee who is expected to work for the College for more than 6 months in a given fiscal year</p>
<p>Salaried: Those who are employed in faculty, professional or administrative positions and paid by a regular salary; currently paid monthly</p>

² Commencing with such work arrangements started after June 30, 2011; employees working under prior benefits-eligible work arrangements remain eligible for benefits for the duration of their employment under those arrangements.

<p>Temporary: Employee who is expected to work for the College for less than 6 months in a given fiscal year (not eligible for benefits). Employees who work on an occasional, as-needed basis are considered temporary, as are adjunct faculty.</p>
<p>Volunteers: Volunteers are not considered College employees; therefore, they are not eligible to receive benefits. Employees cannot volunteer in the same or similar position/responsibilities for which they are currently being paid by the College.</p>
<p>Voluntary termination: Characterized by mutual agreement between the employee and his/her supervisor or department head about the terms and timing of the departure, and by a determination by the supervisor that he/she can work cooperatively with the departing employee to follow these procedures.</p>
<p>Year of Service: A 12-month period in which the employee completes 1000 or more hours of service (with respect to the Retirement Plans*)</p> <p><i>*See the Retirement Plan Summary Plan Descriptions for eligibility information for employees working at least 1000 hours.</i></p>

These definitions apply to the Employee Policies and Guidelines and to all appendices.

APPENDIX

This manual is intended as an explanation and description of Sweet Briar College's policies and employee benefits. It is not intended, nor should it be construed as, an employment contract, and it does not create any binding obligation. The descriptive materials contained in this manual are only summaries, and any discrepancies between these summaries and the terms of the actual plans, or plan documents, must be governed by the actual terms of the more detailed plans and plan documents. Like any other compilation of general information, certain portions of the manual may become outdated. You should check with the human resources department to be sure you have current information before taking action based on any specific information in this manual. It is your responsibility to confirm the status of policies or other information. This manual is available in a hardcopy version from human resources or on the human resources website. The web version will be the most up-to-date.

This manual contains employment-related policies applicable to both faculty and staff employees of Sweet Briar College. It also contains certain employment-related policies applicable only to staff. The Faculty Personnel Manual contains certain employment-related policies applicable only to faculty. Faculty and staff employees should familiarize themselves with all applicable manual provisions and College policies, as well as other applicable College practices, procedures and guidelines (e.g. for purchasing, reimbursements, travel expenditures, catering, etc.).

Employment with the College is at-will which means the employment relationship may be terminated with or without cause and with or without notice at any time by you or the College. In addition, the College may alter an employee's position, duties, title or compensation at any time, with or without notice and with or without cause. Nothing in any document, statement, manual or handbook and nothing implied from any course of conduct shall preclude, limit, alter or otherwise restrict the College's at-will- employer status. Staff and administrative employees have the right at any time to terminate their employment with or without good cause, and Sweet Briar College reserves the same right to terminate employment with or without cause. Only the President or the Dean of the Faculty has authority to enter into an employment agreement on behalf of the College other than an at-will agreement.

Sweet Briar College reserves the right at any time to modify, revoke, suspend, terminate or change, either retroactively or prospectively, any and all terms of this manual, plans, policies or procedures, in whole or in part. However, the College will make every effort to notify all affected employees when such changes or modifications are made. Except for benefit documents (plan documents and summaries), the policies contained in this manual are intended to supersede the policies and procedures that existed prior to the date of this handbook. All prior policies and procedures are, therefore, null and void except where the College has agreed otherwise.

BEING IN COMPLIANCE

Compliance Statements

There follows a copy of Sweet Briar's notice of intent indicating compliance with applicable federal statutes. This statement is reprinted in major publications and documents of the College. In addition, two Treasury Department statements confirm the exempt status and non-foundation classification of the College.

"Sweet Briar College provides notice of intent to comply with the regulations effectuating Title IX of the Higher Education Amendments of 1972 as amended by Public Law 93-568. We intend to adhere to the letter and spirit of the law through a policy of non-discrimination on the basis of sex in all College operations. This policy applies in particular to our education program, to employees therein and to admissions thereto save where excepted under subpart C 86.15(a). In addition, Sweet Briar College adheres to a policy of non-discrimination on the basis of race, color, national or ethnic origin with respect to its educational program and activities, employees, financial aid awards and admissions."

Statement in a letter from Mr. William D. Waters, District Director, Internal Revenue Service, Department of the Treasury, dated December 12, 1972:

"On the basis of your statement and the information recently submitted regarding the admissions policy of your institution, and the publicizing thereof, and with the understanding that such policies will remain in effect, we confirm the exempt status of your institution under Internal Revenue Code, Section 501(a), as an organization described in Section 501(c) (3)."

"This confirmation does not preclude a reevaluation of your admissions policy at a later date. It also does not preclude an examination of the operations of your institution to determine if the policy as described in your statement is being implemented."

Statement in a letter from the Chief of the Rulings Section, Exempt Organizations Branch, Internal Revenue Service, and Department of the Treasury dated January 15, 1973:

"Based on the information you recently submitted, we have classified your organization as one that is not a private foundation as defined in Section 509(a) of the Internal Revenue Code because you are an organization described in the following Code section: Section 509(a) (1)."

