

Elizabethtown College



Employee Handbook 2022 Edition

This Employee Handbook is for all Elizabethtown College employees and supersedes all previous editions thereof. It is furnished for purposes of information only and its contents are not to be interpreted as a contract between the College and its employees. The College is committed to fair and equitable treatment of its employees in accordance with established policies. It reserves the right to alter these policies at any time where changes in law or other circumstances render such alteration in policy necessary.

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Employee Status

Employment status, as described below, is determined by the number of hours you are scheduled to work and the expected duration of your position.

Introductory Period

All newly hired staff and administrative employees will undergo an introductory (probationary) period. Introductory employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Elizabethtown College is appropriate. Based on an individual's full-time or part-time benefit eligibility, individuals in the introductory period will be eligible for benefits, but will not be considered for regular employment until successful completion of the introductory period. Individuals will not receive wage increases until after completing their introductory period. At all times, before and after the introductory period, employees remain at-will.

The introductory period for all new staff and administrative employees will be six months. A three-month introductory period will apply for all employees transferring to another position within the College. Employees must complete their introductory period before they can apply for another job on campus unless they are transferring within their current department.

Full-time Employee

An employee placed in a regular full-time position, scheduled to work 9 - 12 months, who is scheduled at least 30 hours per week during a calendar or academic year may be eligible for benefits relative to their hourly or salary status and subject to plan documents.

Full-time Employees			
Full-time Status	Hours per week	Yearly Hours	Benefit Eligibility
F/T 12-months	40 hrs/week	2080	All
F/T 12-months	37.5 hrs/week	1950	All
F/T 12-months	30 hrs/week	1560	All
F/T 11-months	37.5 hrs/week	1787	All
F/T 10-months	37.5 hrs/week	1625	All
F/T 9-months	37.5 hrs/week	1462.5	All
F/T Equivalent	30 – 37.5 hrs/week on average during measurement period	1,440	Medical only

Part-time Employee

An employee placed in a regular part-time position, scheduled to work 30 to 37.5 hours per week during their lookback period may be eligible for most benefits relative to their hourly or salary status and subject to plan documents.

An employee scheduled to work less than 20 hours a week year-round (or less than the equivalent of 1040 hours a year) will not be eligible for benefits.

Temporary/On-Call Employee

An employee placed in a temporary or on-call position to temporarily replace a full-time or part-time employee **will not** be eligible for benefits. However, full-time, temporary employees hired on a one-year basis or longer are eligible for medical insurance, dental insurance, vision discount plan, vacation and sick time (which will not accrue beyond one-year allotments), and holiday pay.

Employee Classifications

EXEMPT (Administrative)

Salaried employees are exempt from the requirements of the Fair Labor Standards Act and are not eligible for overtime pay.

NONEXEMPT (Staff)

Hourly employees are not exempt from the requirements of the Fair Labor Standards Act and must be paid time and one half for any hours actually worked over 40 hours in a regularly recurring workweek (seven consecutive 24-hour periods).

Standard of Conduct

This policy establishes general standards of conduct that protect the interests and safety of all students, employees, and guests of the College. At all times, employees are to exemplify personal integrity, honesty, respect, and self-control with their actions. The conduct of employees has a direct bearing on their immediate work environment, the College Community and the general public opinion of the College. Therefore, it is imperative that employees conduct themselves in a manner that will withstand the sharpest scrutiny. This will require employees to exercise a high degree of personal responsibility and sound judgment. Employees are expected to respect the rights of others and conduct themselves in a professional and businesslike manner at all times.

Employees are responsible for their own conduct. Acts of willful unethical or illegal actions by an employee will not be tolerated. Instances of unacceptable conduct or unsatisfactory performance including, but not limited to fraudulent or egregious acts, neglect of duty, illegal or immoral conduct on or off the College premises which would bring unfavorable attention to the College, personal conduct that negatively affects the work environment, or serious violations of any College policy or procedure are grounds for discipline up to and including termination. In accepting employment at Elizabethtown College all employees will be held by these standards.

Examples of behavior that would violate Elizabethtown College's Standards of Conduct Policy, which are grounds for immediate termination include, but are not limited to, the following:

1. Threatening or committing acts of violence, stalking, or intimidation.
2. Concealing, falsifying, altering, misusing, destroying, or removing records. This includes paper and electronic records.
3. Theft of property of the College or other's property.
4. Willful damage, abuse, or destruction of College property or the property of others.
5. Direct or indirect use or misuse of College resources for unofficial or illegal purposes. Such resources include, but are not limited to, College funds and facilities, mail services, supplies, equipment, as well as College computers, networks, email, voice mail and all or other communication resources, credit cards and purchasing authority.
6. Unauthorized possession, sale, or use of intoxicating beverages or drugs on College property, and/or reporting for work under the influence of intoxicating beverages or drugs, or other violations of the College's Drug-free Workplace Policy.

Violations of Conduct Policy

Individuals wishing to report violations or suspected violations may do so using one of the following methods:

- Via telephone to the Director of Human Resources
- Via telephone to the Elizabethtown College hotline at 855.696.1899
- Via email to hr@etown.edu

Any individual who in good faith reports a violation or suspected violation will not be subjected to retaliation, adverse employment or academic or educational consequence.

Employees who make reports not based on credible or concrete information and intended to harm an individual's

reputation or standing may be subject to discipline up to and including termination. Actions taken by the College in response to any reported misconduct under this section will be in line with the College's Whistleblower policy.

ECTipline Policy

The [ECTipline](#) is a confidential, safe and secure process for students and employees to report suspected instances of illegal, noncompliant or improper conduct. Reports may be submitted anonymously via the website, by phone or by letter 24/7. Note, this is not a general complaint tipline, it is for violations outside of current normal reporting procedures. More information about this policy can be found by visiting the [ECTipline](#).

Our Commitment to Inclusive Excellence and Diversity

Embracing Inclusive Excellence

[Inclusive excellence \(IE\)](#) is the recognition that an institution's success is dependent on how well it values, engages, and includes the rich diversity of students, staff, faculty, administrators, and alumni constituents. It is a comprehensive approach that requires a fundamental transformation of the institution by infusing IE in every effort, aspect and level of the college.

Diversity Plan Principles

We strive to ensure that the members of the community are diverse in race, ethnicity, sexual orientation, socioeconomic status, religion, ability, gender, gender identity and expression, age, and national origin. We also seek to provide our community members, especially our students, with educational opportunities, programs, and services that are multicultural in content and expressive of a diverse life of experiences and worldviews that underrepresented groups bring to the learning environment. The College's affirmation to these [Diversity Plan Principles](#) upholds their commitment to maintaining and growing a diverse community of education.

Equal Opportunity/Affirmative Action

The College is committed to ensuring equal opportunity in all employment decisions, policies, and practices, and in educational programs and activities. In keeping with the historical values of Elizabethtown College, the College endeavors to treat all employees with dignity, justice, and fairness.

Elizabethtown College does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, age, disability, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression or any other categories protected by Federal, state or local laws. This commitment applies to all terms, conditions and privileges of employment as well as in the administration of its educational policies, scholarship and loan programs, and athletic or other College administered programs.

The College's Equal Opportunity/Affirmative Action statement is placed on all employment advertisements. Human Resources will serve in an advisory capacity for hiring purposes and will assist selection committees to identify these sources and ensure affirmative action objectives are met.

The Director of Human Resources serves as the College's Affirmative Action Officer (AAO) and has the responsibility to develop and monitor affirmative action and other equal employment opportunity programs. Management at every level including vice presidents, deans, directors, chairs, and supervisors must share in the responsibility for promoting affirmative action and equal employment opportunity to ensure that compliance is achieved.

Title IX

Elizabethtown College is committed to providing an educational and work environment in which all members of the campus community are able to participate without being subjected to discrimination on the basis of sex, sexual orientation, gender identity, or gender expression. Where the College learns that any such discrimination occurs, the College is committed to remedying the discrimination and its effects. Visit the College's [Title IX Sexual Harassment Policy](#) for more information and resources around the College's compliance with Title IX.

Americans with Disabilities Act (ADA)

Elizabethtown College is dedicated to providing reasonable accommodations to ensure equal access to employment and advancement opportunities for individuals with disabilities. In some cases, it may be necessary to request verification of disability from an appropriately credentialed health care professional in order to determine an appropriate accommodation. Some College positions may contain specific requirements that will be reviewed on a case-by-case basis to determine whether an otherwise qualified individual with a disability can perform the essential functions of the position.

Procedures

The Assistant Director of Human Resources is responsible for the coordination of requests from individuals with qualifying disabilities as defined by Section 504 of the Rehabilitation Act and Section 202 of the Americans With Disabilities Act.

The Assistant Director of Human Resources serves as the Employee ADA Coordinator (hereafter referred to as the ADA Coordinator) and is responsible for overseeing compliance with federal regulations. The Assistant Director of Human Resources also provides consultation relative to complaints of disability discrimination or noncompliance.

Definition: Individuals with Disabilities

The ADA broadly defines a covered disability in three different ways in terms almost identical to current federal law under the Rehabilitation Act. Specifically, an individual has a covered disability if the individual:

- "has a physical or mental impairment that substantially limits one or more major life activities of such individual"; or
- "has a record of such an impairment"; or
- "[is] regarded as having such an impairment."

Identification: Individuals with Qualifying Disabilities

The College is committed to a reasonable approach in the identification of individuals with qualifying disabilities. Individuals requesting an accommodation may self-identify as having a disability at the time of hire or at any time during their employment.

