



***Support Staff***

***Policy & Procedures***

***Manual***

**SUPPORT STAFF MANUAL  
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## INTRODUCTION

### Welcome

Welcome! By joining the team at Juniata, you have become an important part of an exciting and challenging educational endeavor. The College's success in carrying out its mission is, in large part, dependent on the success of each of its employees. Your skill, pride and commitment to your work help ensure the continued progress and strength of the College. This handbook has been prepared to introduce you to our College. It will acquaint you with the policies, rules, and benefits that apply to support staff at Juniata. It should be regarded as a general guide to policy and terms of employment. It is your responsibility to become familiar with its contents. For more detailed explanations please refer to the various benefit brochures and pamphlets that will be made available to you. The College reserves the right to make changes to the policies contained within this handbook when warranted. Information contained in this handbook is not intended to establish an employment contract of any kind or duration. It is not a legal document. We believe that only when both parties, the College and the employee, are satisfied should the employment relationship continue. Either party is free to terminate the relationship at will.

Please read this handbook carefully; it is your personal copy. You will also find the full text of the handbook on the HR website. Should you have any questions regarding it, please discuss them with your immediate supervisor or Human Resources.

Thanks for choosing to become a part of our team.

### Mission Statement

Juniata College is a community dedicated to providing the highest quality liberal arts education. The aim of that education is to awaken students to the empowering richness of the mind and to enable them to lead fulfilling and useful lives.

As a community, Juniata is especially concerned with the environment necessary to foster individual growth. It therefore values mutual support, the free exchange of diverse ideas, and the active pursuit of both cooperative and individual achievement. As a member of the international community, Juniata extends the student's academic experience into the world and encourages the free and open exchange of thought among peoples from distinct cultures and nations.

Individual growth first requires the development of basic intellectual skills: the ability to read with insight, to use language clearly and effectively, and to think analytically. A Juniata education helps students to understand the fundamental methods and purposes of academic inquiry and encourages them to achieve an informed appreciation of their cultural heritage. On this foundation, Juniata students are stimulated to exercise creativity and to develop those fundamental values--spiritual, moral and aesthetic, which give meaning and structure to life.

The qualities of mind and character nurtured within the Juniata community permit our students to realize their full potential as contributors to society, informed citizens, and as caring and responsible adults.

***Juniata College is a learning community dedicated to the highest quality education in the liberal arts and sciences, thereby empowering our graduates to lead fulfilling and useful lives in a global setting.***

### History

Juniata College was established in 1876 through the efforts of several members of the Church of the Brethren who believed that it was their duty "to encourage institutions in which youth may acquire useful knowledge" and "to fit students to meet the duties and responsibilities of life."

An early document included the following statement of purpose:

*“ . . . to perpetuate good and sound learning distinguished by Christian principles that the youth of the Church and the State may be trained for such service as an enlightened mind and quickened conscience may lead them to render to God and to man.”*

This aspiration has guided Juniata as it has served for over a century. Dr. Andrew B. Brumbaugh, physician and surgeon of Huntingdon, interested his cousins, H.B. and J.B. Brumbaugh, printers and publishers, in the proposed school. Together the three men engaged Jacob M. Zuck to conduct classes in a small room over a printing office. The school opened on April 17, 1876.

Quickly expanding from three to thirteen students, the Huntingdon Normal School continued to grow through the diligent efforts of Professor Zuck and with the support of such educational pioneers among the Brethren as James Quinter and William J. Swigart. In the Spring of 1879, the classes totaling 69 students were moved to Founders Hall on the present College site in the west end of Huntingdon. Local citizens donated Land for this purpose. Juniata now has available 38 buildings on nearly 1,000 acres including the 315-acre Baker-Henry Nature Preserve. A 365-acre Environmental Studies Field Station on nearby Raystown Lake is leased from the U.S. Army Corps of Engineers.

Soon after its founding, the school was renamed the Brethren's Normal School and Collegiate Institute. In 1894, the name was further changed to Juniata College after the Indian name for the nearby river.

Juniata is now a nationally ranked liberal arts college, which continues to emphasize the centrality of teaching and the importance of considering each student as a person of worth and dignity. There continues to be present a strong emphasis aimed at developing motivation for the use of learning in significant service to mankind.

Substantial contributions to the development of the present philosophy and the purpose of the College have been made by nine past presidents: James Quinter (1878-1888), Henry B. Brumbaugh (1888-1893), Martin Grove Brumbaugh (1893-1911 and 1924-1930), I. Harvey Brumbaugh (1911-1924), Charles Calvert Ellis (1930-1943), Calvert N. Ellis (1943-1968), John N. Stauffer (1968-1975), Frederick M. Binder (1975-1986), and Robert W. Neff (1986-1998). The current president, Thomas R. Kepple, Jr., began his work in June 1998.

### **Equal Employment Opportunity Commitment**

Juniata does not discriminate on the basis of race, sex, gender, age, religion, ancestry, color, marital status, national or ethnic origin, physical or mental disability, sexual orientation, citizenship or veteran status in the administration of its employment practices, or in the educational programs or activities it offers. The College will take positive steps to increase the ethnic and general diversity among its employees.

Juniata College has adopted the following Equal Employment Opportunity Policy:

The basic principle of the employment policy is that equal employment opportunities will be available to all qualified applicants. All decisions will be based solely on the applicant's experience, ability, potential and willingness to support the programs and general aims of the College. Advancements will be based on the individual's achievements and capacity to succeed. This policy emphasizes that all applicants and employees will receive fair treatment in all employment practices, including, but not limited to, hiring, firing, promotion, layoffs, transfers, and benefits.

The College seeks to maintain highly productive and loyal employees by hiring qualified individuals and providing them with compensation and opportunities for advancement in accordance with this policy.

The College shall not penalize any employee, regardless of marital status, because they may require time away from work for childbearing or child care. Such leaves shall conform to stated College policy Family Leave.

The Director of Human Resources is designated as the Affirmative Action Officer and is responsible for the implementation and maintenance of the policy aimed at insuring equality in employment opportunities for the College. S/he will review the effectiveness of the Affirmative Action Policy with the President's Cabinet annually and will revise the Plan as needed. Complaints of discrimination should be reported to the Director of Human Resources for investigation and resolution.

The College commits itself to this policy not only because of legal obligations, but because it believes that such practices are basic to human dignity.

### **Non-Discrimination and Harassment Policy**

Our College is committed to maintaining a work environment that is free of discrimination. Accordingly, this policy forbids any discriminatory employment action or any unwelcome conduct that is based on an individual's race, color, religion, sex, gender, national origin, age, disability, ancestry, marital status, veteran status, citizenship status, sexual orientation, or any other protected status of an individual or that individual's associates or relatives. The College will not tolerate any form of harassment of our employees or other persons performing services for our College by anyone, including any supervisor, co-worker, vendor, student, parent, or alumni of our College.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a protected group status.

The College will not tolerate harassing conduct that:

- Affects tangible job benefits
- Interferes unreasonably with an individual's work performance
- Creates an intimidating, hostile, or offensive working environment

Such harassment may include, for example:

- Jokes about another person's protected status
- Kidding, teasing or practical jokes directed at a person based on his or her protected status

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex or gender constitute sexual harassment when:

- Submission to the conduct is an explicit (clear) or implicit (implied) term or condition of employment
- Submission to or rejection of the conduct is used as the basis for an employment decision, the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment

Sexual harassment is conduct based on sex or gender, whether directed towards a person of the opposite or same sex, and may include:

- Explicit sexual propositions
- Sexual innuendo (sly remarks)
- Suggestive comments
- Sexually oriented "kidding" or "teasing," practical jokes, and obscene printed or visual material (including e-mail)
- Physical contact such as patting, pinching, or brushing against another person's body
- Treating people differently, even in non-sexual ways, solely because of their sex or gender

All employees are responsible to help assure that we avoid discrimination and harassment. If you feel that you have experienced or witnessed any conduct that is inconsistent with this Policy, you are to notify the Director of Human Resources or your supervisor.

The College forbids retaliation against anyone for reporting discrimination or harassment, assisting in making a discrimination or harassment complaint, cooperating in a discrimination or harassment

investigation, or filing and EEOC claim. If you feel you have been retaliated against, you are to notify the Director of Human Resources or the appropriate Vice-President.

The College's policy is to investigate all discrimination and harassment complaints thoroughly and promptly. To the fullest practical extent, the College will keep complaints and the terms of their resolution confidential. If an investigation confirms that a violation of the Policy has occurred, the College will take corrective action, including discipline, up to and including immediate termination of employment.

### **Commitment to Compliance with Americans with Disabilities Act (ADA)**

Juniata is committed to complying with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. The ADA specifically prohibits discrimination on the basis of disability in employment. All employment practices are conducted on a non-discriminatory basis. The employee must notify and provide documentation to the College of the existence of any qualifying disability and any "reasonable accommodation" necessary to perform the essential functions of the job.