"This classification is based on the assumption that your operations will continue as stated in your notification. All changes in your purposes, character, or method of operation must be reported to your District Director so he can consider their effect on your status."

POLICY ON CONFLICT OF INTERESTS FOR OFFICERS AND EMPLOYEES WITH EXECUTIVE OR ADMINISTRATIVE RESPONSIBILITIES

Officers of the Corporation, officers of the College and employees with executive or administrative responsibilities have a duty of loyalty and fidelity to Sweet Briar College in carrying out their responsibilities. This duty means that such individuals must administer the affairs of the College honestly and economically, exercising their best judgment, skill and care on behalf of the College. In order to assist such individuals to meet these responsibilities, and in order to provide consistency with the provisions of Virginia's Nonstock Corporation Act and Article II, Section 13 of the Bylaws of the College the following policy has

been developed and implemented so that conflicts of interest may be avoided.

1. Applicability of Policy.

This conflict of interest policy shall apply to the officers of the Corporation, the officers of the College and those employees with executive or administrative responsibilities from time to time designated by the president of the College.

2. Duty of Loyalty.

All officers of the Corporation, officers of the College and employees with executive or administrative responsibilities are required to exercise the utmost good faith in all transactions and matters concerning their duties to the College and its property. In all dealings with and/or on behalf of the College, such individuals will be held to a strict rule of honest and fair dealing. They shall not use their position, nor use or disclose knowledge gained there from, in any way that might give rise to a conflict between the interests of the College and their own. They shall not, at any time, act in a manner that is contrary to the interests of the College.

3. Independent Decision-Making.

Such individuals may not accept gifts, favors or hospitality that might influence their decision-making or actions on behalf of the College. Although some overlap or duality of interests may from time to time develop, such duality should not adversely affect the College. To that end, each such person should report promptly, in the manner prescribed in Section 4, the possible existence of a duality or conflict of interests for such person or any other person subject to this policy.

4. Disclosure of Any Duality of Interest or Possible Conflict of Interests.

Prior to consummating a transaction or acting upon a matter involving the possible existence of a duality or conflict of interest, the individual involved shall make a full disclosure of all relevant facts. Such disclosure shall be made to the chairman of the board by officers of the Corporation and officers of the College. Such disclosure shall be made to the president of the College by employees of the College with executive or administrative responsibilities. In addition, such individuals shall periodically report in a similar manner all affiliations, whether as a director, officer, partner, management employee, consultant or other significant relationship involving ownership or governance, with any other for-profit or nonprofit entity, (i) from which the College obtains or may be expected to obtain goods or services; (ii) to which the College provides or may be expected to provide goods or services; or (iii) which competes or may be expected to compete in any respect with the College. Any such existing or potential relationship with a subsidiary, joint venture or the like should be disclosed as well. The term "goods or services" includes commercial, industrial, banking and professional services or goods.

5. Annual Update.

Each such individual shall, at least annually, update the disclosure regarding any such interests.

REPORTING MISCONDUCT (WHISTLEBLOWER POLICY)

Sweet Briar College expects its employees to perform their duties in accordance with

applicable laws and regulations, College policies and high ethical standards. Any employee who reasonably believes that some policy, practice or activity of the College is in violation of the law is strongly encouraged to report the suspected activity. Examples of illegal or dishonest activities are violations of federal, state or local laws, billing for services not performed, misappropriation of funds, or fraudulent reporting. Fabrication, falsification or plagiarism in proposing, performing or reviewing research, or in reporting research results are illegal and dishonest; therefore, they may result in immediate dismissal.

If an employee has reason to suspect illegal, dishonest or fraudulent activity, he/she should report the matter to his/her immediate supervisor (or the dean of the faculty, in the case of faculty).

In the event the employee is uncomfortable reporting the matter to the supervisor, he/she may also contact:

- The general counsel and vice president for administration
- The vice president for finance
- The president of the college
- The chair of the board

Employees who in good faith report suspected wrongdoing are ensured protection against harassment or retaliation.

DRUG-FREE WORKPLACE POLICY

The Drug-Free Workplace Act of 1988, (PL100-690, 102 Stat.4181) requires applicants for federally funded grants and contracts to certify that they will maintain a drug-free workplace.

Under this law, employers who receive contract awards of \$25,000 or more, and all grants, must establish and communicate policies on drug awareness to employees and report workers convicted of workplace-related drug violations to the procuring government agency within ten (10) days of learning about such convictions. This law requires that they would not violate drug laws “in conducting any activity with the grant.”

Sweet Briar College intends to be in full compliance with this law. Therefore, this is to state formally the College’s policy regarding the work-related effects of drug use and the unlawful possession of controlled substances on College premises. Sweet Briar’s policy is as follows:

- 1) Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful, safe and secure work environment. Any employee who is taking prescribed medications that may affect his/her work should report this to his/her supervisor. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.
- 2) The unlawful manufacture, distribution, dispensation, possession or use of alcohol, narcotics, hallucinogens, depressants, stimulants, marijuana, inhalants and other controlled substances on College premises or while conducting College business off College premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and/or satisfactory

participation in the Employee Assistance Program, and may have legal consequences.