Information provided at any time to the Human Resources Office is maintained in a confidential database. Medical records are always maintained in a file separate from the employee's personnel file.

Supervisors may request information pertaining to the inclusion and eligibility of an individual with a qualifying disability, or appropriate accommodations in the job by contacting the Assistant Director of Human Resources. Information regarding a disability will be released only on a need-to-know basis unless the employee signs a release of information form.

Documentation: Disabilities

A qualified individual with a disability may be requested, on a case-by-case basis, to provide documentation of the disability in order to receive necessary employment modification and/or reasonable accommodation. Documentation must substantiate limitation(s) to major life activity. Documentation of a qualifying disability may include, but not be limited to, a diagnosis by a qualified health care professional, a prognosis of the condition, the functional limitations imposed by a disability and recommendations for accommodations to enable the otherwise qualified employee to perform the essential functions of employment.

Employment Adjustments

The College will provide "reasonable accommodations" to applicants or employees with qualifying disabilities unless doing so creates an "undue hardship" for the College.

Determination and Provision of Reasonable Accommodations

The process of requesting a reasonable accommodation begins when an individual informs a supervisor, other College official or the ADA Coordinator of the need for an adjustment or change at work for a reason related to a qualified disabling condition. The employer is entitled to know that the employee has a qualifying disability for which a reasonable

accommodation is needed. A qualified health care professional may be asked, on a case-by-case basis, to provide documentation with regard to physical or psychiatric disabilities.

When an employee requests an accommodation, the supervisor or other College official will contact the ADA Coordinator for consultation. After assessment and consultation with the supervisor, the ADA Coordinator will determine the appropriateness of the recommended accommodation.

The ADA Coordinator will then make a recommendation to the supervisor and other appropriate College officials in the department in which the employee is employed. The department official or other appointing authority will be responsible for implementing the approved accommodation as speedily as possible but not longer than 30 days unless extenuating circumstances prevail. Any delay in the provision of a reasonable accommodation will be explained to the Human Resources Office, which retains authority to authorize any extension of time for implementing the accommodation.

The ADA Coordinator will monitor the implementation of the accommodation for the first 30 days of its execution. If additional modifications are not required, the ADA Coordinator will put the file in an inactive status.

Requests for reconsideration of a reasonable accommodation decision can be made directly to the Human Resources Office. The College will be responsible for ensuring that the accommodation provided is an effective accommodation.

Complaint Procedures

Appeals of a reasonable accommodation decision made by the ADA Coordinator will be made to the Director of Human Resources, or to the Senior Vice President for Administration & Finance.

All allegations of discrimination that have their basis in the decisions of the ADA Coordinator shall be investigated in line with the College's Whistleblower policy.

Behavioral Policies

Policy Against Discrimination, Harassment and Bullying

In keeping with the historical values of Elizabethtown College, the College endeavors to treat all employees with dignity, justice, and fairness. Elizabethtown College does not tolerate discrimination or harassment of any kind or bullying against any member of the Elizabethtown College community. The College is committed to the existence of a respectful, safe, and healthy work and learning environment and will ensure that Federal and state laws, as well as College regulations prohibiting violence and discrimination, are fully enforced.

This policy is to be implemented throughout the College and is the responsibility of all departments and personnel, supervisory and non-supervisory. Failure to abide by this policy may result in disciplinary action, up to and including immediate termination of employment. Further, threatening, violent, discriminatory, or harassing conduct is subject to expulsion from or termination of employment from the College, or possible civil or criminal prosecution. **Please visit [The Policy Against Discrimination, Harassment and Bullying](#) for more information and details of the College's procedures regarding this policy.**

Non-Discrimination

Elizabethtown College does not discriminate on the basis of an individual's race, color, religion, age, disability, national or ethnic origin, disability, genetics, protected veteran status, sexual orientation, gender identity and expression, sexual orientation, possession of a general education development certificate as compared to a high school diploma, political ideology, pregnancy, citizenship or any other categories protected by Federal, state or local laws. Discrimination or harassment of any kind is strictly forbidden.

Anti-Harassment

It is the College's policy that any type of harassment will not be tolerated. Harassment is defined as any behavior - verbal or physical - which creates an intimidating, hostile or offensive work, learning, or living environment, particularly if

questionable behavior is repeated and/or if it continues after the offending party is informed of the objectionable and/or inappropriate nature of the behavior.

Harassing conduct includes, but is not limited to, sexual harassment, epithets, slurs or negative stereotyping, threatening, intimidating or hostile acts, denigrating jokes and display or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of a person's academic or employment status;
- Submission to or rejection of such conduct by an individual is used as the basis for employment and academic decisions affecting such individual, or
- Such behavior has the purpose or effect of substantially interfering with the individual's academic or work performance or creating an intimidating, hostile or offensive classroom or working or academic environment.

Bullying

The College is committed to the elimination of all forms of bullying and will ensure that procedures exist to allow complaints of bullying to be dealt with and resolved without limiting any person's entitlement to pursue resolution of their complaint within the relevant statutory authority.

Reporting Procedures

Any employee who believes they are being subjected to discrimination, harassment (sexual or other discriminatory harassment) or bullying shall report the situation to his/her supervisor or the Director of Human Resources. A complaint should be made in writing whenever possible, including as much information as possible, such as details of the alleged incident, dates, names of those involved in the harassment, any physical evidence that may exist, and the names of any individuals who may have observed or witnessed the conduct.

Any employee who witnesses, receives a complaint, or otherwise learns of conduct that is in violation of the policies related to discrimination, harassment, or bullying is required to refer the matter to their supervisor or the Director of Human Resources. Any incident or complaint involving a student should be reported to the Dean of Students.

The College will act timely and appropriately upon any information that it obtains which indicates that any violation of this policy has taken place. Prompt and appropriate action will be taken pending an investigation to ensure that any prohibited conduct that might exist does not continue.

Recommended disciplinary action will be determined on a case-by-case basis and will be determined by the frequency and severity of the violation. An employee found to have violated the College's policies against discrimination, harassment, and bullying may be subject to disciplinary action up to and including termination or release. **Please visit [The Policy Against Discrimination, Harassment and Bullying](#) for details surrounding the resolution process.**

Retaliation	Confidentiality
<p>The College will not retaliate, nor will it tolerate retaliation, against any employee or student who, in good faith, reports or makes a complaint of discrimination, harassment, or bullying in the workplace or classroom, or who participates in an investigation into the same. Following the resolution of any complaint, the employee or student should continue to keep the College informed if the harassment persists.</p> <p>No individual will be subject to disciplinary action for submitting a good faith report of a policy violation. However, any claims of prohibited conduct that are found to be deliberately false will be investigated and the complainant may be subject to disciplinary action. Anyone who believes that she/he has been the subject of a false allegation may meet with his/her supervisor or the Director of Human Resources to discuss the allegations.</p>	<p>The College shall maintain confidentiality to the extent possible within the requirements of conducting reasonable and thorough investigations. In that regard, only those who have a need to know will be told the identity of the parties to a complaint. In certain circumstances, however, the investigation may disclose the identity of those individuals who claim to have been harassed and/or others involved.</p> <p>In some instances, a reporting party may ask to take no action or to defer action until a later date in order to maintain anonymity. In these instances, the College reserves the right to limited disclosure and to take appropriate action in order to complete its investigation and to ensure the safety and well-being of other members of the College community.</p>

Workplace Violence Policy

Elizabethtown College is concerned and committed to the safety, security, and general well-being of its employees, students, and visitors to the campus. The College will not tolerate any type of violence in the workplace and will make every effort to prevent violent incidents from taking place. Threats, verbal or physical, threatening behavior, acts of violence, or any related conduct while on the College's premises or while conducting official business for the College are strictly prohibited.

The College will respond promptly and decisively to violence, threatening behavior, and harassment on campus. Any act of misconduct will be investigated and appropriate action taken, which may include disciplinary action, termination of employment, arrest, and prosecution. Violence in the workplace may appear in different forms and can include direct or indirect threatening, verbal and physical assaults, domestic disputes, sabotage, or behavior that disrupts and creates a hostile or threatening work environment. Unauthorized possession or use of firearms, or other dangerous weapons is prohibited. Dangerous weapons are any item used or could be used with the intent to cause harm, threaten, or intimidate.

Reporting Procedures

Employees who either experience or observe an act of violence or threat of violence must immediately call 911. Do not place yourself in peril.

In instances in which Campus Security is made aware of violence, threatening or harassing behavior, they will notify the police department when appropriate for incidents of workplace violence involving firearms, bodily harm, and domestic disputes.

Investigation of reported incidents of workplace violence shall be conducted by Campus Security in conjunction with the Director of Human Resources. The investigation shall be conducted on a timely, priority basis, following emergency medical care if needed. Each incident will be evaluated, and an appropriate remedy will be provided based on the nature of the offense, duration, totality of circumstance and past offenses.

Whistleblower Policy

Elizabethtown College is committed to the highest standards of lawful and ethical behavior. This policy is created to enable members of the College community (students, employees, Board members, and others) to report concerns about possible misconduct, with the reassurance they will be protected from any retaliation for acting in good faith. Review the details of this policy [here](#).

Conflict of Interest Policy

Employees are required to act on behalf of the College and in support of its mission and are required to avoid any actual or perceived conflict of interest. In their capacity as employees, they are expected to hold the interests of the College paramount. A conflict of interest arises when an employee is in a position to make or influence a decision that leads to personal financial gain for the employee or the employee's immediate family or associates. An apparent conflict of interest arises when an employee is in a position to influence the College's decisions in ways that could lead to personal financial gain or other advantage for the employee or the employee's immediate family or associates.