Under the Americans with Disabilities Act of 1990, the term "disability" means, with respect to an individual:

- A physical or mental impairment that substantially limits one or more of the major life activities\* of such an individual.
- A record of having such an impairment; or
- Being regarded as having such an impairment.

\*Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. The Office of Human Resources will work with all employees and their supervisors in determining the most effective accommodations that can be reasonably provided on an individual basis. Requests for "reasonable accommodations" should be made to supervisors or the Office of Human Resources.

### **The Drug-Free Campus and Workplace Policy**

The Drug-Free Campus and Work Place Policy applies to all members of the College community, including all full-time and part-time students; all full-time and part-time permanent and temporary employees, including faculty, administration, and all exempt, non-exempt and union staff; and all student employees and interns. It applies to behavior that occurs on the College campus, on property owned or controlled by the College, or at College-sponsored or College-supervised activities.

The College has a strong commitment to provide a drug and alcohol free environment. As a condition of employment all employees are required to become familiar with and adhere to the following rules and regulations:

- All employees are forbidden to use or possess illegal drugs at any time during the working day. Employees also are forbidden to engage in any sale or other transaction involving such substances on the employer's premises. Violators will be subject to immediate discharge.
- Corrective action, up to and including termination of employment, will be taken if any employee is under the influence of alcohol or illegal drugs on the job.
- Employees who appear to be in an impaired condition on the job may be required to submit to a test to determine whether they are under the influence of alcohol or illegal drugs. The types of tests that may be used include breathalyzer tests, blood tests, and urinalysis.
- Any sale of illegal drugs during the workday or on the employer's premises will be treated as gross misconduct punishable by immediate discharge for the first offense.
- In addition, any employee is required, as a condition of employment, to abide by this policy and inform the College within five days if convicted of drug violations in the workplace. Such convictions must be reported to any appropriate federal contractor or grantor within 10 days.



- As required by the federal government, the College will take one of the following actions within 30 days of receiving notice that an employee has been convicted under any criminal drug statute for a workplace violation:
  - Appropriate personnel action, up to and including termination, or
  - Require employee to participate satisfactorily in a drug abuse assistance or rehabilitation program.

This policy is instituted to comply with the Drug Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988. This policy will be reviewed at least every two years and will be consistently enforced.

All members of the Juniata community – including faculty, staff and students – have the right to pursue their individual and collective goals in a healthy work and educational environment, one that is free from the effects of alcohol and substance abuse. Such abuse adversely affects the College’s achievement of its mission and is not condoned. Responsibility for problems of substance abuse resides with each member of the College community.

The College’s principal approach to issues of alcohol and substance abuse entails a wide range of education, prevention, and assistance activities conducted within its academic curricula; educational programs to inform individuals of the effects and consequences of using alcohol or other substances; and comprehensive counseling programs for faculty, staff and students. The College recognizes that alcohol and substance abuse are illnesses that are not resolved easily by personal effort, but may require professional assistance and treatment. Faculty, staff and students are encouraged to take advantage of the preventive, diagnostic, referral, and counseling services available through the College’s Wellness Center or College’s Employee Assistance Program (EAP). For more information, please contact the Office of Human Resources, Student Services, or EAP directly.

All members of the College community have a personal responsibility to adhere to all applicable laws, policies, and regulations concerning the use of alcohol or other drugs. These include federal and state laws, city ordinances, regulations governing conduct of classified employees, and College policy statements.

The College continues its commitment to cooperate with the local school systems, as well as other local, state, regional, and federal agencies, in addressing problems of substance abuse in its community.

## **GENERAL EMPLOYMENT**

### **Hiring Procedures**

#### Methods of Recruitment

The College strives to recruit qualified applicants for position openings on the basis of experience, ability, potential and motivation to support the total program of the College. General methods of recruitment are:

- Post position internally
- Advertise openings through the CareerLink
- Advertise positions in local newspapers and related professional journals and web sites
- Review resumes of recent applicants
- Review referrals from employees and friends of the College

#### Reference and Credentials Confirmation

The Director of Human Resources will contact previous employers and references and document the results in writing as appropriate. More extensive checks may be completed for appropriate positions and may include verification of credentials, work experience and other forms of background checks.

### Letter of Employment

After receiving the authorization form, the Office of Human Resources will prepare an official letter of employment. This letter will confirm the title, salary, start date, and conditions of employment. Candidates are asked to indicate their acceptance of the offer of employment by signing and returning a copy of the letter of appointment to the Office of Human Resources within a specified time period.

### **Conditional Period**

The first six months of employment, known as the conditional period, is that time when the College and the employee have an opportunity to more fully evaluate each other. Prior to the expiration of the conditional period, the supervisor will evaluate the employee's job performance. The supervisor will then review the evaluation with the employee. The employee's retention, continuation of conditional employment, or termination of employment will be based on that evaluation.

Current employees who are reassigned to a new position will be considered on a conditional status for the first six months in that new position.

Conditional status may be assigned to any employee whose performance does not continue to meet the required standards of their job. The supervisor in consultation with the Director of Human Resources will determine the length of such a conditional period. The College reserves the right to terminate employment at any time due to unacceptable work performance.

### **New Employee Orientation**

New employee orientation is organized by the Office of Human Resources. This orientation is intended to familiarize new employees with the tradition, mission, structure and operations of the College. It will also provide an overview of some of the College policies and procedures, as well as the benefits available to College employees. At this orientation, post-employment paperwork will be completed including payroll-related paperwork necessary to issue pay.

Orientation will continue on the job as more is learned about the job and expectations. This time provides the opportunity to become familiar with job responsibilities, department and co-workers.

The orientation and evaluation period also provides a key opportunity for the hiring supervisor to work closely with you to provide support, guidance, and performance feedback.

### **Faculty and Staff Directory**

The Juniata website maintains an online directory that includes employee images and personal information. The information included is name, title, department, office telephone number, office and email address. Each employee has the option of including his or her home address and telephone number and is encouraged to do so. Upon hire, each employee is asked to designate what optional information is to be included by completing the directory form. Employees may change their information designation by contacting the Office of Human Resources. The Juniata website is a secure website and personal information is only accessible from persons who access the web site from a Juniata address (intranet).

### **Promotion and Transfer**

It is the policy of the College to encourage promotion of its present employees whenever possible. When a job opening occurs at the College, the announcement will be posted internally for one week to allow current employees the first opportunity to apply. Employees may submit an application if they are interested in the position and meet the qualifications. Whenever possible, the College will endeavor to promote qualified employees based on their performance, and potential for growth and development.

As a courtesy, employees should inform their current supervisor when applying for another position. Transfers are permitted when in the best interest of the College and the employee. Transfers must be approved by all supervisors involved and the Director of Human Resources.

### **Performance Evaluation**

Performance reviews are conducted annually for all staff members. These reviews include a self-appraisal and personal interview between supervisor and staff member with the completion of a standard performance review form. The purpose is to assess individual achievements, abilities, and strengths, identify any areas that need improvement, and establish goals and objectives for the future. Performance evaluations are intended to serve as an objective means of communicating and developing as well as evaluating. The supervisor will assume responsibility for coordinating the evaluation process within their area and will provide a copy of the written evaluation to the Director of Human Resources for placement in the personnel file and to the employee, if requested.

The evaluation is used as an integral part of the decision making process to administer annual salary increases. An accurately completed evaluation is also the basis for career development, advancement, or corrective action.

The employee's signature on the form indicates that the evaluation was discussed with the employee, but does not indicate concurrence with the evaluation. Employees should address any issues with their evaluation with their supervisor.

### **Staff Development**

Opportunities for job-related training will be provided periodically by the College. Training opportunities may be in the form of on-campus workshops, regular college courses, continuing education courses, or training seminars at off-campus locations. Requests to participate in these training programs must be approved by the supervisor and the Director of Human Resources. If the job-related training program occurs during regular working hours, it will not be necessary for the employee to make up the time.

### **Nepotism**

Persons related by family or marriage may be employed by the College, provided such individuals meet regular College employment standards and are the best, qualified candidate for the available position.

In the interest of safety, security, supervision and morale; no individual will be employed or transferred into a department under the supervision of an immediate relative who has or may have a direct effect on the individual's progress, performance, pay, or where the handling of confidential information could create an awkward work situation and/or conflict of interest.

For the purposes of this policy, immediate relative is defined as spouse, parent, child, individual for whom the employee has been assigned legal guardianship, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, and in-laws.

### **Outside Employment**

Full-time employees may accept employment outside the College only if that employment does not interfere with the employee's regular duties or College functions and is scheduled outside regular working hours. Other employment for staff members should be discussed with the supervisor and/or the Director of Human Resources.