3) The College recognizes drug dependency as an illness and a major health problem. The College also recognizes drug abuse as a potential health, safety and security problem. The following are available to employees needing help in dealing with such problems:

a) Health care benefits for treatment of drug and other controlled substance problems may be available through our health insurance policy for participating employees.

b) The Employee Assistance Program offers free, confidential counseling and referrals for both the employee and immediate family members in dealing with substance abuse problems. These services may be obtained on a voluntary basis or through supervisor referral when job performance or behavior suggests a problem. Employees who believe they have a problem are urged to contact the Employee Assistance Program (EAP) for confidential treatment at (434) 845-1246 or (800) 645-1246.

4) Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off College premises while conducting College business. A report of a conviction must be made to the human resources department within five (5) days after the conviction. After receiving a notice of a conviction, the human resources department must notify the granting agency within ten (10) days.

5) The College will conduct a biennial review of its program to determine its effectiveness, make changes where necessary and ensure that sanctions on violators are consistently enforced.

6) Federal, state and local law enforcement officials, including campus police, will be allowed to investigate and to conduct searches and seizures to the extent permitted by law.

7) Due to the seriousness of the issue, this policy is subject to change at any time, as the administration may deem necessary for the protection of person or property.

Preventing Discrimination

Inclusion and respect are essential to the quality of education at Sweet Briar and are therefore central values of the College community.

Each of us enters a world limited by very specific circumstances. Education expands those limits. We learn the languages of other nations, explore historical periods we haven't lived in, study philosophies based on assumptions we never imagined, contemplate works of art that baffle us. We learn that life looks more intricate through a microscope and the sky looks even grander through a telescope. Education, when it's good, shows us a bigger and more diverse world than personal experience could ever allow us to know. Human diversity, as lived experience, is therefore an essential component of a first-rate education.

Inclusion is central because the essence of a fine education is the open sharing of information, perspective, analysis and interpretation. It is simply impossible for such open discourse to occur in an environment contaminated by personal invective, racism, bullying, harassment or prejudice. The Honor Code, of which we are so proud, inspires us to treat

each other with respect and civility. Sweet Briar's policies on discrimination and harassment also affirm our commitment to an inclusive, civil and respectful community.

It is also essential to our educational missions for contentious or "politically incorrect" thoughts to be expressed, examined and debated. And it is essential for educated people to disagree vigorously with those whose views they believe are mistaken, to stand up proudly for what they care about, and to express convictions with passion. But it is equally essential to do all that within the bounds of respect for persons and respect for evidence.

Sweet Briar students, faculty and staff are expected to speak their minds, ask challenging questions and explore provocative ideas. But they are expected to do so in a spirit of respect, civility and intellectual responsibility.

Statement of Compliance with Title IX

Sweet Briar College provides notice of intent to comply with the regulations effectuating Title IX of the Higher Education Amendments of 1972 as amended by Public Law 93-568. The College intends to adhere to the letter and the spirit of the law through a policy of nondiscrimination on the basis of sex in all College operations. This policy applies in particular to Sweet Briar's educational program, to all employees therein, and to admission, save where exceptions under subpart C86.15 (a). The Title IX coordinator is the director of residence life who works in conjunction with the dean of the faculty and dean of student life. The director of residence life can be reached at (434) 381-6134.

Statement of Compliance with Section 504

Sweet Briar College provides notice of intent to comply with the regulations effectuating Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (as amended). The College intends to adhere to the letter and the spirit of the law through a policy of nondiscrimination on the basis of disability in all College operations. The Section 504 coordinator is the director of human resources who works in conjunction with the dean of the faculty and dean of student life. The director of human resources can be reached at (434) 381-6510 or 106 Fletcher Hall.

Anti-discrimination and Equal Opportunity Policy

In accordance with federal law and the laws of the Commonwealth of Virginia, discrimination in educational programs or in employment on the basis of race, religion, nationality, sex³, age, disability or veteran status by one member of the Sweet Briar community against any other member of the Sweet Briar community will not be tolerated. Discrimination encompasses any difference in treatment on a prohibited basis. This prohibition against discrimination shall not in any way alter, affect or negate the at-will employment status of any employee.

Further, it is Sweet Briar's intent and policy to extend protections analogous to the protections provided by law to all members of the Sweet Briar community regardless of whether such protections are legally mandated. Sweet Briar's commitment to inclusivity and diversity extends beyond that which is required by law. Our values uphold the dignity of all persons without regard to sexual orientation, gender identity or its expression, socioeconomic circumstances, political convictions, or other personal circumstances or characteristics. All members of the community have the right to be free from discriminatory behavior.

³ Unlawful sex discrimination includes, but is not limited to, sexual harassment as outlined in the College's Harassment Policy.