Employees are expected to disclose potential conflicts of interest. They should identify in writing any such conflicts to the Director of Human Resources as soon as the conflict is or should reasonably be known to exist and prior to engaging in the activity that poses the potential conflict. If a conflict of interest is found to exist involving an employee, the employee is required to avoid the potential conflict and/or excuse themselves from participation in decisions on behalf of the College that affect the employee's personal interests.

Policy Prohibiting Consensual Relationships with Students

Dating, romantic, or sexual relations between College employees (faculty, staff, and administrators) and students, even if consensual, can negatively affect the educational environment for students, and are therefore not permitted. Members of the faculty and staff are expected to maintain professional relations with all students, act in accordance with standards of professional conduct and avoid conflicts and perceived conflicts of interest, favoritism, bias, or creation of a hostile environment for students.

The College's [Policy Prohibiting Consensual Relationships with Students](#) prohibits consensual romantic and/or sexual relationships between employees (faculty, staff, or administrators) and students. An employee found to be engaged in a romantic and/or sexual relationship with a student will be subject to disciplinary action up to and including discharge or release.

An employee may eliminate exposure to possible disciplinary action and potential legal liability by not entering into a romantic and/or sexual relationship with a student, by terminating the relationship, or by exploring other remedies with the appropriate Dean or College official. If necessary, the College may take action to discharge at any time the supervisory or educational relationship between an employee and a student who are in a romantic and/or sexual relationship, pending resolution of any violation of this policy.

Employees who are married to or are a domestic partner of a student (as defined under the Domestic Partnership Benefits) are exempt from this policy. In situations where such a pre-existing relationship exists, the individual with the supervisory, teaching, advisory or evaluative position over the student must inform his/her supervisor, Chair, Dean, or the Director of Human Resources of the conflict of interest immediately. Necessary steps will be taken to resolve the conflict and eliminate any appearance of favoritism or advantage and/or inconsistencies with any other College policies.

Hiring Process and Procedures

The College's [Hiring Process and Procedures](#) is designed to assist departments in hiring the most qualified and effective candidates and provides comprehensive guidelines on filling a vacancy, requesting a new position, and reviewing changes to employees' positions.

Background Checks

It is the policy of Elizabethtown College to conduct a background check on all individuals beginning their employment with the College. The background search may include criminal history, education credentials, driving records, child-abuse checks and history, and credit history. All background checks will be coordinated through Human Resources and in accordance with the Federal Credit Reporting Act (FCRA).

New employees will be asked to sign a form authorizing the College to conduct the background check. Results will be kept confidential and will not be disclosed except to the extent necessary to administer and enforce this policy or pursuant to appropriate legal action. Continued employment with the College is contingent upon acceptable results as determined by the College.

Motor Vehicle Record Check

Employees who are required to drive College vehicles as part of their job must have their Motor Vehicle Record (MVR) checked. The employee will be required to complete a Motor Vehicle Records (MVR) Check Release Form authorizing the College to run their MVR. The MVR must pass the College's MVR Rating System in order to be approved to drive College vehicles. Visit the [Mobile Equipment Policy](#) for more information and to view this policy in its entirety.

Employee Processes and Policies

Performance Appraisals

All staff and administrative employees should undergo a formal [Employee Performance Appraisal Process](#) at least once a year. At a conference between the employee and the supervisor, the supervisor will evaluate the employee on job expectations and identify areas where the employee is or is not meeting those expectations. Goals are formulated with the employee to guide his or her job performance. Staff/Admin Performance appraisal forms and instructions as well as goal sheets can be found [here](#).

Completed appraisals are maintained in the employee's personnel file within Human Resources. Supervisors will be asked to complete an introductory evaluation on a new employee's performance no later than by the end of the employee's introductory period, as described in Employee Status of this Handbook.

The supervisor should immediately schedule a conference with the employee concerning any unsatisfactory work performance. A written Performance Improvement Plan (PIP) outlining the areas for improvement and a defined timeline will be given to the employee.

Review of Personnel Files

Except where required by law, information contained in an employee's personnel file will not be released to external sources unless clear, written permission to release specific information is obtained by the employee. An employee may be permitted to review certain information contained in their personnel file and to take notes on this information. Employees may not add or remove documents from their file or take pictures of the documents contained therein. If an employee wishes to review sections of his/her personnel file, please contact [Human Resources](#) to schedule a mutually convenient time to view the file with supervision.

Resignation Policy

All administrative employees are expected to give four weeks' notice and all staff employees are expected to give at least two weeks' notice if they are resigning their position. However whenever possible, more advance notice is preferable. **All resignations must be submitted in writing** to the employee's immediate supervisor and to Human Resources whenever an employee ends their employment with the College. An employee's last day will be considered the last physical day worked – not sick, vacation or holiday days to extend the termination period.

Employees resigning from the College with the required notice and returning all College property are considered in good standing and if they have at least one year of service to the College, shall receive their accrued unused vacation within their last pay, pending no outstanding charges. It is also the policy of the College to deduct payment for any vacation or sick hours taken but not earned upon termination of employment. The College does not pay unused sick leave or personal time to employees upon employment termination.

Employees will be required to return all keys, uniforms, ID card, laptop, cell phone, or other items belonging to the College, and employee handbooks prior to their departure from the College. If these items are not returned, the employee may be charged for the unreturned College property within legal limits.

Exit Interviews

Upon an employee's departure from the College, Human Resources should contact the employee prior to their last day to discuss any benefit transition information, outstanding College charges and other matters relevant to their separation.

Employees will also be extended the option to hold a more formal exit interview with the Director of Human Resources. In this interview, employees will have an opportunity to discuss any matters of concern while they were employed with the College.

Disciplinary Action and Termination Policy

According to the Pennsylvania Employment At Will Doctrine, administrative and staff employees are employed on an "At Will" basis (unless the employee is working under a defined contract). This means that the employee or the College can terminate the employment relationship at any time, for any or no reason, with or without notice (this includes during introductory probationary periods).

The following actions are unacceptable and considered grounds for disciplinary action. This list is not comprehensive or exhaustive; rather, it is meant merely as an example of the types of conduct that the College does not tolerate. These actions include, but are not limited to:

- Engaging in acts of discrimination or harassment in the workplace
- Possessing, distributing or being under the influence of illicit controlled substances
- Being under the influence of a controlled substance or alcohol at work, on College premises, or while engaged in College business
- Unauthorized use of College property, equipment, devices, or assets
- Damage, destruction, or theft of College property, equipment, devices, or assets
- Removing College property without prior authorization or disseminating College information without authorization
- Falsification, misrepresentation, or omission of information, documents, or records
- Dishonesty, including, but not limited to, false representation, lying, theft, stealing, fraud, embezzlement, or any other illegal act, as well as knowingly condoning dishonest acts by others
- Insubordination or refusal to comply with directives
- Failing to adequately perform job responsibilities
- Failure to communicate and/or work well with others
- Excessive or unexcused absenteeism or tardiness
- Disclosing confidential or proprietary College information without permission
- Illegal or violent activity
- Falsifying injury reports or reasons for leave
- Possessing unauthorized weapons on College property, in a College vehicle, or on a job site
- Disregard for safety and security procedures
- The use of threatening, profane, insulting, or abusive language, bullying of others, or engaging in any immoral or indecent conduct
- Violation of any applicable governmental law or regulation which jeopardizes the operations of the College
- Any other action or conduct that is inconsistent with College practices, policies standards, or expectations

This list exhibits the types of actions or events that are subject to disciplinary action. The College reserves the right to determine the severity and extent of any disciplinary action based on the circumstance.

Disciplinary action may take place in one or more of the following forms: verbal or written warning, letter of reprimand (with or without probation), withholding salary increases, demotion, performance improvement plan, suspension, or up to and including immediate discharge.

For matters of unsatisfactory work performance, the supervisor and the employee should meet to discuss the problem(s) and a written plan for performance improvement must be implemented. The supervisor may decide to place the

employee on probation for a period of time, within which the supervisor and the employee should meet again to discuss the employee's progress. The supervisor may consider it necessary to monitor the employee's performance over a period of time sufficient to evaluate if the employee's performance is acceptable. If no improvement in performance can be identified, the supervisor may decide to extend the probationary period, provide the employee with a letter of reprimand or final warning, or terminate the employee.

The College reserves the right to bypass one or more steps of the discipline process for unsatisfactory work performance at its sole discretion.

Immediate Discharge

An employee may be immediately terminated from employment without prior warnings for serious offenses such as insubordination, assault or fighting, theft, willful destruction of College property, and including, but not limited to, deliberate or serious violation of a College rule, policy, or procedure.

Should a terminated employee wish to appeal their termination, the appeal should be in writing and submitted within two weeks from the employee's termination date to their respective Vice President or Dean. This process is applicable only to situations of immediate termination.

Nepotism

Elizabethtown College seeks to employ faculty, staff, and administrators who can best achieve its mission and does not prohibit members of the same family from being employed at the College. At the same time, we recognize the sensitive nature of having family members employed by the same employer. Careful measures are taken to avoid situations where the possibility of favoritism or conflicts of interest might exist. Individuals will not be employed in a situation where a relative can directly influence another relative's career, pay, or employment status. For the purpose of this policy, "members of the same family" is defined as a spouse, partner or significant other, parent/step-parent, child/step child, grandparent, brother/brother-in-law, sister/sister-in-law, uncle, aunt, nephew, niece, first cousin, in-laws (father, mother, son, daughter), or roommate.