### **Personnel Records**

All permanent records of employees are maintained in the files of the Human Resources Office. These personnel files represent the historical employment record of the employee and include such items as the applications for employment, correspondence, transfers, promotions, performance evaluations, wage changes, benefit enrollment, tax information, disciplinary actions and commendations. You may make an

appointment to review your file during regular business hours while a representative of the Human Resources Offices is present. An employee is permitted to make handwritten notes from the file, but will not be permitted to remove or copy the file or portions thereof.

It is the responsibility of each employee to notify the Office of Human Resources promptly of any changes in personal data or status. Name changes, personal mailing addresses, telephone numbers, marriage, divorce, birth, adoption, a dependent child losing dependent status, individuals to contact in the event of an emergency, educational accomplishments and other such status reports should be accurate and current at all times. If any of your personal information has changed, notify the Office of Human Resources in writing.

### **Hours of Work**

The normal working hours for Juniata Administrative Offices are 8:30 a.m. to 5:00 p.m., Monday through Friday, for a total of 37.5 hours per week. The Admissions Office is routinely open on Saturday mornings, and the work schedules are developed by the supervisor.

Beginning the first workday following Commencement and ending one week before the opening of the Fall Semester, the administrative offices are open from 8:00 a.m. to 4:00 p.m., for a 35 hour work week. Again, special arrangements for Saturday hours may be made in some departments.

Nonexempt staff member's pay is based on a 37.5 hours per week. During the summer hours time period, staff will continue to be paid as if working 37.5 hours per week. Any hours worked over 37.5 will be paid at regular hourly rate and hours over 40 will be paid at time and one-half.

### **Payroll Matters**

Nonexempt staff members are paid bi-weekly on every other Friday. Each paycheck will include all earnings to date and any adjustments (time worked over schedule and overtime) for the previous payroll period. Pay periods begin on Saturdays and end on Friday. There are 26 pay periods during a calendar year. Employees are encouraged to elect direct deposit but may receive a paycheck through intracollege mail or through U.S. mail. Employees that elect direct deposit will receive their pay advices (statements) online through Webadvisor. It is the responsibility of every nonexempt staff member to accurately record the time he or she works in Juniata's online timekeeping system (Kronos) for each pay period. The staff member's supervisor must review the Kronos timesheet for accuracy and verify the hours worked. The approval of the staff member and the supervisor certifies the accuracy of the information on the timesheet. Federal and state laws require Juniata to keep an accurate record of time worked in order to calculate nonexempt staff member's pay and benefits, including all paid and unpaid leaves. Overtime work must be properly represented on the timesheet and have supervisory approval before it is performed.

Automatic reminders for approvals will be sent from Kronos to full-time support staff on Tuesday following the end of a pay period. The deadline for both employee and supervisor approval of a previous pay period is 11:00 am the Monday before payday. If a staff member or supervisor has not approved their timecard they will be paid and additional follow up will be made by payroll to obtain the proper approval, unless the staff member has missed the approval deadline on three occasions in three months and/or six occasions in a year. In this circumstance the employee will not be paid in that payroll, but once the approval is obtained you will be paid on the next available biweekly payroll. The Payroll Office cannot assume that a nonexempt staff member has worked. If the hours are not entered into Kronos an employee will not receive a paycheck on the scheduled payday.

All employees are required to authorize various payroll deductions for taxes at the time of their employment. The College is required by law to withhold monies from the employee's gross pay for: (1) Federal Income Tax; (2) Social Security; (3) Pennsylvania State Income Tax; (4) Huntingdon Borough Local Services Tax; and (5) Local Income Tax for residents of Huntingdon Borough (Juniata will withhold for other areas if a Local Tax Form is provided to payroll). In the event a salary advance is made, the employee will be required to sign an authorization to have the advance deducted from his/her future paycheck(s).

In addition, payroll deductions are made for the employee's share of the costs involved in the fringe benefit programs. Payroll deductions are also available for the convenience of the employee in making contributions to the College and the United Way of Huntingdon County.

Pay changes normally go into effect at the beginning of each fiscal year, June 1. Compensation rates are reviewed annually for equity. The Vice-President makes salary recommendations to the president based on job performance, cost of living changes, and available College funding. No other increases are normally granted during the year except to allow for promotion.

### **Salary Advances**

It is the policy of the College that no salary advances will be made to employees except in cases of emergency or extreme hardship over which the employee has no control, or for a new employee during the first month of employment. All requests for salary advances must be made directly to the Vice-President for Finance and Operations who will determine the disposition of the request.

## **CODES OF CONDUCT**

### **Professional Expectations**

It is very important for an employee to remember that attitude and conduct are significant factors in work performance. It is the duty of each employee to be courteous to co-workers and to every person who visits the campus--students, parents, alumni, or visitors. Employee conduct has a direct bearing on the general public opinion of the College; therefore, it is imperative that employees respect the rights of others and conduct themselves in a professional manner. Employees are expected to treat every member of the public and College community politely in correspondence, telephone conversations, and personal interactions.

The College will comply with all applicable policies, procedures, laws and regulations, and expects all its employees to conduct themselves in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Compliance with this policy of business ethics and conduct is the responsibility of every College employee.

To ensure orderly operations and provide the best possible work environment, the College expects employees to follow rules of conduct that will protect the interests and safety of all employees and the College.

While not possible to list all the forms of behavior that are considered unacceptable in the workplace, the following is a list of examples of violations of rules of conduct that may result in corrective action, up to and including termination of employment:

- Theft or inappropriate removal or possession of College property
- Falsification of College records
- Working under the influence of alcohol or illegal drugs
- Negligence or improper conduct leading to damage of college, student, or employee-owned property.
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Possession of dangerous or unauthorized materials, such as explosives or firearms in the workplace
- Unauthorized or illegal use of telephone, email system or other college-owned equipment
- Unauthorized disclosure of confidential information
- Use of College supplies, equipment, property, or services to carry out private business ventures
- Unsatisfactory performance or conduct which interferes with the performance of others
- Violation of local, state, or federal laws while on College property or while working as an employee of the College

Employment with the College is at the mutual consent of the College and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

### Attendance and Punctuality

To maintain a safe and productive work environment, the College expects staff members to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other staff members and on the efficient operations of the College. In the rare instances when a staff member cannot avoid being late to work or is unable to work as scheduled, they should notify their supervisor in advance of the anticipated tardiness or absence or as soon as possible. Excessive tardiness, excessive absenteeism or absence without notice may be addressed with corrective action, up to and including termination of employment.

### Professional Appearance

During work hours or when representing the College, employees are expected to present an appearance that is consistent with the work being performed or professional standards.

Business casual days are approved for the summer and Fridays. During the summer every day will be a business casual dress day until the students return in the fall. During the academic year business casual dress is acceptable on Fridays only. It is important that Juniata College maintain a professional image, so the following business casual dress guidelines apply:

Please consult the daily office schedule of appointments to determine if business casual is appropriate for the day. We recognize that acceptable business casual dress may vary from department to department, depending upon the department's function. For example, athletic wind suits are acceptable for athletic staff and jeans for student services staff as they interface with students. Please consult your supervisor with questions regarding your individual department.

#### Pants

Acceptable: Khaki and casual pants, appropriate fitting leggings or stirrups, skorts.

Unacceptable: jeans, shorts, sweatpants, jogging pants, athletic wind suits.

#### Shirts

Acceptable: Shirts with collars, polos, appropriate T-shirts, turtlenecks.

Unacceptable: Casual T-shirts with inappropriate messages or advertising, tank tops.

#### Shoes

Acceptable: athletic shoes, sneakers, boat/deck shoes, sandals.

Unacceptable: flip flops, thongs.

A good rule of thumb: If in doubt as to whether it is appropriate-change.

### Non-Disclosure and Confidentiality

The protection of confidential information is vital to the interests and the success of Juniata and its employees. Employees who improperly use or disclose confidential information will be subject to corrective action up to and including termination of employment. All employees must be aware of the privacy rights of students as mandated by FERPA and of the privacy rights of fellow employees.

Employees must refrain from discussing confidential College business with any one who does not have a legitimate need to know the information.

Department heads will instruct employees on what information is considered confidential for their department and the procedure for handling requests for information.

### Conflicts of Interest

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative/close associate as a result of Juniata's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No employee should use their position with the College or information acquired during employment in a manner that may create a conflict, or the appearance of a conflict between the employee's personal interests and those of the College.

If an employee has any influence on transactions involving purchases, contracts, or leases, they should immediately disclose to their supervisor and the Vice-President for Finance and Operations the existence of any actual or potential conflicts of interest.

### **Smoke-Free/Healthy Workplace Policy**

Due to the acknowledged hazards arising from exposure to tobacco, it is Juniata's policy to provide a tobacco-free environment for all employees, students, and visitors. All administrative buildings, classrooms, and individual offices are designated as tobacco free.

This policy covers the smoking of any tobacco product, and the use of smokeless tobacco. This applies to employees, students, and non-employee visitors of Juniata.