It is a violation of this policy for any member of the Sweet Briar community to discriminate against any other member of the Sweet Briar community on any basis, including but not limited to, race, religion, nationality, sex, age, disability, veteran status, sexual orientation, gender identity or its expression, socioeconomic circumstances, political convictions, or other personal circumstances or characteristics.

Retaliation against any individual who raises a good faith report under this policy is strictly prohibited.

Any member of the Sweet Briar community who feels that he or she has been the subject of any form of discrimination, harassment, sexual violence or bullying should promptly report the incident to the following College officials:

- Student complaint: dean of student life, P.O. Box 1058, Sweet Briar, VA 24595 P: 434-381-6134
- Faculty complaint: dean of the faculty, P.O. Box 1054, Sweet Briar, VA 24595 P: 434-381-6205
- Staff complaint: director of human resources and community engagement, P.O. Box 1090, Sweet Briar, VA 24595 P: 434-381-6510

If a member of the Sweet Briar community believes that he or she has been discriminated against, bullied or harassed by the person to whom he or she would report the incident, the report may be made to one of the other listed officials.

Any member of the Sweet Briar community who engages in the types of behavior described above or otherwise violates this policy is subject to disciplinary action, which, for students, includes the student judicial process and its sanctions, and for others, dismissal from the relationship that makes such person a member of the Sweet Briar community. Conversely, where results of an investigation reveal that a complaint of discriminatory activity is frivolous or groundless, the individual having made such a complaint may be subject to the same disciplinary action, including dismissal.

It is the responsibility of each member of the administration of the College, from the president to a first line supervisor, to give this non-discrimination policy full support through leadership and personal example. In addition, it is the duty of every employee of the College to create a work environment that is conducive to our non-discrimination policies, and it is the obligation of every student to create a learning and living environment that is also in support of our non- discrimination policies.

Harassment Policy

Sweet Briar College is committed to providing a learning and work environment free of unlawful harassment. In keeping with this commitment, the College prohibits and will not tolerate unlawful harassment on any basis protected by federal, state or local law or otherwise based upon race, religion, nationality, sex, age, disability, veteran status, sexual orientation, gender identity or its expression, socioeconomic circumstances, political convictions, creed, color, physical or mental disability, medical conditions, marital status, age, or other personal circumstances or characteristics.

Further, it is Sweet Briar's intent and policy to extend protections analogous to the protections provided by law to all members of the Sweet Briar community regardless of whether such protections are legally mandated.

Sweet Briar's commitment to inclusivity and diversity extends beyond what is required by law. Our values uphold the dignity of all persons without regard to sexual orientation, gender identity or its expression, socioeconomic circumstances, political convictions, or other personal circumstances or characteristics. All members of the community have the right to be free from harassing or bullying behavior.

It is a violation of this policy for any member of the Sweet Briar community to harass or bully any other member of the Sweet Briar community on any basis, including but not limited to, any basis protected by federal, state or local law or otherwise based upon race, religion, nationality, sex, age, disability, veteran status sexual orientation, gender identity or its expression, socioeconomic circumstances, political convictions, creed, color, physical or mental disability, medical conditions, marital status, age, or other personal circumstances or characteristics.

It is the policy of Sweet Briar College to prohibit harassment within the campus community of faculty, staff, students and guests by any person and in any form, and to apply the procedures outlined below in responding to any complaints of harassment. The College is committed to investigate promptly any complaints of harassment. Where unlawful harassment is found to have occurred, the College will take appropriate disciplinary action reasonably calculated to end the harassment, up to and including dismissal.

Definition of Harassment

For purposes of this agreement, harassment is behavior, directed at another person, that is abusive or demeaning and includes or implies a reference to the individual's race, religion, nationality, sex, age, disability, veteran status, sexual orientation, gender identity or its expression, socioeconomic circumstances, political convictions, creed, color, physical or mental disability, medical conditions, marital status, age, or other personal circumstances or characteristics, and that has the purpose or effect of creating an intimidating or hostile environment, or interfering with the individual's work or academic performance.

Illegal and improper harassment may include, for example:

- Making unwelcome comments about a person's clothing, body, skin color, religious beliefs or personal life;
- Offensive or abusive physical contact;
- Use of offensive nicknames or terms of endearment;
- Offensive jokes or unwelcome innuendos;

- Any suggestion that sexual activities, race, gender, religion, national origin, age, disability, or any other protected classification would affect one's job, promotion, performance evaluation, working conditions, learning environment or academic performance;
- Other conduct that, even if not objectionable to some employees or students, creates a working or learning environment that may be considered by others to be offensive or hostile

Sexual harassment, in particular, may consist of unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when one or more of the following occur:

- Submission or rejection of such conduct is made a term or condition of an individual's employment or a student's academic performance;
- Submission or rejection of such conduct is used for the basis of an employment decision, such as promotion, demotion, termination or pay, or for an academic decision, such as a passing or improved grade, failure in a course or assignment relief; or
- Such condition interferes with an employee's work performance, a student's academic performance or creates a hostile, intimidating or offensive work or learning environment.