Confidentiality

The College often gathers information relative to applicants, students and employees during the course of business. Employees are prohibited from sharing confidential information to other employees or students except for those employees who would otherwise have a *legitimate need-to-know* such information. Employees may be asked to sign a confidentiality statement pertaining to their work area and the disclosure of confidential information.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of students' education records. All employees may have access to student records which contain individually identifiable information, the disclosure of which is prohibited by FERPA. The willful or intentional disclosure of this information to any unauthorized person could subject employees to criminal and civil penalties imposed by the law; it also violates the College's policy and will result in disciplinary action, up to and including termination. Visit [Registration and Records](#) for more information regarding the College's guidelines and compliance with FERPA. A copy of the guidelines for compliance with FERPA is available in the Registration & Records office.

Intellectual Property Policy and Procedures

College works which are created by an employee may either be patentable or copyrightable (except those created outside of regular work hours and not using college resources) and are owned by the College.

Ownership of Sponsored Works (sponsored by external grants/contracts or by the College) will be determined by the applicable terms of the funding agreement.

Once an employee has developed what they believe to be patentable subject matter, employee must prepare an invention disclosure form, found on the [Research and Programs Forms](#) site, and arrange to meet with the Executive Director of the Office of Sponsored Research and Programs to discuss the invention.

For a period of 90 (ninety) days following the meeting, the College shall have the right, but not duty, to determine if the College will collaborate with the employee in securing intellectual property protection. If the College fails to exercise this right within the 90-day period, all rights are retained by the employee and any right the College may have had are extinguished.

If the employee and College determine that they wish to protect the patentable intellectual property, the College will pay the fees and expenses associated with such patenting and the inventor(s) will be required to assign the invention to the College.

Any payments to the College received from assignment or licensing of the invention will be handled as follows:

- Any revenue derived from the property will be used to reimburse the College's expenses used to obtain (and maintain) the protection.
- Once these expenses have been paid in full then any remaining money from the initial payment and later received payments will be divided evenly (50/50) between the College and the employee(s) (unless other terms have been agreed upon in advance).
- Unless other terms have been agreed upon in advance, of the 50% of the net revenue that will be retained by the College, 75% of that money will go directly to the College (unrestricted annual fund) and the remaining 25% would go to the employee's academic or administrative department(s) to support research, teaching and/or programmatic budgets.

Alcohol and Drug-Free Workplace

As required by the Federal Drug-Free Workplace Act, Elizabethtown College is obligated to provide a drug-free, safe, healthful, and secure workplace for employees. In turn, our employees are expected to arrive for work in proper mental and physical condition. The College has a zero-tolerance policy for disruptive behavior, unsafe behavior or conditions, reporting to work not fit for duty, or unsatisfactory work performance resulting from alcohol or drug use. Violations of this policy will result in disciplinary action, up to and including immediate discharge and/or referral for prosecution or other legal consequences.

The College prohibits the unlawful sale, manufacture, distribution, use, dispensation, or possession of a controlled substance on college property or while conducting college business off of the premises.

All employees, as a condition of employment, must comply with this policy and must also report any criminal drug or alcohol conviction to the Human Resources Office within 5 days after the conviction. This includes any drug or alcohol violation occurring on or off college premises while conducting college business. An employee violating this policy or convicted of a criminal drug offense occurring in the workplace is subjected to appropriate personnel action, up to and including discharge, and/or satisfactory participation in a drug rehabilitation program.

The College recognizes drug and alcohol abuse not only as a likely health, safety, and security problem, but as an illness and major health problem. Therefore, any employee having a drug and/or alcohol dependency is encouraged to seek help. Such employees will be required to participate in a rehabilitation program approved for such purposes by a federal, state, or local agency. Any employee seeking such help will not receive any type of reprimand, nor will it be recorded in the employee's personnel record, as long as such employee seeks help before being disciplined for violation of this policy.

Information regarding drug or alcohol treatment is linked below. In addition, the College's EAP providers and/or health insurance carriers are also sources for treatment information. Visit the [HR and Benefit Forms](#) section of the Human Resources website for provider information. For additional information you are also welcome to contact [PA Drug and Alcohol Services](#).

Smoke-Free Workplace

Elizabethtown College is dedicated to providing a healthy, comfortable and productive work environment for employees. The campus is a smoke-free workplace. Smoking and the use of tobacco (including smokeless tobacco), vaping, e-cigarettes, cigars, or any other nicotine, tobacco, or smoking alternative in any form is prohibited in all facilities of Elizabethtown College at all locations, including College owned or rented vehicles. Additionally, the Baugher Student Center terrace areas, all athletic venues and outdoor classrooms are smoke free zones. This policy applies to all employees, clients, contractors, and visitors. Smoking shall be permitted during work breaks only at a reasonable distance (20 feet or more) outside any enclosed area or building entrance so as to ensure that secondhand smoke does not enter

the area through entrances, windows, ventilation systems, or any other means. Smokers must dispose of cigarette butts in appropriate receptacles rather than littering.

Employees who smoke and would like to take this opportunity to quit are encouraged to participate in the cessation programs offered through our [Employee Wellness Team](#) and health insurance carrier. Concerns regarding this policy should be directed to Human Resources.

Absenteeism

Upon accepting employment with the College, an employee has the responsibility of being on duty at the proper time every day to perform his/her job. Employees who find it necessary to be absent are required to notify their immediate supervisor prior to the employee's scheduled work time wherever possible. If employees are absent from work for three consecutive days without calling their supervisor, it will be treated as job abandonment and a voluntary resignation.

**In addition to the above, some departments may have department-specific Absenteeism practices*.*

Safety and Security

Employees of Elizabethtown College are required to follow all safety and security policies established by the College. Campus Security is entrusted with the responsibility of providing protection for all members of the campus community. This is accomplished through the department's law enforcement and security protection programs. Please visit the [Campus Security](#) website for all safety and security information from safety tips to services and regulations.

Lactation Policy

Elizabethtown College understands the importance of a parent's desire to breastfeed their baby after returning to the work environment. Because not all parents have a private office to use for lactation needs, the College will make arrangements to accommodate parents at work with a private, locked room for these purposes. Refrigeration accommodations will also be made. Parents are reminded that the storage and safekeeping of their supplies and expressed milk are their responsibility. Please contact [Human Resources](#) for arrangements regarding this policy.

Loss Prevention Policy

Elizabethtown College acknowledges and accepts its responsibility to provide a safe, secure, and healthful working environment for its employees. The College further embraces "zero losses" as the only acceptable performance standard, thereby requiring the proactive effort and support of every person within the organization, constant effort and improvement, effective training and supervision of personnel and continual review of all facilities and processes.

Specifically, it is the policy of Elizabethtown College to:

- Comply with the requirements of federal, state, and local regulations as they pertain to safe, secure, and healthful working conditions.
- Develop, adopt, and enforce adequate safety, security, and health standards or policies for all operations.
- Incorporate loss prevention into the design of all buildings, equipment, and processes.
- Provide exposed personnel with appropriate personal protective equipment and require its use when hazards cannot be engineered from a process.
- Develop orientation and training programs to teach employees safe, quality-focused working habits.
- Maintain in every person a thorough awareness of loss prevention habits and techniques through a comprehensive program approach.
- Encourage every employee to actively participate in the loss prevention program and to take an active interest in his/her own safety and welfare by developing good habits and reporting unsafe or hazardous working conditions.

Compensation Policy

The College's pay practices are designed to provide a competitive pay structure based on salaries and hourly rates of like positions at comparative institutions and/or the local job market. Annual increases are considered based on enrollment and performance at any time throughout the year. All salaried employees working less than 12 months will be paid over a 12-month period from July 1 through June 30.

Break in Service Policy

A break in service shall occur when an employee is no longer employed by the College. Employees who are rehired within twelve months of the separation shall retain all vacation, retirement, and sick leave benefits at the level prior to the initial separation.

Change in Employment

Employees whose status changes from part-time to full-time shall gain the additional benefits associated with full-time employment based on exemption status (exempt or non-exempt).

Employees whose status changes from full-time to part-time shall forfeit the benefits associated with full-time employment and receive benefits associated with part-time employment and annual hours. Unused accrued vacation time will be paid out prior to changing to a part-time status, excluding twelve (12) months- worth of part-time vacation accrual.

Address/Name Change

If an employee's address or name changes, they must complete a [Change of Address](#) form, new [W4](#) and [Certificate Residence](#) form and submit them to Payroll within thirty (30) days. For a name change, the employee must complete these [payroll forms](#) .

Liability

Employees fall under the College's Commercial/Professional Liability insurance while acting within the scope of their position responsibilities.

Dress Code

The College relies on the good judgment of its employees to dress in good taste in a manner fitting and proper for the performance of the employee's work duties. The College recognizes that appropriate dress is a function of the type of work performed by the employee. For example, the dress standards for employees working with the public or in view of the public may be more stringent than those standards applied to employees not working with the public. In some departments employees may be required to wear uniforms for identification or sanitation purposes. Employees are to dress consistent with the standards adopted by the department head.

Computer/IT Usage Policy

All users of Elizabethtown Information Technology (IT)--students, faculty, administrators, and staff--are to understand and acknowledge that they have access to valuable College resources, to sensitive data and to external networks. Consequently, it is important for all Elizabethtown College IT users to behave in a responsible, ethical, and legal manner consistent with the spirit of the College's pledge of integrity as well as state and federal laws.