#### *Definition*

- There will be no use of tobacco products within the facilities at any time.
- The decision to provide or not provide designated smoking areas outside the building will be at the discretion of President's Cabinet.
- The designated smoking area will be located at least 20 feet from the main entrance or at containers provided for the disposal of tobacco by-products.
- All materials used for smoking, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of management.
- There will be no tobacco in any Juniata vehicle.
- Supervisors will discuss the issue of smoking breaks with their staff. Together they will develop effective solutions that do not interfere with the productivity of the staff.

#### *Procedure*

- Employees will be informed of this policy through signs posted in Juniata facilities and vehicles, the policy statement, and orientation for new hires.
- Visitors will be informed of this policy through signs, and it will be explained by their host.
- The College will assist employees who wish to quit smoking by facilitating access to recommended smoking cessation programs and materials. Please contact the Office of Human Resources for more information.
- Any violations of this policy will be handled through vice-presidents and supervising managers.

### **Non-Violence Policy**

The College is committed to a safe environment that is free from physical assault, intimidation, and harassing conduct. Any threatening statement, harassment, or behavior that gives people cause to believe that their safety or health are at risk will be considered workplace violence. All reports of possible workplace violence will be taken seriously by members of the campus community.

Examples of workplace violence include but are not limited to the following:

- Threatening, harassing, assaulting or endangering the health or safety of any individual(s)
- Slapping, punching, or otherwise physically attacking a person
- Wielding a weapon or an object which appears to be a weapon
- Using greater physical size/strength or institutional power to intimidate another
- Threatening someone with harm
- Destroying or damaging College property

Employees who engage in actions or threats of violent behavior toward other employees, students, or the public while at the College will be subject to corrective action, including disciplinary action ranging from probation, mandatory counseling, dismissal and/or arrest if appropriate.

### **Use of College Property**

#### *Parking*

All employees must register their vehicles with the Security Office. After an application has been submitted, a parking sticker will be issued for the vehicle. The sticker must be placed on the left rear bumper.

All employees must obey posted College parking restrictions. Failure to pay a security-issued parking ticket will result in corrective action.

Parking is available in various lots across campus. Employees may park on any public street unless restricted by the Borough.

#### *Food Services*

Food services are provided on a contract basis. Employees may purchase individual meals through the cafeteria line or in the snack bar on a cash basis. College-sponsored events requiring Food Service may be arranged through Food Services, Ellis College Center, at extension 3337 or the Electronic Catering Guide located on the Intranet.

#### *Health & Wellness Center*

The Health & Wellness Center is located on Moore Street, and its primary purpose is to serve the needs of students. The Center provides treatment for minor injuries and ailments and routine care of chronic illnesses. A nurse is regularly available, and the College Physician and Physician Assistant maintain regular consultation hours. The services of the Health Center staff are available to employees only in cases of emergency or for scheduled foreign travel immunizations.

### **Non-College Business**

College facilities and resources, and employee time should not be used for non-College business purposes. Payment for personal copies and/or printing charges should be made promptly at the Accounting Office. The use of these or other services should at no time interfere with College business.

Any attempt to misuse the College telephone system which results in a loss of funds or increased expense to the College is a serious offense and will be handled appropriately.

### **Life-Threatening Illnesses**

The College is committed to providing equal opportunity to all employees, including those who have a life-threatening illness. We are also committed to providing a safe work environment that meets or exceeds state and federal regulations. Consequently, employees who have a life-threatening illness will be treated like other employees as long as they meet performance standards, and medical and other evidence indicates that their condition is not a threat to themselves or others.

We also believe all information regarding an employee with a life-threatening illness must remain private and confidential. We ask all employees to treat each other with compassion and understanding.



## **EMPLOYEE BENEFITS AND SERVICES**

The Director of Human Resources and the Assistant Director of Human Resources administer the insurance programs available to regular, full-time Support Staff. Coverage under these programs begins on the first day of the first full month of employment, except as otherwise noted below. Details of each program are provided to each participant at the time of initial appointment. Questions regarding specific claims should be addressed to the Benefits Coordinator. Copies of current descriptive booklets are available from the Benefits Coordinator. Specific actual benefits are identified in the respective booklets and policies.

### **Mandated Benefits**

#### **Social Security**

The Social Security Act of 1935 is the basic Federal social welfare legislation in the United States. During working years employees and their employers pay Social Security taxes which are placed in special trust funds. When earnings stop because the worker retires, dies, or becomes disabled, monthly cash benefits are paid to replace part of the earnings the worker's family has lost. In compliance with the law, the College withholds the tax from each employee's salary and matches it with an equal amount. Approximately six months prior to retirement, the employee should consult with the local Security office to make the necessary arrangements for retirement payments to begin.

#### **Worker's Compensation**

In compliance with the Pennsylvania Workers' Compensation Act, the College is insured to provide disability and medical benefits to an employee who incurs a work-related injury or illness. Work-related injuries and illnesses must be reported at once to the employee's immediate supervisor. The supervisor must immediately report the injury to the Office of Human Resources so the necessary claim forms can be filed with the insurance company. The College provides a panel of approved physicians to treat work-related injuries during the first ninety days after the injury. The employees should utilize a panel physician in order to insure full benefits.

#### **Unemployment Compensation**

Unemployment Compensation assures benefits to an eligible former employee during any period when, through no fault of the employee, they become unemployed. The employee should contact the nearest Bureau of Employment Security Office to register for work elsewhere, and to file a claim for unemployment benefits.

#### **COBRA**

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), provides employees and dependents who are covered under the College's group health plan the opportunity to continue group health care benefits in a number of situations. However, the employee/dependent(s) pay for these benefits if continuation of coverage is elected.

Specifically, if employment ends with Juniata College (other than for gross misconduct) or if employment status changes making the employee ineligible for group health coverage, the employee and dependent(s) may elect to continue coverage at their own expense for up to 18 months. Coverage could continue for 29 months if the employment ends due to disability. At the time of termination or change of status, covered employees and spouses will be provided information about electing continuation coverage.

Also, spouse and dependent(s) may be able to continue group health coverage for up to 36 months if one of the following events occurs to a covered employee: death; divorce or legal separation; losing employer health benefits because covered employee has elected to participate in Medicare; or dependent child exceeds the maximum age for coverage as the employee's dependent.

The employee or qualified beneficiary (spouse or child) is responsible for notifying Juniata College of a divorce, legal separation or if a child is no longer eligible for dependent coverage within 60 days of the event.

Continuation of group health coverage under COBRA will end automatically if any of these events occur: failure by the eligible person to pay the required premium when due; eligible person becomes covered under another group health plan; eligible person becomes entitled to Medicare or if Medicare becomes effective after COBRA election; expiration of the continuation period; or end of Juniata College providing group health care in the Office of Human Resources.

### **College-Provided**

#### **Employee Assistance Program**

EAP is a service provided by the College for full-time employees. The goal of the program is to assist employees and their families in coping with problems that could result in serious deterioration of health, family life and job performance. It is a confidential and voluntary program that provides consultation, problem assessment, and referral for a variety of challenges that may interfere with job performance or work relationships.

The EAP was established because of the College's continuing interest in the well being of its employees and their job performance. The EAP's goal is to direct employees to services that will assist them in successfully dealing with their problems and in promoting their professional and occupational opportunities.

Information and access to the College EAP services can be obtained through the Office of Human Resources or directly through the provider. The College EAP Services are provided by Reach, in conjunction with J.C. Blair Hospital. They can be accessed by their toll-free number 1-800-950-3434.

The College EAP provides assistance for a wide-range of situations including but not limited to the following:

- Alcohol and drug misuse and dependency
- Stress and emotional disturbances
- Marital and family issues
- Depression and grief
- Critical incident debriefing
- Workplace mediation

Reach will provide periodic seminars for all employees on topics such as Alcohol and Drug Awareness, Managing Personal Stress and Wellness: Getting Fit. They have a series of leaflets providing resource information on many issues. Ongoing training is provided to supervisors on a variety of topics.

#### **Confidentiality**

The employee's right to privacy is the most critical aspect of the College EAP. All services are provided on a strictly confidential basis. No information is released without the employee's signed consent.

#### **Costs**

The initial assessment and two counseling sessions (total of three sessions) with the assessment provider are free of charge. If extended counseling is required, employees will be referred to appropriate resources. Psychological services are partially covered by the College employee health benefit program. Costs incurred for services not covered by insurance or other benefits, are the responsibility of the employee. An effort will be made to make a referral within the individual's financial means.

### Utilization

Information and access to the College EAP services can be obtained through the Office of Human Resources or directly from the provider. The College EAP services are provided by Reach, in conjunction with J.C. Blair Hospital. They can be accessed at their toll-free number 1-800-950-3434.