Examples of conduct that can be considered sexual harassment (sexual misconduct) may include:

- making sexual propositions or pressuring students/colleagues for sexual favors;
- touching of a sexual nature;
- writing graffiti of a sexual nature;
- displaying or distributing sexually explicit drawings, pictures or written materials;
- performing sexual gestures or touching oneself sexually in front of others;
- telling sexual or dirty jokes;
- spreading sexual rumors or rating other students/colleagues in terms of sexual activity or performance; or
- circulating or showing emails or websites of a sexual nature.

Sexual harassment does not have to be of a sexual nature and can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex.

Sexual harassment includes conduct that is criminal in nature, such as rape, sexual assault, domestic violence, dating violence and sexually motivated stalking.

Although the law doesn't prohibit simple teasing, offhand comments or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work or learning environment or when it results in an adverse

employment or educational decision.

Academic Freedom

The College recognizes that tension may exist between academic freedom and the legal limits of expression. The College also recognizes that in an academic community, the legitimate study of any discipline may raise issues related to race, sex, religion, etc. that cause some individuals to be uncomfortable. However, such study is not considered harassment. Individuals who feel that the content of a course or discussion is inappropriate are encouraged to bring the matter to the attention of the dean of the faculty.

Stopping Harassment

Harassment can be a very subjective area. What seems to be humorous or acceptable to one person may be perceived as offensive or inappropriate to another. Any student or employee who is confronted with behavior that s/he feels is harassing is encouraged to tell the person that s/he finds the behavior offensive or bothersome. Often this is enough to stop the behavior. However, s/he is not required to confront another person directly, if s/he is uncomfortable doing so, or believes that such action may result in retaliation. Reports of harassment should be made promptly before the conduct becomes severe or pervasive. In an emergency situation, such as after normal business hours, or in the event an individual is concerned for his/her safety, he/she should contact the Sweet Briar College Department of Campus Safety. As soon as possible thereafter, the individual should report any conduct that may be harassment to one of the appropriate College officials (see Complaint (Grievance) Procedures below).

Consensual Relations

As stated in the College's Consensual Relations Policy, faculty, administrators or staff will be held accountable in any actions related to sexual harassment that may result from prohibited consensual relationships with students: appropriate disciplinary action could include termination of employment. Similarly, faculty and staff members will be held accountable in any actions related to favoritism, misuse of supervisory or evaluative power, preferential treatment or other professional misconduct that may result from prohibited consensual relationships with students: appropriate disciplinary action could include termination of employment.

Complaint Process

In compliance with federal laws and/or in compliance with this policy with regard to matters not addressed by applicable law, Sweet Briar College will promptly and equitably resolve complaints that violate this policy, including:

- Discrimination or harassment against an employee or student because of any basis protected by federal, state or local law or otherwise based upon race, religion, nationality, sex, age, disability, veteran status, sexual orientation, gender identity or its expression, socioeconomic circumstances, political convictions, creed, color, physical or mental disability, medical conditions, marital status, age, or other personal circumstances or characteristics; or
- Retaliation against an employee or student for bringing forth such a complaint, whistleblowing, or engaging in other protected activity.

Any active employee or student who feels that s/he has been the subject of harassment, discrimination or sexual violence should promptly report the incident to the appropriate

College official:

- Student complaint: Dean of Student Life, P.O. Box 1058, Sweet Briar, VA 24595. P: (434) 381-6134
- Faculty complaint⁴: Dean of the Faculty, P.O. Box 1054, Sweet Briar, VA 24595. P: (434) 381-6205
- Staff complaint⁵: Director of Human Resources and Community Engagement, P.O. Box 1090, Sweet Briar, VA 24595. P: (434) 381-6510

If a member of the Sweet Briar community believes that he or she has been discriminated against, bullied or harassed by the person to whom he or she would report the incident, the report may be made to one of the other listed officials or to the Department of Campus Safety.

In an **emergency situation, including a situation involving domestic violence, dating violence, sexual assault or stalking**, such as after normal business hours, or in the event an individual is concerned for his/her safety, s/he should contact the Sweet Briar College Department of Campus Safety at (434) 381-6111. As soon as possible thereafter, the individual should report any conduct that may be harassment or discrimination to one of the appropriate College officials (listed above).

A **student worker** who believes that s/he has been subjected to harassment or discrimination has the right to make use of all the established procedures for employees of the College. S/he should report instances of discrimination or harassment directly to the director of human resources and community engagement.

Allegations of harassment or discrimination should be put in writing and should include:

- Information on specific events and dates of the occurrence(s);
- How s/he believes this occurrence has violated the College's policy;
- The desired outcome, answering the question: "What might resolve the issue?"

Obligation to Report

In order to take appropriate corrective action, the College must be aware of harassment or related retaliation. Therefore, anyone who believes that s/he has experienced or witnessed harassment or related retaliation should promptly report such behavior to a College official, as listed above.

Additionally, anyone in a supervisory, advisory or evaluative role (e.g. supervisors, managers, department chairs or faculty members) who experiences, witnesses or receives a written or oral report or complaint of harassment or related retaliation shall promptly report it to the appropriate College official, as listed above.