The College reserves the right to access/disclose information on an employee's computer or College computer-system. Electronic mail and other information and computer-systems of the College are not to be used in a way that may be disruptive, offensive to others, harmful to morale, or a breach of confidentiality. There is to be no display or transmission of anything that may be construed as harassment or disparagement of others or the Institution at large.

For detailed information on this, please review the College's [Acceptable Use Policy](#) found on the ITS website.

Weapons on the College campus

The College prohibits the possession or use of weapons, contraband, explosives, fireworks or any other weapons in or on College-owned property. The exception to this policy is law enforcement and security personnel in the performance of their duties. For additional information about safety and security, visit [Campus Security](#).

Pet/Animal Policy

Pets are prohibited from all buildings and events on campus, with the exception of certified service animals. (The College's Student Handbook outlines the restrictions of pets within residential facilities.)

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), Elizabethtown College seeks to accommodate persons with disabilities requiring the assistance of a qualified service animal. We encourage individuals with service animals to share this information with the Office of Disability Services. ([See full Elizabethtown College Policy Regarding Animals on Campus for Disability-Related Needs](#)).

Policy Regarding Minors on Campus

Elizabethtown College is committed to protecting the health and well-being of minors on campus at all times. [The Policy Regarding Minors on Campus](#) is intended to protect minors from child abuse (including physical abuse, neglect, or sexual abuse) while on Elizabethtown College campus and establishes guidelines and procedures to prevent, report, investigate, and respond to suspected instances of abuse, neglect, or sexual abuse involving a minor. Additionally, visit the Minors on Campus section of the [Human Resources](#) website for additional guidelines, rules of conduct and reporting and investigation measures.

This College-wide policy applies to College-sponsored activities involving minors and programs for minors sponsored by non-College organizations that use College facilities. Also, this policy applies to employees, students, volunteers, and contractors when interacting with minors during such programs and activities. This policy does not apply to general public events in College facilities where parents or guardians are invited and expected to provide appropriate supervision of minors.

All Programs, where parents or legal guardians are not expected to participate, require other adults to supervise minors. When supervision of minors is provided by adults, not the parents or legal guardians, these adults must be Authorized Adults; that is, authorized, pursuant to the provisions of this policy, to supervise and/or have other Direct Contact with the minors participating in the Program

No student, College employee, parent or legal guardian, independent contractor or other volunteer shall serve as an Authorized Adult in any Program, unless and until the Policy requirements for Authorized Individuals have been met including self-disclosure, background check, and training.

Feel free to view the [Minors on Campus Policy](#) in its entirety, guidelines, rules of conduct and reporting and investigation measures online,

Employee Benefits

All benefits are subject to the individual plan documents and may be changed at any time by Elizabethtown College

Please visit the [Benefits](#) section of the Human Resources website to access resources, forms and benefits information. Before reviewing the Employee Benefits section of this handbook, please refer to eligibility based on your [Employee Status](#).

Open Enrollment

During the annual Open Enrollment window, normally in early November, all employees should complete their benefit elections and enrollment for the upcoming plan year. Benefit plan year runs from January 1 through December 31 of each year. Access to Open Enrollment instructions, benefit selections and plans can be found on the [Benefits](#) section of the Human Resources website.

HIPAA Notice of Privacy Practices

It is the policy of the Plan (also known as the "covered entity" under the HIPAA privacy rule) to maintain and protect the privacy of the protected health information (PHI) of its Plan participants and to give its participants specific rights with respect to their PHI. Employees can view the [HIPAA Privacy Policy](#) to learn more about how the college protects privacy.

Employee Retirement Income Security Act of 1974

The Employee Retirement Income Security Act of 1974 (ERISA) requires that the employer inform all employees of the most important facts they need to know about their fringe benefits. Reports giving detailed financial information must also be filed annually. Summaries of this information will be made available to you at no charge. All plan documents are available for examination by contacting Human Resources here: <https://www.etown.edu/offices/human-resources/staff.aspx>

Retirement

The College does not have a mandatory retirement age; however, it has set the following guidelines for determining when an employee who leaves the College is considered retired.

- Employees leaving the College on good terms with 20+ years of service.
- Employees aged 60 and above leaving the College on good terms.

Employees who are considered retired from the College and have served at least ten years will receive a gift from the College in recognition of their service. The retirees will also be invited to attend an annual retiree reception. Faculty members who retire from the College are eligible to be nominated for *emeritus* status.

Domestic Partnership Benefits

The College extends various benefits to qualified domestic partners of benefit eligible employees. A domestic partner is an unmarried person in a committed, exclusive, co-habiting relationship with a partner of the same or opposite sex. Both the employee and the domestic partner must sign a [Declaration of Domestic Partnership](#). This declaration outlines a specific set of criteria, which must be met to qualify for such benefits, including the requirement to declare a domestic partner if you intend to use sick time to care for said partner. It should be noted that some of our supplemental insurance providers may have additional requirements or may deny coverage for domestic partners.

Extended various benefits are defined as medical, prescription, dental, vision, long-term care, and sick leave. The availability of this coverage extends to domestic partners and their children.

Electing this Domestic Partnership benefits may have tax implications to the employee. As a result, employees are strongly advised to seek guidance from a tax advisor. It should also be noted that any contributions related to such coverage will be made on an after-tax basis.

Employees must notify the Human Resources within 15 days should a domestic partnership be terminated. Should a partner be removed from coverage as a result of the domestic partnership ending, the partner will be offered the opportunity to continue their health insurance under the Consolidated Omnibus Budget Reform Act (COBRA).

For additional information concerning the College's [domestic partnership policy](#), please contact [Human Resources](#).

Medical Benefits

Eligible employees may select from several types of medical insurance coverage. The College shares the premium cost for employees, domestic partners, and dependent coverage. The employee's portion of the premium is not taxable for federal income tax and FICA purposes. Coverage commences upon benefit selection after the employee's initial orientation or the College's Open Enrollment period. Visit [HR and Benefits](#) for comprehensive medical benefits information.

Retirement Health Coverage

Effective 9/1/04, retired employees who have attained age 60 and have completed at least 12 years of service to the College may participate in the College's health care plan at a group rate; the employee will be required to pay the full premium. The College will not make any contribution to health care premiums in retirement.

Employees hired prior to 9/1/04 who met the following criteria on 9/1/04 will receive 100% health insurance premium coverage by the College for him/herself only upon retirement: any faculty member who held the rank of Associate Professor or Full Professor, **OR** any employee who attained age 50, **OR** any employee who completed 15 or more years of service. Employees hired prior to 9/1/04 who did not meet the above criteria on 9/1/04 will be required to pay 50% of the health care premium for him/herself upon retirement. All employees must attain age 60 and have completed at least 12 years of service to the College at the time of retirement to be eligible for health coverage.

Long-Term Disability Insurance

The College provides long-term disability insurance to all employees who are 75% or greater full-time equivalent. Details concerning the plan, including terms of eligibility and coverage visit the [HR and Benefits](#) site.

COBRA - Continuation of Health Plan Coverage

All employees of Elizabethtown College who are enrolled in one of the College's group health plans have the right to choose COBRA if they lose their group health coverage because of a reduction in hours of employment or the termination of employment (for reasons other than gross misconduct on the employee's part).

A spouse/dependent/domestic partner of an employee covered under one of the College's group health plans also may have the right to choose continuation of coverage if the health coverage was discontinued for similar reasons outlined above.

Life Insurance

The College provides a \$10,000 life insurance policy to all regular employees who work 30 hours per week or more. Employees may choose to purchase optional life insurance up to 5 times, annual salary (maximum: \$500,000).

Employees pay the premium, which is based on age, for this optional coverage. Optional Life requests are subject to approval by the carrier. Employees should not assume automatic approval. More information regarding life insurance coverage is available on the [HR and Benefits](#) site.

Dental

Dental insurance is available through Sunlife. Employees have the choice between the basic or enhanced plans. The College shares the premium cost with the employee.

Vision Insurance

The College offers a voluntary vision insurance plan through Sunlife/VSP. This voluntary plan covers annual eye exams, lenses, frames, and contact lenses. Also covered are additional services like laser correction surgery and cosmetic extras at discounted prices.

Flexible Spending Accounts

[Flexible Spending Accounts](#) are a tax-saving option allowing employees to pay for eligible expenses with pre-tax dollars. All employees may participate in Health Care and Dependent Care Spending Accounts up to limits determined by law.

Health Savings Account

Employees are eligible to participate in the Health Savings Account (HSA) only if they are enrolled in the High Deductible Health Plan. Employees must also meet the following requirements to participate: must be a US resident; cannot be enrolled in Medicare, another health plan, or be active military; and cannot be claimed as a dependent on another individual's tax return.

A Health Savings Account enables participants to pay for current health expenses and save for future qualified medical and retiree health expenses on a tax-free basis. The member owns and controls the money in the HSA through a banking institution. Decisions on how to spend the money are made by the member without relying on a third party or a health insurer. The member may also decide what types of investments to make with the money in the account, once eligible. Accounts are portable; members can keep the HSA even if they change employers. Funds remaining in the account roll over from year to year.

Administration of the HSA account with the banking institution is paid by the member (costs may vary from bank to bank); the member may choose their bank. HSA funds are not available to the member until deposited in the account. Members are responsible for knowing what services are eligible for reimbursement. There is a 10% penalty for using HSA funds on non-eligible services and provider may require sufficient documentation to justify expenses as they see fit.

Sick Leave

Please refer to **Appendix A** for the sick leave schedule.