### **Medical Insurance**

All eligible employees are offered a Preferred Provider Organization (PPO) through Preferred Healthcare (PHS) Network. Benefits are paid at a higher level when a participating physician and/or facility render services. Services performed by a participating provider are paid at 100% minus any applicable co-pays (i.e. Office Visits - \$10 co-pay, Emergency Room - \$25 co-pay, etc.) Services performed by a non-participating provider are subject to a deductible (\$300 Individual/\$600 Family), then paid at 80% until the out-of-pocket maximum is met (\$2,000 Individual/\$4,000 Family). Prescription drug benefits for retail and mail order are included. Please refer to your Employee Booklet for a complete explanation of medical benefits.

The College currently pays 90% of single coverage premium and is phasing increased employee contributions to be consistent with dependent coverage percentages. For persons electing dependent coverage, the employee will contribute 20% of the monthly dependent premium. These premiums can be contributed on a pre-tax basis through a Section 125 Premium Conversion Plan.

Open enrollment is conducted during November for the following January 1 effective date.

The policy includes coordination of benefits, which makes it the primary carrier for insured employees and secondary for spouses who are covered by another employer's group insurance plan. This provision will not have an adverse effect on any private insurance any individual may carry.

Employees who choose to waive health plan participation can receive a \$750 annual incentive upon receipt of proof of other non-Juniata health plan coverage. The incentive can be paid through payroll (taxed) or deposited into a Health Reimbursement Account (HRA) (non-taxed). HRA's are similar to Flexible Savings Accounts (FSA).

### **Short Term Disability Income Protection**

After a year of service, employees are covered by a College-provided short term disability plan. After all regular and accumulated sick leave is exhausted (see page 27), the College will provide biweekly payments of 75% of the employee's average weekly compensation (including overtime) calculated over the previous six months immediately prior to the injury or illness, but not less than \$480/week, for documented medical disability leaves, up to a combined maximum of 26 weeks. Short term disability payments by the College are adjusted in accordance with income benefits payable from Social Security or Worker's Compensation.

### **Long Term Disability Income Protection**

The College provides a long term disability income protection policy. Eligible employees will be covered after one year of employment, but those who have been included in a disability policy with the same carrier at their last place of employment will be covered on the first day of the first full month of employment. The plan provides the benefits described below, which begin on the first of the month following six consecutive months of total disability.

A monthly income benefit which, including income benefits payable from Social Security and Workers' Compensation, replaces 60% of the salary lost due to the disability. A monthly annuity premium benefit, for those participating in the College's retirement program, will be made to the employee's TIAA/CREF annuity for the duration of the disability. The carrier will initiate requests for medical statements, physical examinations, or other information required in the evaluation of each case, upon receipt of the application for benefits.

## **Vision Insurance**

The College provides a Managed Vision Care Program through Vision Benefits of America (VBA) to eligible employees with the option of the employee purchasing coverage for the spouse and children. This service may be used once every 24 months for adults or 12 months for children. The program provides for a vision screening and allowance for frames, lenses, and contacts. Most services through a participating provider are covered at 100%. Services through a non-participating provider are eligible for a limited reimbursement amount based on the service performed.

## **Basic Term Life Insurance**

The College covers each eligible employee with \$60,000 basic term life insurance.

Voluntary supplemental term insurance coverage is available on each eligible employee subject to the limitation that it is not to exceed five times the employee's regular annual wages or \$100,000 whichever is the lesser amount. Employees may elect to purchase coverage for their dependents based on a percentage of the supplemental coverage.

For eligible employees age 65, but less than 70, the basic term life and voluntary supplemental term life coverage will be reduced to 65% of their respective base amounts.

## **Accidental Death & Dismemberment**

The College covers each eligible employee with \$60,000 accidental death and dismemberment insurance under a double indemnity feature included in the basic term life insurance described above.

## **Business Travel Life Insurance**

The College covers each eligible employee with business travel insurance in the amount of \$100,000 and provides travel emergency assistance coverage.

## **Voluntary Supplemental Benefit Programs**

### Short Term Disability Income Protection

Voluntary short term disability income protection insurance is available from Colonial Life & Accident Insurance Company. This policy is portable, so you may take your policy with you if you leave employment at the College. The purpose of this policy is to replace a portion of your income if you become unable to work because of a covered illness or injury.

### Dental Insurance

Eligible employees may purchase voluntary dental insurance. Employees have the option of three different levels of coverage through AFLAC. More information is available through the Office of Human Resources.

### Cancer Insurance

Voluntary cancer insurance coverage is offered through Colonial Life & Accident Insurance Company for eligible employees. This plan offers a wellness benefits, initial diagnosis benefits, inpatient benefits, surgical procedures benefits, treatment benefits, extended care benefits, and transportation/lodging benefits. Under this plan you receive money for covered benefits.

This policy is portable, so you may take your policy with you if you leave employment at the College.

### Life Insurance

#### *Universal Life Policy*

The College offers a Universal Life Insurance policy for eligible employees from Colonial Life & Accident Insurance Company. This policy is portable, so you may take your policy with you

if you leave employment at the College. This policy offers the flexibility to increase or decrease the face amount and to change the premium payments. The premiums will not increase because you get older and premiums paid on the policy build cash value. You are guaranteed an interest rate of at least four percent.

You may purchase individual Universal Life policies for your spouse and children or add a term life policy rider on to your own policy. With your policy you have the option of adding additional benefit riders, such as: accelerated death benefit rider, accidental death benefit, additional coverage term rider, guaranteed purchase option and waiver of monthly deduction if you become disabled.

#### *Whole Life Policy*

The College offers a Whole Life Insurance policy for eligible employees from Colonial Life & Accident Insurance Company. This policy is portable, so you may take your policy with you if you leave employment at the College. This policy is paid in full at the age of 65. The premiums will not increase because you get older and premiums paid on the policy build cash value. The interest rate on this policy is always at four percent.

You may purchase individual Whole Life policies for your spouse and children or add a term life policy rider on to your own policy. With your policy you have the option of adding additional benefit riders, such as: accelerated death benefit rider, accidental death benefit, additional coverage term rider, guaranteed purchase option and waiver of monthly deduction if you become disabled.

#### *Term Life Policies*

The College also offers a Level Term Life insurance policy for eligible employees from Colonial Life & Accident Company. This policy is portable, so you may take your policy with you if you leave employment at the College. The premiums under this policy will remain level for up to two consecutive 10-year periods, depending on your age and the amount of coverage you choose, and will then increase annually. The policy is renewable up to age 95. With the living (accelerated) benefit option you can request a portion of the face value of your policy's death benefit should you be diagnosed with a terminal illness. You may purchase a term life policy or add a rider to your own policy, and you may also purchase a rider to cover your children.

#### *Accident Insurance*

Eligible employees are offered accident insurance from Colonial Life & Accident Insurance Company. The basic tier of insurance is for injury and dismemberment. For various injuries, from broken bones or dislocations to loss of limbs, you receive a cash benefit. This policy is portable, so you may take your policy with you if you leave employment at the College.

When electing this coverage you have the option of adding the Hospital and Services and Accidental Death benefits. Hospital and Services benefit will help you deal with the bills and expenses related to an accident. Benefits include: air ambulance, ambulance, appliance, blood/plasma/platelets, doctor's office, emergency room treatment, hospital admission, hospital confinement, physical therapy, and x-rays.

### **Flexible Spending Accounts**

Flexible spending accounts are offered from Ameriflex for eligible employees. This benefit qualifies for Section 125, a pretax deduction from your paycheck. For this benefit you elect to have a specified amount of pretax money deducted from your paycheck each pay period. This money is set aside in a reimbursement account. You either use your debit card for qualifying expenses or submit a receipt for a qualifying expense to be reimbursed from this account. These accounts have a "use it or lose it rule." If you do not use all the money contributed to the flexible spending accounts, you will lose any remaining balance at the end of the year.

### Health Care

The health care flexible spending account may be used to pay health care expenses that are not covered under any other plan. Qualified expenses include: deductibles and other payments you make under your medical plan, charges that are not covered by your medical plan (dental care, glasses, special medical equipment, etc).

### Dependent Care

The U.S. Congress has set maximum allowable contributions for dependent care expenses. They are \$5,000 for married couples filing jointly and for single parents and \$2,500 for a married person filing separately. Expenses must meet qualifications, please refer to your benefits package for information.

If you participate in this plan, you cannot claim credits on your income tax return for the same expenses. Also, amounts reimbursed under this plan will reduce the amount of other dependent care expenses that you can claim for purposes of tax credits. It is important to evaluate whether or not taking federal income tax credit will save you more money than a dependent care flexible spending account.

## **Retirement Programs**

The retirement programs available to regular, full-time employees are administered by the Vice President for of Finance and Operations and the Director of Human Resources. The normal retirement age for employees at Juniata the College is 65. While the following summaries briefly describe the various programs, their actual terms - including all special conditions and limitations - are stated in the retirement documents.