⁴ Faculty grievances are handled under a separate procedure outlined in the Faculty Personnel Manual. In some situations, a faculty member may be involved in resolving an issue or concern if they act in the capacity of supervising a staff member or student, or if the faculty member is part of the issue or concern.

⁵ Under Virginia law, staff employees of Sweet Briar College are considered employees-at-will; that is, the existence of a grievance process does not indicate an intention to create an employment contract.

Obligation to Respond

The College is required by law to investigate certain types of complaints of harassment and will investigate complaints of harassment that violate this policy; it will strive to protect, to the greatest extent possible, the confidentiality of persons reporting or accused of harassment. The College will respond in writing to the person making the complaint within five days of the conclusion of the investigation.

Confidentiality

Confidentiality will be maintained throughout the entire investigatory process to the extent practicable and appropriate under the circumstances to protect the privacy of persons involved. The persons charged with investigating the complaint must discuss the complaint or the underlying behavior only with the persons involved in the case, which have a need to know the information, which must include the complainant and the accused harasser. Employees who desire to discuss possible claims of harassment in a more confidential setting to clarify whether to proceed with a complaint are encouraged to contact the Employee Assistance Program (EAP); students may want to talk with the College's mental health counselor to discuss possible claims of harassment in a more confidential setting.

Investigation, Follow-up and Disciplinary Process

The College will investigate all complaints in a timely fashion, based on the severity of the situation and the availability of the claimant, the accused, the investigator and others critical to the investigation. The investigation will be facilitated by College officials or designees who receive annual training about discrimination, sexual harassment and sexual violence.

During the course of an investigation, it may be appropriate for the College to take interim measures to protect the parties involved in the complaint, to ensure the safety or well-being of the members of the College community. These measures could include, but are not limited to, no-contact orders and suspension.

The threshold of "preponderance of the evidence" will be used for all situations involving sexual harassment or sexual violence. Upon completion of the investigation, the claimant will be notified of the outcome of the investigation and a disciplinary process may ensue.

Remedies will vary based on the particulars of the situation and may include disciplinary action (up to and including termination of employment or expulsion). Possible disciplinary action and sanctions may include:

- Official Warning: An oral or written reprimand
- Referral: Referral to support services and/or educational programs.
- Disciplinary Probation: Probation is defined as the middle status between good standing and suspension, where further violation(s) of College policy may result in additional and more severe sanctions.
- Suspension from the College
- Termination, dismissal or expulsion from the College

Details regarding the resolution may not be fully disclosed to the claimant to protect the accused; however, in situations regarding student-to-student sexual harassment or sexual violence, the College will provide simultaneous written notice of the outcome of any

disciplinary hearing and information about the College's appeal procedures. We will periodically follow-up with the complainant to ensure that the actions taken by the College have remedied any problems and that the issues that prompted the complaint have not recurred.

For student-to-student allegations, see also the Judicial Process and the Administrative Review Process, both outlined in the Student Handbook, for more information about this specific type of investigation and process. Any hearing process conducted by the College is designed to protect the victim's safety, promote accountability and ensure a harassment-free environment.

Sexual Violence

Sweet Briar College takes the issue of sexual violence very seriously. Sexual violence is a form of sexual harassment. Sexual violence includes conduct such as rape, sexual assault, domestic violence, dating violence and sexually motivated stalking. Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Stalking involves engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety (or the safety of others) or suffer substantial emotional distress.

Victims of sexual violence are strongly encouraged to seek personal and medical support and to make a report to campus safety and/or to local law enforcement. This report does not obligate prosecution, but it does make legal action possible at a later date. The earlier an incident is reported, the more likely the collection of evidence can occur; it is important to preserve evidence for proof of criminal domestic violence, dating violence, sexual assault or stalking, or to obtain a protective order.

The Department of Campus Safety can help victims seek orders of protection, no-contact orders, restraining orders and similar court-issued orders, or provide support to the victim in contacting local law enforcement.

In accordance with Title IX regulations, if an allegation of sexual misconduct involving a student is made:

- The College will take immediate and appropriate action to investigate all allegations.
- Prompt and effective steps will be taken to end the sexual violence, prevent its reoccurrence and address its effects, whether or not the sexual violence is the subject of an investigation.
 - o Any timely warnings issued under the requirements of the Clery Act will withhold the names of victims.
- Steps will be taken to protect the complainant, including interim steps taken prior to the final outcome of an investigation.
- Sexual misconduct and other offenses follow the disciplinary procedures outlined in the Student Handbook, although in these cases the standard of preponderance of the evidence will be used, both parties have the same appeal rights, and both parties will be notified about the outcome.

In the case that a student experiences sexual violence off campus, the College will offer support and resources.