Sick leave is calculated on the fiscal year (July 1 through June 30). New employees will have sick leave prorated based on their date of hire. Employees who terminate employment with the College will not be paid for unused sick leave. All unused, accrued sick leave will automatically carry over from year to year starting the year with a maximum of 120 days.

Employees may use sick leave to care for members of their immediate family or those living within their household. Sick leave may also be used for doctor or dental visits for the employee, any member of the employee's immediate family or domestic partner, or those living within their household. Employees who wish to use sick leave for domestic partners must have a completed Declaration of Domestic Partnership.

Employees are required to notify their immediate supervisor upon the discovery of any temporary illness, disabling condition or injury which would require an employee to use sick leave. At any time, the College or a supervisor may request medical documentation regarding an employee's absence, including verification of household members. Should an employee need to be out for more than three (3) consecutive days for a serious illness, disabling condition (including surgery) injury, or illness, the employee should contact his/her supervisor and [Human Resources](#). Such situations may qualify an employee for Family and Medical Leave.

Sick Leave Bank

The Sick Leave Bank program allows employees to voluntarily donate portions of their accrued sick leave or vacation time to a bank to be used by eligible co-workers who have already exhausted their own paid leave for personal catastrophic medical conditions. The Sick Leave Bank will allow employees in dire medical situations to continue to take paid leave for what would otherwise be unpaid time. Visit [HR and Benefits](#) for additional information.

Vacation

Vacation must be approved by the employee's supervisor and will be approved on a first come, first served basis to the extent that employees in the same department request time off that cannot be accommodated together.

The College prefers that employees use all of their vacation time each year. However, if this is not possible, employees may carry over up to five days of vacation into the next year. Earned, unused vacation time (up to the maximum of five days) will automatically carry over from year to year.

Employees are encouraged to discuss their vacation plans with their supervisors in sufficient time to avoid problems with scheduling. Employees who have been specifically requested in writing by their supervisor to not take vacation may be allowed to carry over more than five vacation days to the following year. Additionally, special requests to carry over more than five vacation days may be made by employees affected by circumstances beyond their control, such as, a serious medical condition or an unplanned major life event. Any such requests should be made through the [Office of Human Resources](#). Otherwise, any vacation time in excess of five days at the end of the year will not be carried over.

Vacation time cannot be borrowed from the next fiscal year's allotment unless there is an extenuating circumstance that is requested and approved by the Director of Human Resources.

Employees who do not work twelve months may not use vacation time during the months they do not work to get a paycheck. Please refer to **Appendix A** for the vacation schedule.

Vacation can be taken in 1-hour increments.

Personal Time

Employees do not have to give advance notice to take personal time but should inform their supervisor as early as possible. Employees will not be allowed to carryover unused personal time. Employees who terminate employment with the College will not be paid for unused personal time. Please refer to **Appendix A** for the personal schedule.

Personal time can be taken in 1-hour increments

Service Leave

Administrative and staff employees may request a leave of absence to participate in a short-term off-campus service project while on short-term leave from the College. Members of the faculty are not eligible for leave under this policy. View the [service leave policy](#) online.

The opportunity will be available to a limited group of up to five (5) employees during each fiscal year. In cases of unusual national or international need the number of leaves granted may be temporarily increased.

An employee who is granted a service leave is ineligible to re-apply for a period of three (3) years

Remote Work Policy

Remote working arrangements allow employees to work at home, on the road or in a satellite location for all or part of their workweek. Elizabethtown College considers remote work to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Remote work may be appropriate for some employees and jobs but not for others. Remote work is not an entitlement, it is not a collegewide benefit, and it in no way changes the terms and conditions of employment with Elizabethtown College.

Employees who would like to explore the option of working remotely should talk to their supervisor and to Human Resources. Elizabethtown College will consider remote work requests on a case-by-case basis, taking into account factors including appropriateness of the job for remote work, tenure, seniority, employee performance, prior disciplinary action, flexibility, the reason(s) for remote work and the ability to work independently. Employees who are permitted to work remotely must sign a Remote Work Agreement and, if approved for Remote Work, will be expected to communicate with Elizabethtown College at a level consistent with employees working at the office or in a manner and frequency that seems appropriate for the job and the individuals involved. Please see the [Remote Work Policy](#) for full details.

Family And Medical Leave (FMLA)

Elizabethtown College complies with the Family and Medical Leave Act (FMLA) and will grant up to 12 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave). Please review the College's [Family and Medical Leave Act \(FMLA\) policy](#) found on the Office of Human Resources webpage.

Leave of Absence

An employee, who wishes to take a leave of absence, must provide his/her immediate supervisor and [Human Resources](#) with adequate notice requesting leave approval and fill out any associated paperwork. You must have been employed by the College for a minimum of one year in order to be eligible for a leave of absence. All personal leaves of absence are unpaid. Approved leaves of absence will not extend beyond one year. The College has complete discretion regarding whether to grant an employee a leave of absence.

An employee's length of service will continue to accrue during a leave of absence; however, vacation and sick leave are not accumulated during the leave of absence. Benefits for approved leaves will be the responsibility of the employee (e.g., to pay the full premium(s) for health insurance). Tuition Remission is not extended to an employee during the time of leave, with the exception of an employee taking an educational leave. Employees may continue to contribute their share to their retirement by sending a personal check directly to [TIAA](#). The College does not contribute to TIAA-CREF during an employee's leave of absence. Failure to return at the expiration of the leave will be considered as a resignation on behalf of the employee. If an employee fails to return from an educational leave, tuition remission paid by the College during the leave is to be paid back in full prior to the employee's departure and may be recovered from a final check up to allowable limits per regulations.

Bereavement Leave

Full-time and part-time employees may take bereavement leave with pay. The amount of time provided depends on the relationship to the deceased.

- Up to 5 scheduled workdays for an immediate relative (spouse, parent, domestic partner, parent-in-law, child, sibling including step relationships) or domestic partner
- Up to 5 scheduled workdays for any other relative who lives in your household
- Up to 2 scheduled workdays for a relative not living in your household
- Actual time needed to attend services for a friend

Absences that extend beyond those approved by this policy will be assessed to the employee's vacation time. Time does not have to be taken consecutively.

Jury Duty

The College encourages all employees to serve on jury duty as part of the employee's civic responsibility. All employees are excused for this purpose, and the College will compensate the employee at their normal full salary or wage for the regularly scheduled working days used for jury duty. Employees must submit written documentation of being called to jury duty to be eligible for paid leave. The employee endorses over to the College the jury service pay other than travel payment. Written notification of jury duty should be sent to [Human Resources](#). Employees are expected to return to work immediately if they are excused from court during any part of the workday.

Subpoena

Paid time off for court appearances will be granted to an employee who is subpoenaed to appear in court as a witness. The employee must furnish verification of the subpoena or summons to their immediate supervisor prior to the requested appearance. Upon being excused by the court, employees are expected to report back to work according to their regular workday.

Military Leave

If you require time off from work to fulfill military duties, you will be treated in accordance with applicable requirements of state and federal laws. You must notify Human Resources and provide a copy of your orders as soon as possible. A military leave of absence will be granted to eligible employees who enlist, are inducted or are recalled to active duty in the armed forces of the United States for a period of not more than five years (plus any involuntary extension for not more than one year). Such leave will protect your service with the College.

Upon satisfactory completion of your military service and timely notice of intent to return to work, you will be reinstated to your previous job or to a job comparable to the one you left, provided you are qualified, and the College's circumstances have not changed to the extent that it would be unreasonable to provide re-employment. You must reapply for your job within 90 days after being released from active duty. Reservists and National Guard members returning from initial active-duty training must apply for reinstatement within 31 days after being released from military duty. Those returning from all other active duty for training must report to work on the first scheduled working day following the completion of training. Failure to return to the College in a timely manner after release from service may result in refusal of employment. Employees returning from military leave must provide appropriate military documentation regarding the purpose and duration of the leave.

USERRA

The Uniformed Services Employment and Reemployment Rights Act (USERRA) is a federal law that protects the rights of workers who leave their jobs to serve in the Armed Forces of the United States. The College will offer health-care continuation to employees for up to 24 months; the premiums would be paid by the employee. Once an employee has taken military leave and returns to the College, they have the opportunity to contribute any elective deferrals to the retirement plan that could have been contributed during the period of military service. Life insurance coverage will continue while the employee is on military leave. Employee's rights under USERRA are posted in the Human Resources office.

Holidays

At its discretion, the College may change the number of paid holidays and/or which paid holidays will be observed. If an employee works on one of the listed holidays, they are paid double time for any hours worked on the holiday. The following days are currently recognized as paid holidays:

Martin Luther King Jr. Day
Good Friday
Memorial Day
Juneteenth
July 4th
Labor Day
Thanksgiving and the day after Thanksgiving
Holiday Break

When any of these holidays falls on a Saturday it will be observed on Friday, when the holiday falls on a Sunday it will be observed on Monday, unless the College decides otherwise. Departments that operate 24/7 will observe the holiday on the actual day. Employees who observe other holidays may do so by using vacation or personal time or by taking the time unpaid.

Holiday Pay Provisions

The following holiday pay provisions are in place for employees working at Elizabethtown College.

Full-time Employees: Any employee placed in a regular full-time position, working 9 – 12 months, who is assigned at least 32 hours per week during a calendar or academic year will be eligible for holiday pay.

Part-time Employees: Any employee placed in a regular part-time position, working 9 – 12 months, who is assigned at least 20 hours per week but less than 32 hours per week during a calendar year will be eligible for holiday pay.