### Regular Retirement Plan

The College provides a retirement plan through the Teachers Insurance and Annuity Association (TIAA), and the College Retirement Equities Fund (CREF). Eligible employees may participate in the TIAA/CREF plan after one year of service at the College, and must enroll at age 30 if the service requirement has been met. A person bringing a TIAA/CREF contract from their last place of employment is eligible to participate immediately. The individual contributes 2% of their regular salary, which is deducted from the payroll, and the College contributes 10%. Any participant leaving the College retains full equity in their policy, and may continue contributions thereafter on a personal basis. Each individual participating in TIAA/CREF is responsible for determining the percentage allocation between TIAA and CREF; this allocation may be changed at any time. The 2% employee contribution may be made on a tax deferred basis. Employees can elect to make additional contributions up to the annual IRS maximum. The Office of Human Resources regularly schedules visits from TIAA/CREF consultants for group educational sessions and individual consultations.

### Tax-Deferred Annuity

In addition to the regular retirement and tax-deferred annuity programs described above, it is possible for eligible employees to contribute to an annuity contract known as a Supplemental Retirement Annuity (SRA). The SRA is especially designed for use by persons who want to set aside tax-deferred retirement funds over and above amounts being accumulated under the mandatory retirement plan. The amount contributed to an SRA and other tax-deferred annuities described above must not exceed the limitations set by the Internal Revenue Code. The SRA allows for different flexibility than the College annuity, such as the ability to make loans against the account and make early withdrawals while still employed.

The Director of Human Resources will provide information about these contribution limitations upon request. SRA's are fully-owned by the participant and are subject to the same death benefit options as the regular plan, but there is a higher expense charge because of the cost of administering their additional features.

All salary reduction amounts are subject to state and local taxation.

### Phased Retirement

In order to maintain quality productivity as well as to provide some flexibility for staff desiring an early retirement, the College makes available a “phased” retirement plan.

Phased retirement provides the possibility for full-time employees 55 years or older with ten years of service to have reduced workloads with continuation of medical and life insurance benefits, if currently eligible for post-retirement benefits.. The applicable premiums will be determined by the “Guidelines for Retirees Insurance.” Full-time employees wishing to take phased retirement may do so under the following circumstances:

- At least six months or more prior to the contemplated phased retirement the employee should submit in writing a request for phased retirement to the related Vice President.
- After consultation with the President and the related department supervisor(s) to determine feasibility, the Vice President will communicate his/her decision in writing to the employee.
- Salary will be determined by the President in consultation with the Vice President and the Director of Human Resources.
- If part-time employment is mutually agreeable to the College and the employee, the College will issue a term employment letter upon receipt of the employee’s letter of retirement. This letter will outline the number of hours the employee will work; the specific job assignments will be determined by the Vice President and respective supervisor(s). The phased retirement will be for a fixed term, renewable only upon the mutual agreement of both the employee and the College.
- During the term of the phased retirement, the employee will continue to receive bookstore discounts, complimentary tickets to sports events and lectures (when applicable), discounts for the Artist Series comparable to those offered to continuing full-time employees.

The benefits program which is available to retirees will be applicable to persons in the phased retirement program. In addition, the College will continue contributions to the individual’s retirement plan if the individual contributes his/her share during the term of the phased retirement agreement.

### Supplementary Insurance Benefits

At the present time, the College provides retiree health care benefits as described below to those individuals with grandfathered eligibility. However, the College retains the right to amend or terminate these plans at any time and persons hired on or after January 1, 1997 are not eligible for the benefit.

Retired, full-time staff who are at least 55 years of age and have completed 10 years of service are eligible to continue the Medical Care Plan and at age 65, a group Medicare supplement. Covered dependents at the time of retirement are also eligible for this benefit. The premium will be shared between the participant and the College, based on years of service. At retirement, the basic life insurance is reduced to \$3,000 and supplemental life insurance, for participating employees, is reduced to \$3,000. All persons are strongly encouraged to participate in Part B of Medicare (Part A is automatic) when they are eligible to do so.

### **Vacation**

Full-time members of the Supporting Staff are eligible to receive vacation based on time of continuous service. All vacation must be used within the calendar year. Payment for unused vacation is not permitted except in cases of separation from the College.

### First Year of Employment

New employees hired between January 1 and June 30 will be eligible for five (5) vacation days to be taken between July 1 and December 31 of that year. Persons hired between July 1 and December 31 will be eligible for ten (10) vacation days during the next calendar year.

Subsequent Years of Employment

At the beginning of each year, an eligible employee will receive a paid vacation based on years of active service according to the following chart:

<u>Time of Service</u>	<u>Days Vacation</u>
1-3 Years	10
4-5 Years	11
6-8 Years	12
9-10 Years	15
11-12 Years	16
13-14 Years	17
15-16 Years	18
17-19 Years	19
20+	20

Vacation requests should be submitted to the supervisor at least two weeks prior to the date(s) requested.

Holiday Instead of Vacation

When a College-scheduled holiday(s) falls within an employee's approved paid vacation period, the holiday(s) is not counted as a vacation day.

Vacation Eligibility Following Extended Absence

If an employee is absent more than three months in a calendar year due to sickness or an approved leave, the employee is eligible for full vacation in the year in which the absence begins.

In the year following an absence of more than three months, the vacation for which the employee is eligible is determined on a pro rata basis of the portion of the previous year worked, provided the employee works at least three months in the year following the absence. See schedule below:

<u>Time Worked Previous Year</u>	<u>Vacation Benefit Current Year</u>
9 months or more	3/4
6 months but less than 9	1/2
3 months but less than 6	1/4

**Sick Leave**

New employees hired between January 1 and June 30, will be eligible for five (5) days paid sick leave between July 1 and December 31 of that year. Persons hired between July 1 and December 31 will be eligible for sick days on January 1 of the next year.

At the beginning of each calendar year thereafter, the employee will accrue an additional ten (10) days-paid sick leave. Sick leave may be used for personal illness or illness in the immediate family of the employee. The maximum sick leave accumulation is one hundred (100) days. Unused amounts are not paid upon termination of employment. Absences due to illness of less than three (3) hours will not be deducted from sick leave. If partial day absences due to illness become frequent, then the time will be deducted from sick leave or pay.

An employee will be rewarded one day of personal leave if four or less days of sick leave were used in the past year.

Sick leave compensation is reduced by the amount of any payments received from Social Security and/or Worker's Compensation.

After an absence due to illness has exceeded five (5) working days, a doctor's statement is required which verifies the employee is able to return to work. The College reserves the right to request the certification of employee's ability to return to work.



## **Appointments**

Absences due to doctor or legal appointments of less than two (2) hours will not be deducted from leave time. If partial day absences due to appointments become frequent, then the time will be deducted from sick leave, vacation or pay.

## **Holidays**

All full-time members of the Support Staff are eligible to receive pay for scheduled holidays. The holiday schedule is established for each calendar year by the President's Cabinet, and can be viewed on the Public Folder or HR Website. The number of holidays each year will vary slightly according to days of the week on which some traditional holidays fall. The College reserves the right to amend the holiday schedule according to the demands of the College.

Employees receive their birthday as a personal day to be scheduled within the pay period in which it falls. Exceptions must be authorized by the employee's supervisor.

An employee may arrange for time off without pay in observance of religious holidays, or may deduct these days from unused vacation time.

Normally, Supporting Staff employees are not asked to work during scheduled holidays, but certain time sensitive projects may require them to do so. When it is necessary for a staff member to work on a holiday, they may take a "substitute holiday" or elect to receive holiday pay plus 1 1/2 for hours worked. The substitute holiday must be approved by the supervisor prior to working the holiday. Any employee on leave without pay will not receive pay for holidays that occur during the leave.

## **Tuition Grants/Exchange Benefit**

### Eligibility

Full-time employees, spouses, and dependent, unmarried, and natural born, and step children or legally adopted children of full-time employees of the College shall be eligible for educational assistance programs as listed below. For purposes of this policy, a dependent child is defined as one who is claimed on the current IRS form as a dependent. A copy of the current form may be required. Some programs have specific eligibility requirements, which are listed with the program description.

Dependents of deceased employees, who would have satisfied all other criteria and who had been employed at Juniata for ten years or more, are eligible for the College grants.

Dependents (as previously defined) of retired employees, who would have satisfied all other criteria and who had been employed at Juniata for ten years or more and reached age 55 at the time of retirement, are eligible for the Juniata tuition benefit. Dependents (as previously defined) of employees who become disabled, are receiving long term disability and have 10 years of service with Juniata are eligible to receive the Juniata tuition benefit.

Regular registration procedures must be followed and the student must meet the College's admission requirements. Good academic standing must be maintained for the continuation of the grant. Some restrictions and limitations apply.

### Tuition Grants for Dependents

According to the following schedule, tuition grants to attend Juniata College on a full-time basis are available for eligible dependents.

Consecutive Years of  
Employment Completed

Amount of Grant

1	1/3 non-resident general fee less \$100
2	2/3 non-resident general fee less \$100
3	Non-resident general fee less \$100

The consecutive employment requirement is waived for spouses of employees and for dependents taking courses as part-time students.