APPENDIX

Special Accommodations for Individuals with Disabilities

In compliance with various state and federal laws providing for nondiscrimination against individuals with qualified disabilities, including the Americans with Disabilities Act (and its amendments) and Section 504 of the Rehabilitation Act of 1973, Sweet Briar College is committed to providing reasonable accommodation for such individuals who can successfully pursue the College's academic program or successfully fulfill the essential requirements for his/her job. Sweet Briar recognizes its responsibility to provide individuals with disabilities with equivalent access while maintaining the standards that are essential to the academic program. Reasonable accommodations are assessed and made on an individual basis. Any request for accommodation will be evaluated to determine whether such accommodation will create an undue hardship.

It is the policy of Sweet Briar College to:

1. Ensure that individuals with qualified disabilities are treated in a nondiscriminatory manner in the pre-employment and admissions process and that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions and privileges of employment;
2. Request medical examinations of employees only when justified by business necessity, such as for a second medical opinion or a fitness-for-duty exam;
3. Keep all medical-related information confidential in accordance with the requirements of the law and retain such information in separate confidential files;
4. Provide applicants, students and employees with qualified disabilities reasonable accommodation, except where such an accommodation would create an undue hardship for the College.

Procedures for Requesting an Accommodation

Students with qualified disabilities who would like to request academic accommodations should contact the Office of the Dean of the Faculty at Ext. 6205. Information regarding Academic Policies on Disabilities can be found in the Sweet Briar College Catalog. The process for residential accommodations is outlined in the Student Handbook.

Employees with qualified disabilities may make requests for reasonable accommodations to the director of human resources at (434) 381-6510.

INTELLECTUAL PROPERTY

Sweet Briar College (the “College”) is dedicated to teaching and scholarship and the creation and distribution of new ideas, information, inventions and creative work. Members of the College therefore often create intellectual property. The purpose of this policy is to establish principles for the fair allocation of ownership of such intellectual property and any revenues derived from the commercialization of said intellectual property in compliance with applicable laws and agreements, and to establish guidelines for the protection and enforcement of the College’s intellectual property rights and those of its individual affiliates, as well as procedures for the resolution of relevant disputes.

This policy applies to all College employees, students, independent contractors and anyone else using College facilities and resources under the supervision, or with the permission, of College personnel. It is primarily concerned with original works and inventions created by covered individuals acting alone or with collaborators, whether all collaborators are members of the College community or not.

Ownership of Intellectual Property

Works by Faculty: Under current U.S. copyright law, any work completed by an employee may be considered a work for hire for which the copyright belongs to the employer; however, the College, in its commitment to the support of research, artistic creativity and scholarship, considers work completed by faculty to belong to them under normal support in which the College has no identity or functional interest. If necessary, the College will transfer its rights in writing to clarify ownership to third parties. In cases wherein the College commissions original work that falls outside of the scope of the faculty member’s employment, a written memorandum of agreement will be made enumerating the distribution of intellectual property resulting from that work. The College may require that such an agreement be signed prior to commissioning the work.

Works by Staff: In keeping with the work-made-for-hire doctrine of U.S. copyright law, the College is regarded as the author and owner of copyright in all works of original authorship created by staff, including administrators with faculty status when acting in their administrative (non-teaching) roles.

For additional information, including how revenues are distributed and intellectual property disputes are to be resolved, reference the full policy in the Faculty Personnel Manual at dean.sbc.edu/FGM.pdf. (proper access required)

Technology Termination Procedure

The overall goal of these procedures is to disable the accounts of the terminated employee within a reasonable period not to exceed 90 days of his/her last day of work. This includes all system and portal accounts, as well as facility and service access privileges. In all termination cases, the following applicable procedures shall apply:

1. Upon notice of termination by human resources, the employee’s supervisor should work with the departing employee to arrange for the preservation of all business-related files both from the employee’s computer, network space, off-site storage and email inbox. The supervisor should also determine the disposition of files of a personal nature. In the case of faculty members, this should include the member’s research. The supervisor may decide whether files are to be transferred to a designated location on the network, such as a shared departmental space or transferred to a CD or flash storage drive.

2. It is the responsibility of the supervisor to submit to the help desk any requests that relate to the transfer of email or other access permissions that need to be migrated from the departing employee's spaces to a different individual in the department, even if this is on a temporary basis.
3. It is the responsibility of the departing employee to delete or transfer all files and email messages that are of a personal nature and/or related to her/his research. These may be transferred to a CD, flash storage drive or personal cloud storage service.
4. The supervisor and/or employee may request assistance from the help desk in this process.
5. Sixty (60) days after the account is disabled, the account will be deleted along with all related home directories and mailboxes unless the supervisor has submitted a specific request to the help desk for an extension. Any such request must clearly indicate the reason for the extension, the specific length of the extension being requested, and the final date of account termination that is being requested.
6. The employee or their supervisor may opt to have a message put in place that goes to future senders of messages to his/her @sbc.edu email address informing senders that the person is no longer in the employ of the College and indicating to whom messages should be sent if the message pertains to College business. This message will be in place for a maximum of 45 days from the date of termination. The forwarding of incoming Sweet Briar email to anywhere outside of the College will not be put in place as a matter of data security and privacy policies.