Temporary employees who are long-term (working temporary for a period of one year or longer) will be eligible for holiday pay.

An employee will be paid for the holiday(s) as long as the employee is in a compensable status their scheduled day before and the day after the holiday.

Excluded from these holiday pay provisions are *short-term temporary employees* and *on-call employees*.

Workers' Compensation

All employees are covered by workers' compensation insurance as required by state law. The cost of this insurance is paid by the College. Workers' compensation provides benefits for medical expenses and lost wages for work-related injuries.

In cases of a work-related injury or illness, the injury is to be reported immediately to a supervisor and to Human Resources where a Workers' Compensation claim will be completed. If medical attention for work-related injury or illness is required, the injured person must report to a physician listed on the Panel of Physicians (see list posted on campus employee bulletin boards or contact Human Resources, ext. 1406), except for emergency treatment which can be obtained from any medical provider. Non-emergency care, including follow-up treatment after an emergency, must be obtained from a Workers Compensation Panel Physician for the first ninety (90) days.

The [Workers Compensation Form](#) offers additional information. Contact [Human Resources](#) with any questions.

Tuition Benefits

Elizabethtown College offers extensive tuition benefits to full-time employees, part-time employees*, their dependents, spouses, and domestic partners.

*Part-time employees are defined as any employee placed in a regular part-time position, working 9-12 months, who is assigned at least 20 hours per week.

Tuition benefits supersede all other awards (need + merit) from the College. Employees may still pursue federal and state funding opportunities in addition to the college's tuition benefits. Employees are encouraged to speak with Financial Aid for more information. Employees receiving tuition assistance benefits may wish to consult with a tax advisor to determine whether the value of the benefit is to be reported on their tax returns.

Undergraduate Tuition Remission for Employees, Spouses and Dependents

Employees, spouses, and dependents are eligible for 100% tuition remission for the traditional program, as well as all SGPS (School of Graduate and Professional Studies) undergraduate programs, after successful completion of the employee's introductory period (6 months). This benefit for spouses and dependent children only applies to full-time employees.

Upon completion of the employees' introductory period (6 months), full tuition remission is available to eligible employees for the undergraduate education of dependents (defined below) at Elizabethtown College. There is no limit on the number of dependents who can utilize the tuition remission benefit; each dependent is eligible up to 128 credits (earned and attempted) of tuition remission. Credits not completed due to a medical withdrawal will not be included toward the 128-credit total. The student(s) must satisfy the requirements for admission and must continue in good standing in order to be eligible to receive this benefit. Dependents on academic probation, academic contract, or disciplinary probation are not eligible for tuition remission.

The tuition remission benefit is available only for courses for credit. Overloads are not included. A given course may be covered once during the entire program; unless retaken due to a medical withdrawal.

Studying abroad will only be covered under the tuition remission policy if it is required for the student's major.

All requests for tuition remission must be sent to Human Resources for **each semester** the employee is requesting tuition remission. Visit [HR and Benefits Forms](#) for all applicable forms.

Undergraduate Tuition Exchange for Dependent Children

Upon completion of three years of employment, tuition exchange is available to full-time employees only for the undergraduate education of dependent children. Tuition Exchange is a program through which dependent children of eligible College employees may apply for scholarships for undergraduate study at more than 500 participating colleges and universities.

Tuition exchange requests must be sent before the beginning of **each academic year** for which the employee is requesting the tuition exchange benefit.

The current Tuition Exchange Program is *The Tuition Exchange, Inc.* (www.tuitionexchange.org). Tuition exchange pays a minimum amount, which is set by Tuition Exchange, Inc. (TE). It is important to know that TE awards are competitive and not automatic. Decision rests with the host institution. Each host institution's awards will vary each year based upon the host institutions' export and import balance of TE students.

To avoid disappointment, apply early and apply to one or two less competitive institutions plus a first-choice institution. Employees must apply to Elizabethtown College Human Resources and to the admissions office of the selected colleges and universities during the period of September to December of the student's senior year of high school. Most programs have deadlines with the latest being March 15th. TE applications will only be processed for colleges and universities where the student has filed an admissions application.

The Tuition Exchange Officer at Elizabethtown College is the Director of Admissions. Matters of academic eligibility are handled by the Admissions Office of the importing institution.

Eligible Dependents

Under the Tuition Remission and Exchange Programs, dependents of eligible employees are eligible for tuition assistance as described above. The following stipulations and limitations apply to both Tuition Remission at Elizabethtown and the Tuition Exchange Programs.

Eligible dependents are defined as biological, adopted, or stepchildren who have been dependents of the eligible employee for three of six years immediately prior to the start of the tuition benefit and for at least two years while utilizing the benefit. Dependents of an employee's domestic partner (as defined under the College's Domestic Partnership Benefits) can utilize the tuition benefit if the eligible employee can show that they meet the dependent support guidelines for a child living in their home. Dependents must be unmarried, under the age of 26, and claimed as a dependent on the employee's federal income tax return for three of the six years immediately prior to the start of the tuition benefit and during at least two of the years while utilizing the benefit. Eligible dependents will be allowed to continue to receive the tuition benefit past the age of 26 in order to finish their degree if they remain continuously enrolled.

Dependents who serve in the armed forces prior to utilizing the tuition benefit may be eligible for the tuition benefit provided they were claimed as an employee's dependent any three of the six years immediately prior to and during at least two years while utilizing the benefit.

If an employee is hired with a dependent currently participating in a tuition benefit program at another institution, the waiting period for the benefit at Elizabethtown will be waived.

Limitations of Tuition Benefits for Dependents (Tuition Remission & Exchange Programs)

If both parents are employees of Elizabethtown College, the benefit to the child is based on the employment of one parent only. If the spouse of an Elizabethtown College employee is employed by another institution granting tuition benefits to dependent children, the child will not receive more than the equivalent of one award; i.e., Elizabethtown College will contribute its maximum for which the child is eligible, but the combined tuition remission shall not exceed the tuition charge for the student.

Except as stated otherwise herein, this benefit relates only to basic tuition, not including general fees. No other costs to the student are covered by this arrangement.

The tuition benefit terminates with termination of employment at Elizabethtown College except in the case of the Death Benefit. If an employee leaves in the middle of a semester and his/her dependent is currently receiving tuition benefits, the dependent may finish out the current semester. No additional semesters will be allowed. If an employee retires while his/her dependent is enrolled and utilizing the tuition benefit, the dependent may continue in the program until they graduate. The dependent must remain continuously enrolled to keep receiving the benefit.

Dependents who utilize both tuition remission and tuition exchange (i.e. attend both Elizabethtown College and another eligible institution for their college education) will be allowed a total of 128 credits.

Event of Death or Permanent Injury

The tuition benefit accruing to children of eligible employees is available as a death benefit if the employee has completed three years of employment at Elizabethtown College and is in the employ of the College at the time of death. The benefits may be initiated over a period of five years after the death of the employed parent and will continue in force once initiated until eligibility is exhausted. After the sixth year of employment at Elizabethtown College, the benefit will extend until all children of the employee have exhausted their eligibility. If, while fulfilling requirements of his/her job, a staff member is killed, or permanently injured to the extent that he/she can no longer fulfill the occupational requirements, the death benefit becomes the same as if the employee had completed the six-year employment requirement. The tuition benefit will be available as a death benefit either at Elizabethtown College or under the Tuition Exchange Program.

Undergraduate Tuition Benefits for Employees

Eligible employees may utilize the tuition remission benefit for undergraduate education upon completion of their introductory period (6 months). Should the course require special fees, those costs must be paid by the employee. Where sections are filled by paying students, this benefit may be suspended for those sections. Tuition remission will not

cover costs associated with employees testing out of a class. Employees may not exceed a total of 128 credits.
Employees are responsible for all tax payments as required under federal, state, and local law.

Graduate Tuition Remission for Employees

After successful completion of the 6-month introductory period, employees are eligible for 100% tuition remission for all SGPS graduate offerings with the following stipulations:

- Full-time employees are eligible for up to 18 credits per calendar year;
- Part-time employees* are eligible for up to 9 credits per calendar year; however, may take an additional 9 credits and pay 50% of the amount of the course(s);
- Employee agrees to remain at Elizabethtown College for two years after completion of each course. If an employee voluntarily leaves employment before completing two years of service, the employee must repay 50% of the amount of the course(s).

*Part-time employees are defined as any employee placed in a regular part-time position, working 9-12 months, who is assigned at least 20 hours per week.

Etown Edge

All employees are eligible for a 50% discount on any Edge certificates, bundles, or individual courses through a promotional code issued by SGPS. The other 50% may be paid:

- By the employee out of pocket at the time of purchase.
- Employees may talk to their direct supervisor or department head in order to seek approval for the department to pay the other 50%.

Other Benefits

Moving Expenses

New salaried employees hired on at least a one-year basis will be reimbursed for 100% of moving expenses up to \$500 upon submission of receipts after the move if the employee's current residence is at least 50 miles from the College.

New salaried employees hired with permanent, full-time status will be reimbursed for 100% of moving expenses up to \$1,000 for moves up to 1,000 miles and 100% of moving expenses up to \$2,000 for moves over 1,000 miles upon submission of receipts after the move if the employee's current residence is at least 50 miles from the College.

The Moving Expense Reimbursement form and receipts must be submitted to the [Manager of Payroll](#) to receive reimbursement.