Dependents who are not matriculated as full-time students may take two courses per semester during the regular session, summer session, or continuing education courses without tuition charge on a space available basis. Prior employment in higher education institution may count towards the consecutive years of employment. To be eligible for this benefit, prospective students must meet admission requirements.

Tuition Exchange Programs

Scholarships through the Tuition Exchange program, the Brethren Colleges Exchange program are available to eligible dependent children of employees who have completed one year of service to Juniata College.

Tuition Grants for Employees

Employees may take one course per semester or summer session without tuition charge on a space available basis.

Employees must have the approval of their supervisor and the Director of Human Resources in order to take courses during working hours. Working time must be made up unless the course is "job related" as documented by the immediate supervisor and to the Director of Human Resources.

Tuition Grants for Early Childhood Education Center

Grants for one-half tuition are available for eligible dependents to attend the Early Childhood Education Center. For purposes of this grant, a dependent child is defined as one who is claimed on the employee's current IRS dependency form or one of whom the employee has full or shared custody.

Tuition Grants for Retirees

Retirees of the College and their spouses are eligible to take one course per semester, summer session, or a continuing education course without tuition charge on a space available basis.

Qualifications

- Regular registration procedures must be followed and the student must meet admission requirements.
- Good academic standing as defined in the Juniata College catalog must be maintained for continuation of the grant.

Restrictions/Limitations

- All tuition grants, whether exchange, Juniata College grants, or a combination, are available for a maximum of four regular academic years' matriculation up to a maximum of 128 attempted credit hours.
- Tuition grant/tuition exchange scholarships are not available for study abroad programs or other non-Juniata College courses of study. Financial aid and actual study abroad tuition costs will be applied.
- Grants apply exclusively to tuition charges. They do not apply to other fees such as laboratory, matriculation, etc.
- Application may be made for non-Juniata College aid through the Office of Student Financial Planning. However, any combination of employee tuition grants and other Juniata College awards cannot exceed tuition.
- Tuition grants are not available for Credit by Exam, Independent Studies or private lessons in music.

- Employees and dependents will not be counted as paying students for the purpose of determining whether or not a course has a sufficient number of students for the course to be offered.
- There is no guarantee that there are tuition exchange placement positions available in any given academic year, either from the point of view of the importing (host) institution or from the point of view of the number of export positions for which the College qualifies. In the event that the College is eligible for a limited number of exports, the awarding of scholarships shall be determined yearly on the basis of employee seniority.
- Under Tuition Exchange program, a family will ordinarily be limited to a maximum of four years participation in an exchange program during a year that the College is under export restrictions. Families who have already received four or more years of benefits will be given last priority, independent of seniority. This limitation does not apply to all exchange programs.
  - Tuition grants do not apply to spouses or children of visiting professors or to one-year replacements of regular faculty on leave.

Appeals from dependents of employees may be made to the Director of Human Resources for consideration of special circumstances regarding time (credit) limits and academic standing.

#### Procedures

- Information about all educational assistance programs, as well as lists of participating exchange institutions, is available from the Administrative Manager, Finance & Operations or the Director of Human Resources, who jointly administers the programs.
- The employee should notify the Administrative Manager, Finance & Operations or the Director of Human Resources by November 1 of the student's intention to matriculate at Juniata or elsewhere in the immediately following academic year.
- For employees and dependents attending Juniata College, the grant will be applied to the student account upon submission of the employee's tuition grant request form to the Office of Human Resources prior to the beginning of the semester. If this form is not completed, the student will be billed for the tuition.
- Applications for exchange scholarships should be submitted to the Administrative Manager, Finance & Operations or the Director of Human Resources no later than November 1 of the year preceding expected enrollment. Persons who miss the November 1 deadline will receive last consideration for exchange scholarships regardless of seniority.
- The final decision on the awarding of exchange scholarships during a year of limitations is made by the Director of Human Resources in consultation with the President.

#### **Supplemental Benefits**

In addition to the benefits listed elsewhere in this manual, employees are eligible for a number of supplemental benefits as well. Additional items include:

- Complimentary general admission tickets for most athletic and cultural events held on campus;
- Bookstore discounts of ten percent on merchandise except for textbooks;
- All employees and retirees, their spouses/partners and dependent children (up to age 21) have use of Beeghly Library, Brumbaugh Fitness Center, Kennedy Sports and Recreation Center and other College facilities. Family members must be registered with the Athletic Department for facility access.

There are events of all types that faculty and staff members, retirees and their families are invited to and encouraged to attend, such as lectures, artist series, art/museum exhibitions and other events.

The College also holds several campus-wide events to which employees are invited. These events are offered at no charge to employees and include functions such as Founder's Day Tea (for employees with 10 or more years of service), Campusfest in August, and a holiday luncheon in December.

### **LEAVES OF ABSENCE**

#### **Family Care**

In the event of particular circumstances that are critical to the life of a family, full-time employees are eligible to apply for up to twelve weeks of unpaid family and/or medical leave within a twelve-month period. Employees are eligible if they have worked for the College for at least one year and for 1,250 hours over the previous 12 months.

The leave may be granted in any of the following circumstances:

- Birth of the employee's child
- Placement of a child with the employee for adoption or foster care
- Serious health condition prohibiting the employee from performing their job
- Serious health condition of the employee's spouse, child or parent (if to care for them)
- Family member is on active duty, has been called to active duty, or has been injured in the line of active duty

Employee must give at least thirty (30) days notice prior to leave. If the qualifying event or condition does not permit thirty (30) days, notice must be given as soon as possible. If the qualifying condition is health related, the employee must reasonably attempt to schedule medical treatment to minimize disruption to the operation of the department.

The leave is limited to a maximum of twelve (12) weeks, including any paid vacation and/or sick leave. All unused earned vacation must be taken before a leave without pay will be granted. Spouses who are both employed by the College are limited to a total of twelve (12) workweeks of leave during any twelve-month period unless the leave is granted for their own illness or the serious illness of a child.

Employees will not be paid for sick leave except as available through normal sick leave provisions. Twenty-six (26) weeks can be taken in a single twelve (12) month period. In order to qualify for leave for a serious health condition, a doctor's statement is required providing the following information:

- Certification that the employee is unable to perform the essential job functions
- Start date of the condition
- The likely length of the condition
- The appropriate medical information known to the health care provider regarding the condition

If the leave is requested for health care of a relative of the employee, the employee must provide an estimate of the amount of time needed to care for the relative.

Family leave, in case of illness, may be taken by the hour, day, week or twelve week period. Leave can also be taken in the form of reduced workweek hours.

The employee is entitled to return to the same or equivalent position with equivalent pay, benefits and other terms and conditions of employment. Seniority will continue to accrue.

Benefits will continue during any period of approved leave as follows:

- The College will continue to pay its portion of the health insurance premium for an employee on an approved leave, providing the employee pays their portion during that period. Payment is required at the same time as the contributions would have been due if paid by payroll deduction.
- All other benefits will be continued during the approved leave in the same manner as usual.

If the employee does not return from leave for reason other than health condition or reasons beyond the employee's control, the employee must reimburse Juniata College for College premiums paid to maintain coverage during the leave.

## **Personal**

Individual requests for personal leave without pay will be evaluated on a case-by-case basis. All requests must be submitted in writing to the Director of Human Resources who, in agreement with the supervisor will make the decision based on the nature of the request. All unused earned vacation must be taken before a leave without pay will be granted.

## **Bereavement**

When a death occurs in the immediate family of a full-time staff member, a four-day leave with pay will be granted. The immediate family consists of parent, spouse, sister, brother, child, stepchild, grandchild, grandparents, in-laws, or any individual who has acted as your parent or guardian. The College will place a book in the Beeghly Library dedicated to the memory of the deceased immediate family member.

An employee will be entitled to a one-day leave with pay when death occurs among the employee's close relatives. Close relatives consist of aunt, uncle, son-in-law or daughter-in-law, brother-in-law or sister-in-law, niece or nephew.

Bereavement leave may be granted in the event of the death of other persons if approved by the appropriate supervisor without pay.

When an employee wishes additional time off for bereavement, they may designate a portion of their sick or vacation leave to be used as bereavement leave if it is the death of an immediate family member. Requests for additional bereavement time off may be approved by the immediate supervisor in consultation with the Director of Human Resources.

## **Court and Jury Duty**

If a full-time employee is called to serve as a juror or subpoenaed as a witness, the College will pay the employee's regular pay. Employee must present a copy of the statement from the Court Administrator's Office. This policy applies to employees who are called to serve as jurors or witnesses. It is not applicable to private suits where the employee is a plaintiff, defendant, or witness. Employee's absences from work will not be counted as vacation time if court appearance is required.