Retirees

Retirees are those individuals who have served the College and retired from working for the institution. As such they are considered continuing employees of the College community and retain access to email and non-work related systems for the purposes of supporting the College and maintaining relationships. These systems may include email lists, database access to library systems and other services such as access to athletic facilities and events. With the agreement of the dean, emeriti faculty may retain access to faculty information. In addition, retirees, as part of their severance from work agreements, often either retain or purchase the computer they used from the College. In all such instances, all College-owned software and College data is removed from the device prior to the individual's final date of active employment.

Retirement privileges are at the discretion of the employee's supervisor.

Responsibilities for Notification

In all terminations, retirements and departures, it shall be the responsibility of the human resources office to notify computer services of the termination of an employee. Generally this shall be a part of normal workflow except in the cases of involuntary termination or death. It shall be the responsibility of computer services/help desk to confirm data and access removal to human resources once the procedures are executed.

APPENDIX: FRINGE BENEFITS FOR EMPLOYEES

PROVIDED BENEFITS

- Medical Insurance
- Dental Insurance
- Flexible Spending Accounts
- Health Savings Accounts
- Life Insurance
- Long-term Disability
- Retirement Benefits
- Paid Time-off Benefits (see [here](#))
- Tuition Benefits (see [website](#))
- Retiree Benefits (see [website](#))

OPTIONAL BENEFITS

- Accident Insurance
- Appliance and Computer Purchasing Programs
- Athletic Facility Use
- Bookshop Discount
- Banking Benefits
- Guest Housing Benefits
- Meal Plan Discounts
- Moving Expense Reimbursement
- Vision Insurance

APPENDIX: GUIDELINES FOR TIME-OFF BENEFITS

Summary of Paid Time Off

Holiday Schedule

Glossary of Definitions

Paid Time-off Benefits

Vacation

Floating Days

Holidays

Medical and Sick Leave

Compassionate (Bereavement) Leave
Reporting to Work and Call-in Policy
On-call Expectations
Jury Duty/Court Appearances
Absence
 Leave for Service to National Guard or Reserve Forces
 Parental Leave
 Professional Training and Education Leave
 Unpaid Leave
Family and Medical Leave (FMLA Leave)
Extended Illness Pay

**The contents of this manual may also be viewed online at
sbc.edu/employee-handbook.**

INDEX

Academic Year,

Accident Insurance. *See Fringe Benefits Appendix*

Accommodations,

Anti-Discrimination,

Appliance and Computer Purchasing Programs. *See Fringe Benefits Appendix*

Art Galleries

Athletic Facility Use. *See Fringe Benefits Appendix*

Banking,

Banking Benefits. *See Fringe Benefits Appendix*

Benefits,

Bereavement Leave. *See "Guidelines for Time Off Benefits"*

Bookshop Discount. *See Fringe Benefits Appendix*

Call-In Policy,

Campus Safety,

COBRA,

Complaint Procedures,

Compliance,

Computer/Network Use,

Conflict of Interests,

Consensual Relations,

Dental Insurance. *See Fringe Benefits Appendix*

Drug-Free Workplace,

Employment of Relatives (Nepotism),

Equal Opportunity,

Exempt,

Extended Illness Pay. See *"Guidelines for Time Off Benefits"*

Faculty,

Fiscal Year,

Flexible Spending Accounts. See *Fringe Benefits Appendix*

Floating Days. See *"Guidelines for Time Off Benefits"*

FMLA,

Full-time,

Fundraising,

Grievance Procedures,

Guest Housing. See *Fringe Benefits Appendix*

Harassment,

Health Savings Accounts. See *Fringe Benefits Appendix* Holiday Schedule. See *"Guidelines for Time Off Benefits"*

Holidays. See *"Guidelines for Time Off Benefits."*

Media, Marketing and Communications,

Medical Insurance. See *Fringe Benefits Appendix*

Mission,

Moving Expense Reimbursement. See *Fringe Benefits Appendix*

Nepotism,

Non-Exempt,

Notary Public,

On-Call. See *"Guidelines for Time Off Benefits"*

Outside Employment,

Overtime,

Paid-Time Off Benefits. See *"Guidelines for Time Off Benefits"*

Parking,

Part-time benefits-eligible,

Part-time regular,

Part-time temporary,

Performance,

Performing Arts,

Personnel Records,

Pets,

Post Office,

Recordkeeping,

Regular,

Reporting Misconduct,

Retiree Benefits. *See Fringe Benefits Appendix*

Retirement,

Retirement Benefits. *See Fringe Benefits Appendix*

Salaried,

Sick Leave,

Sick Time. *See "Guidelines for Time Off Benefits"*

Smoking,

Telephones,

Temporary,

Termination of Employment,

Timekeeping,

Training and Workshops for Professional Development,

Travel Expense Reimbursement,

Tuition Benefits. *See Fringe Benefits Appendix*

Vacation. *See "Guidelines for Time Off Benefits"*

Vision Insurance. *See Fringe Benefits Appendix*

Volunteers,

Weapons,

Whistleblower Policy,

Work Hours,

Workers' Compensation,

Year of Service,