The following are considered allowable expenses for reimbursement: transportation of household goods (including packing supplies), hotel expenses for house hunting trips and moving, and mileage for house hunting trips/moving (this will be reimbursed at the current mileage rate). Some of these expenses are taxable; contact the [Manager of Payroll](#) for details. Employees have 12 months from their start date to submit moving expenses for reimbursement.

College Store Discount

Faculty, administrators, and staff receive a 10 percent discount on College store purchases. Employees should be prepared to show their College ID cards. The College Store will special order books or other items not in stock.

Family Recreation Policy

Employees may use their regular College ID cards for recreational facilities.

Spouses/Partners and children/dependents of Elizabethtown College employees can use certain recreational facilities on campus with a valid Family Recreation ID card. Children/dependents are defined as unmarried, ages 18-26 years old living in the household and still on the guardian's insurance. During the summer dependents can be 16 or older. However, those that are 16- and 17-years old MUST be accompanied by a parent/guardian.

Visit the [Family Recreation ID Card Policies](#) site for more information.

Credit Union

All College employees and family members are eligible to join [PSECU](#). The College allows payroll deductions for making deposits and for repayment of loans to the credit union. For more information on PSECU, contact [Human Resources](#).

Day Care Arrangements

Elizabethtown College has an arrangement with Masonic Village and Elizabethtown Child Care Center (ECCC) should an employee's child be in need of day care. Employees are given priority for enrollment after the day care's employees and siblings of currently enrolled children. Because some age slots are not available immediately, you may be put on a waiting list. Employees may contact the centers to inquire about enrollment at the following numbers:

- Elizabethtown Child Care Center: 361-9824
- Masonic Village Child Care Center: 367-1121

Verizon Discount

Elizabethtown College employees receive an [18% employee discount](#) on Verizon wireless services.

Procedures

New Employee Orientation

All employees who are new to the College will attend New Employee Orientation to learn general information about Elizabethtown College and the campus community and benefits information and enrollment procedures. New employees will also receive the required regulatory training for all employees.

Grievance Procedure

In the interest of maintaining harmony and cordiality within the campus environment, it is the objective of Elizabethtown College to provide prompt, fair and equitable resolution to employee grievances. A grievance may be filed by any employee who seeks resolution to conflicts which might arise from working relationships, working conditions, employment practices, or disciplinary actions, between the College and an employee or between individual employees of the College. Actions are to be followed as described below.

- (a) Discuss the matter with their immediate supervisor. The matter may be concluded at this point by common consent.
- (b) If the employee is not satisfied with a supervisor's action the individual may then submit a written appeal to their senior administrative officer and the Director of Human Resources, within ten (10) working days of the conversation in (a) above. The administrative officer and Human Resources will make a written decision within ten (10) more working days.
- (c) If the employee continues to be dissatisfied, then a written appeal may be submitted to the President of the College within five (5) working days of the date of the decision in (b) above. The President will render a written decision within ten (10) working days after receiving the grievance. The President's decision will be final.

Identification Cards

The Campus Security office issues ID cards to all employees as authorized by Human Resources. You may use your ID card for the following on-campus benefits:

- To charge items, up to \$100, to your staff account in the College Store, Jay's Nest or Dining Services. You are responsible for all transactions made with your ID card until you report the loss to Campus Security. A list of charges that you have incurred is sent out monthly. Balances not paid by the statement due date are subject to

finance charges of 1.5% per month or 18% per annum. Charging privileges will be restricted until completion of the introductory period for hourly employees; salaried employees are eligible immediately.

- To use athletic facilities. Visit the [Family Recreation Policy](#) for more information.
- To get free admission for yourself to eligible regular in-season home athletic events.
- To use the library.

Report lost or stolen ID cards to Campus Security (x1263). If you have lost your ID card, you will need to purchase a new one through Campus Security.

Identification cards must be returned to Campus Security upon your leaving the College as an employee.

Payroll Procedures

The Payroll staff, located in Myer Residence Hall collects payroll forms, including W4, Certificate of Residence, Local Services Tax and Direct Deposit.

All payroll is handled through direct deposit. Payroll for all hourly employees is on a bi-weekly basis; payroll for all salaried employees is twice a month. An annual calendar of payroll dates is available on the [HR and Payroll Staff](#) website. Questions concerning payroll should be directed to the [Payroll](#) office.

Payroll Deductions: According to federal, state and local regulations, the College must withhold FICA (Social Security/Medicare Tax), state unemployment tax, federal and state income tax, and local wage tax. Annually, the Local Services Tax is deducted.

Recording of Time: The Fair Labor Standards Act (FLSA) requires that employers keep accurate records for all non-exempt positions. Non-exempt, hourly employees will be required to record their hours worked on the College's time and attendance system. Exempt employees are required to record their used vacation and sick time as they take it through Jayweb.

Snow Pay Provisions

The full [Inclement Weather Policy](#) can be found online and contains more information about delays, closures, and early dismissals, but the below information provides provisions around how pay will be handled in the case of inclement weather.

Essential Employees

Employees identified as **essential personnel** (normally assigned by one's supervisor) are required to report or remain at work during a period in which the College is closed. Employees working in the areas of Dining Services, Campus Security, and Facilities Management are typically identified as essential personnel. Essential employees are not required to report to work during a period in which the College is closed down if the day is their normal scheduled day off.

If an essential employee is told to stay home or leave work early during a period in which the College is closed down (for safety reasons or for lack of work) the employee will be paid SNO pay (straight time) only up to their regular shift hours for that period.

If an essential employee elects not to report or remain at work during a period in which the College is closed down, the essential employee will be required to use vacation time or personal time to make up their normal work week. Essential employees also have the option of taking unpaid time in lieu of vacation or personal time.

Essential employees are paid straight time (SNO time) for hours worked during the period in which the college is closed down through the employee's normal work shift, plus straight time for all hours worked during and beyond the closed down period.

Essential employees out on a family medical leave will be paid for the closed period equal to their normal shift.

Upon supervisor discretion an essential employee who becomes ill and leaves work early may be permitted to use sick time.

An essential employee who calls off sick for the day and produces a doctor's excuse will be permitted to use sick time.

Hours in which the College is closed down do not count towards overtime. Only physical hours worked accumulate towards overtime.

Non-essential Personnel

Employees identified as non-essential should work remotely until the campus re-opens.

Non-essential employees out on family medical leave will be paid for the period the College is closed equal to their normal shift.

Reimbursement of Expenses

Reasonable expenses incurred by employees in the conduct of College business are reimbursable. Any requests for reimbursement should be completed and submitted with supporting receipts attached to the employee's supervisor. The College also has a [Travel Expense and Related Expense Policy](#) that details what is considered a covered expense and how to seek reimbursement.

Use of College Vehicles

The [Rental Fleet Vehicle Policy](#) summarizes requirements, reservation guidelines, safety precautions and more.

Lost and Found

Campus Security is responsible for the College's Lost and Found Program. Items found on campus should be turned into Campus Security for securing and recording purposes. Employees should check with Campus Security for articles or belonging they may have lost on campus.

Mail Service

The campus post office receives mail daily. Mail is distributed twice each day through department mailboxes located within each building on campus.

Telephone Service

Telephone Services are provided for the primary purpose of conducting college business. Toll calls and long distance calls can be made using an assigned College pin number. Personal toll calls and long distance calls may be made using a personal assigned pin number. Pin numbers can be obtained by contacting the [Business Office](#).

Parking Regulations and Vehicle Registration

It is Campus Security's policy that all vehicles that are regularly parked on campus must be registered with Security. Visit Campus Security's [Vehicle Use and Parking Regulations](#) website for additional information regarding registration and parking regulations.

Keys

Distribution and duplicating of keys is controlled by Campus Security. All requests for keys must be submitted to Campus Security. Visit Campus Security's [Forms and Policies](#) for instructions. Employees must surrender their keys and ID card to Campus Security upon terminating employment.

Conference Rooms

Scheduling of conference rooms must be worked through the [Campus Events and Scheduling](#) website.

Emergency Action Plan

All Elizabethtown employees are responsible for supporting the College's [Emergency Action Plan](#). Every employee should have an understanding of the contents of the plan and should be alert and responsive to campus emergency notifications.

Appendix A – Sick, Vacation and Personal Time Schedules

Sick Leave

All full-time 12-month employees receive 30 sick days per year. Full-time, 11-month employees receive 27 sick days per year. Full-time, 9-month and 10-month employees receive 25 sick days per year.

Vacation Time

All full-time 12-month employees receive 22 vacation days per year. Full-time 11-month employees receive 20 vacation days per year. Full-time 9-month and 10-month employees receive 15 vacation days per year.

Personal Time

All full-time employees receive 2 personal days per year immediately upon hire.

Appendix B – Eligibility Table

See [Employee Status](#) for definitions of the statuses below.

Benefit	Part-Time Status*	Full-Time Status
Medical & Dental Benefits	√	√
Disability Insurance		√
Life Insurance	√	√
Vision Insurance	√	√
Flexible Spending Account (FSA)	√	√
Health Savings Account (HSA)	√	√
Sick Leave	√	√
Vacation	√	√
Personal Time	√	√
Retirement	√	√

***Eligible Part-Time Status is defined as follows:**

Employees hired after 1/1/2015:

Employees must work an average of 30 hours per week over the course of the academic year to be eligible for coverage (effective for hires after 1/1/15).

Employees hired prior to 1/1/2015:

Employees working an average of 20 hours per week over the course of the academic year are eligible for coverage. Those hired on or prior to this date are 'grandfathered' into the previous policy for 20 hours.