## **Military**

Full-time Supporting Staff who are members of the National Guard or other components of the Armed Services will be granted military leave without pay for limited field training. The length of field service is not to exceed the standards established by governmental agencies. Normally this leave does not exceed ten (10) working days per year. The College complies with all regulations and requirements regarding military service.

## **Inclement Weather/Emergency**

The College is a predominantly residential campus. Therefore, the entire College is open and operating unless the College officially announces the closing of offices and/or classes because of a weather emergency. The College will announce emergency closings over radio and television stations as well as recorded messages and email notices. In the event of emergency designated closing, the College will provide pay for those employees not required to be on the job to provide essential services.

If an employee is unable to arrive safely to the campus or must leave early to arrive safely at home due to inclement weather, they may designate a portion of their sick or vacation leave to be used for emergency leave.

Emergency leave will be granted when absolutely necessary. Emergency leave will be counted as sick leave, vacation, or as personal leave without pay depending on circumstances.

## **GENERAL PERSONNEL POLICIES**

### **Conflict Resolution**

Serious disputes between members of the College community, or individual members of that community and the College administration, are unusual and infrequent. In most cases, disagreements, misunderstandings, and problems can be resolved to the satisfaction of those involved through an informal process of discussion or negotiation. However, in those few instances when such a process proves inadequate or inappropriate, it may be necessary to resolve the matter through workplace mediation conducted by external facilitators. Such a procedure will be available only after every effort has been made to resolve the dispute through an administration-supervised process of discussion and negotiation.

Any member of the College community may request a workplace mediation to resolve a serious dispute. The request must be in writing, and include a concise statement of the nature of the dispute. The request should be directed to the appropriate Vice-President of the College, or alternatively, to the Director of Human Resources, who will refer the request to one of the Vice-Presidents.

Nothing contained in this policy should be interpreted or construed to revise, amend, or alter any existing College policy or procedure for resolving certain specific types of disputes at the College.

### **Termination/Separation of Employment**

All employees leaving the employment of the College should submit a written notice of resignation to their supervisor and the Office of Human Resources. A letter detailing their rights and responsibilities will be sent to the departing employee. All College keys must be returned to Facilities Services Office and College ID cards returned to the Office of Human Resources on the last day of employment so the employee's final paycheck can be released when issued. Supervisors are responsible for collecting all College issued equipment such as lap tops, cell phones, pagers, p-card, etc. Access to computer services and voice mail are terminated on the last day of employment and computer files are transferred to the immediate supervisor.

#### Retirement

The normal retirement age at the College is 65. An employee should notify his/her supervisor in writing at least one month in advance of the expected date of retirement, with a copy to the Director of Human Resources. Persons planning to retire are encouraged to contact the Office of Social Security approximately six months prior to retirement to make the necessary arrangements for retirement payments to begin, etc. In addition, the employee should consult the Office of Human Resources to discuss retirement transition benefits.

#### Resignation

If an employee wishes to resign from his/her position at the College, a written notice should be presented to the supervisor, with a copy to the Director of Human Resources, at least two weeks prior to his/her last working day.

#### Involuntary Termination of Employment

Unfortunately, the College may find itself in a position of having to discharge a person for cause (e.g. unsatisfactory job performance, dishonesty, breach of confidence, etc.); or to layoff a person due to lack of work, lack of funding, changes in work patterns, etc. When dismissal for cause is necessitated by continued infraction of College policies and practices, the dismissal will normally be preceded by corrective action procedures; the College, of course, reserves the right to discharge an employee without prior notice when the infraction is singularly serious.

In the case of a layoff, the employee should contact the nearest office of the Bureau of Employment Security to register for work elsewhere, and to file a claim for unemployment benefits. If and when work becomes available within one year, for which the laid-off former employee is qualified, s/he will be recalled according to years of service at the College.

#### References for Former Employees

All requests for references on former College employees must be processed through the Office of Human Resources. Unless specifically prohibited by the employee, the Office of Human Resources will generally respond and provide the following information: confirm dates of employment, position(s) held, and whether an employee is eligible for rehire. Requests for

information or references of a more specific nature should be accompanied by a signed release from the former employee.

### **Computer Use Policy**

The College provides to its employees the technology, equipment, and communication services necessary to promote the efficient conduct of its mission. All employees have the obligation to be familiar with the appropriate, ethical use of these services or be subject to corrective action including the loss of computer network privileges. The document, *Ethical and Responsible Use of EagleNet Policy* is located on the Juniata web site at: <http://intranet/policies/eaglenetusage.html>.

### **Campus Post Office**

The Juniata Post Office is an official U.S. Post Office. It provides all the same services as the main post office with the exception of money orders and express mail. There are daily window hours scheduled for summer and fall/winter. United Parcel Service is also available there. The Post Office Policy can be found at the Human Resources Website under the link Employee Handbook.

### **Recycling on Campus**

The College supports the recycling efforts of the community and student groups. All employees are encouraged to participate in the campus recycling effort and become familiar with the program. A list of recyclable materials and recycling locations is listed in the faculty/staff directory.

### **Business Travel**

Policy Summary: Payment for travel time will be paid to non-exempt employees traveling away from home on College related business. Employees will be paid for all time while engaged in travel, work or training.

Details: Time should be entered as hours worked into Kronos on the day of travel/training. Only hours considered time worked would be entered into the timecard. Non-paid/non-worked hours include: time when not actively training, working, or in transit to/from training and time spent eating meals.

Any overtime due per Wage and Hour law and the College's current overtime policies will be paid accordingly.

### **Non-College Business**

#### Professional Associations/Local Volunteer Involvement

Employees are encouraged to participate in professional associations as it assists in their own professional development. Leadership positions within such associations (if requiring participation during normal College business hours) should be approved by the immediate supervisor and should not affect the job performance of the participant. If such involvement should require more than three (3) days' absence from the College, a written request for participation should be made to the immediate supervisor who will make a decision in consultation with the President. Local volunteer involvement must not interfere with College business, involving only incidental College time. Local volunteer positions requiring more than incidental work time should be approved in the same way.

### **Miscellaneous Policies and Services**

#### The Juniata Lantern

The Juniata Lantern is an employee newsletter published quarterly. Its goal is "bringing to light the news, people, events and accomplishments of our community." Any submissions for publication, suggestions for the newsletter, and/or volunteers as reporters are welcome. Please indicate your interest to the Office of Human Resources.

#### Solicitation Policy

The College does not intentionally release lists of names of employees to commercial advertisers, or in any way endorse the products and services which are advertised through the use of these lists.

Employees or persons not employed by the College may not solicit or distribute literature in the workplace or through the College computer systems at any time for non-College purposes. The Forums on the ARCH may be used for employees to sell items to co-workers. Common break areas may be used for employees to share information during non work time.

Traditionally the Huntingdon County United Way Fund has been permitted to solicit contributions from the College faculty and staff. Of course, the decision to contribute or not is strictly a personal one.

On various other occasions, student groups and/or individuals may engage in fund raising activities with the prior written approval of Student Government.

The College does not allow for the use of College funds to purchase flowers or gifts for employees. Individuals wishing to purchase flowers or gifts should use their own personal funds or collect funds within the department.

#### Scheduling Facilities

Events are scheduled on-line using the Event Scheduler which is accessed from the College Intranet home page/Online Forms/Event Scheduler. Class schedules are not listed on the Event Scheduler; they will appear as a conflict if your request is for a scheduled class time.

The Office of Conferences & Events (x3606) provides assistance for any scheduling questions or problems.

Approvals for events submitted on the Event Scheduler are given by the following areas:

- Athletics Office – Kennedy Sports & Recreation Center; athletic fields
- Conferences & Events – all non-classrooms; the Peace Chapel; Patrick Lodge; Raystown Field Station.
- Registrar's Office – all classrooms

Requests by non-College groups should be directed to the Office of Conferences and Events. Contracts are issued and rental charges are made for the use of facilities by non-College groups.

All requests for Baker Guest House must be directed to the Office of Conferences and Events. The C&E office is responsible for reserving rooms, issuing keys, and handling the charges for use of the facility. Baker Guest House is available for guests of the President, guest speakers, and candidates for faculty and administrative positions.

#### Listing an Event on Juniata's "College Events" Calendar

An event may be listed on the "College Events" calendar by accessing Juniata's Intranet home page/Activities/Events Calendar/List Your Event.

#### Safety

All employees have a responsibility to insure safety in their work environment. **All employees must promptly report workplace injuries to their supervisor for filing with the Office of Human Resources.** The College will abide by all State and Federal laws regarding the safety of its employees, and employees shall observe all rules of the College relative to this matter. There are specific policies relating to emergency procedures, golf cart usage and hazardous chemicals. Please see your supervisor or contact a member of the safety committee for more information.

A member of the Support Staff shall serve on the joint Safety Committee of the College. Each employee is responsible for reporting to the supervisor and the Director of Human Resources the need for the elimination of safety hazards.

The most important thing to remember is to contact the Security Office immediately in case of emergency. The Security Office emergency number is 3636.



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