



ST. VINCENT'S COLLEGE

Employee Handbook

2008

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Bridgeport, CT 06606

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THE EMPLOYEE HANDBOOK

The content of this Handbook is intended to provide employees with an overview of personnel and employment policies of the College. This Handbook should not be construed as a promise or contract of employment or a warranty of benefits, either expressed or implied. The nature of employment relationships are considered voluntary employment “at will”.

While all statements in this Handbook are subject to change by the College without notice, an effort will be made to advise employees of such changes. Please feel free to ask Human Resources or your Supervisor about any policies, procedures or benefits program offered by the College.

WELCOME TO ST. VINCENT'S COLLEGE

Dear Faculty, Staff and Administrators:

This handbook includes the most recent updates to the College's policies and procedures. If you are not familiar with the contents of this document, please take time to review it carefully. Keep in mind that the materials contained in the handbook are subject to change as we continue to grow as a campus community.

As you know, St. Vincent's College is mission-focused with the belief that mission oriented behavior should form the basis of all employee activities. Consequently, each position description and performance appraisal includes a component related to mission effectiveness. The Core Values of Service of the Poor, Reverence, Integrity, Wisdom, Creativity, and Dedication serve as the foundation of our commitment to Mission oriented service.

Thank you for the contributions you have made to St. Vincent's College and to the students served by the College. You can and should be proud of achievements of our graduates, past and present and know that you, through your performance in each of your roles, have made a difference in the lives of our students and graduates.

Sincerely,

Martha K. Shouldis, Ed.D.
President

STATEMENT OF EDUCATIONAL PHILOSOPHY

St. Vincent's College, a Catholic institution of higher education, is a subsidiary of St. Vincent's Medical Center, a health care institution sponsored by Ascension Health. As an institution of higher education, adhering to the moral and ethical teachings of the Roman Catholic Church, and continuing to be guided by the purposes of its original founders, the Daughters of Charity of St. Vincent's de Paul, St. Vincent's College is committed to respecting the rights and dignity of every human person and to the achievement of each individual's innate potential.

St. Vincent's College recognizes that each person is endowed with unique characteristics and abilities, which can be developed to establish a broad knowledge base through exposure to an education that is grounded in a faith-based context. Operating in accordance with the process of higher education in nursing and allied health, a comprehensive education facilitates the individual's development of critical thinking, logical reasoning, and sound decision-making. These cognitive processes, coupled with the individual's broad knowledge base, serve as a foundation for the learner's life-long education, development and intellectual inquisitiveness.

Guided by the concept of health care as an art and a science and the belief that quality health care requires a holistic approach, including body, mind and spirit, St. Vincent's College through the encouragement and direction of the learner's intellectual growth, endeavors to develop beginning practitioners in nursing and allied health who are competent, charitable, accountable and professionally involved. St. Vincent's College, committed to Catholic ideas and values, and abiding by the Ethical and Religious Directives for Catholic Health Care Services, educates its learners to be morally responsible to self and to society, and to practice the values of Christian living. St. Vincent's College, as a Catholic community and as an urban institution of higher education, aims to contribute to the growth and development of its members. The College further commits itself to the larger metropolitan community through a sharing of its academic resources and professional expertise and participation in community service.

MISSION STATEMENT

St. Vincent's College is a community-based College, faithful to the teachings of the Catholic Church, providing education in nursing, allied health, the liberal arts and sciences. Hallmarks:

- Provides access to clinical experiences through affiliation with an on-campus major medical teaching center.
- Exhibits special concern for the educationally underserved and those with a variety of life experiences and varying religious backgrounds.
- Provides a curriculum in which caring and compassion are integral to the development of technical and educational competencies, and encourages social awareness among faculty and students.
- Provides an education, which is responsive to the current needs of the local healthcare environment and the greater community.
- Serves as the foundation for ongoing education, transfer opportunities, professional development and spiritual and personal enrichment.

St. Vincent's College derives its mission from the historic commitment of the Daughters of Charity of St. Vincent de Paul to care for the sick poor and to educate others for the health care ministry. The mission is based on Judeo-Christian values and Vincentian tradition and is guided by the Core Values of Ascension Health: Service of the Poor, Reverence, Integrity, Wisdom, Creativity and Dedication.

INSTITUTIONAL OBJECTIVES

St. Vincent's College

- provides health career programs leading to an Associate in Science degree in a Catholic setting,
- provides courses in general education which include the humanities, sciences and liberal arts,
- provides flexible health career curricula within a framework of respect for human life,
- provides student support services including academic counseling,
- provides an environment in which the potential of the individual may be maximized through a holistic approach,
- provides co-curricular and spiritual development activities to assist the student in balancing academics with social, cultural and spiritual growth.
- prepares graduates to take appropriate licensing/ certification examinations,
- prepares graduates to become employed in the health care field for which they were educated,
- provides programs in continuing professional education.

MORAL AND ETHICAL POLICY

The Moral and Ethical Policy of St. Vincent's College arises from the religious beliefs and convictions of the Daughters of Charity of St. Vincent de Paul which have been given corporate and institutional expression in the operation of the College. As a result, the policies and practices of St. Vincent's College in educating students reflect the moral and ethical philosophy which regards all persons as dignified, in that each is a unique creation of God, and thus to be esteemed as individuals of worth, entitled to respect, and inherently vested with a right to life, at every stage of being from the moment of conception. This same inherent right to life compels recognition that no person has the right to injure or to terminate human life or to attempt to duplicate it by artificial means.

St. Vincent's College community subscribes to these moral and ethical principles in relationship with all individuals. All employees and students are expected to treat as confidential all matters, especially those related to individuals and families to whom they render health care, and abide by the principles inherent in the right to life.

CONFIDENTIALITY STATEMENT

Confidential information is valuable and sensitive and protected by law and St. Vincent's College Policy. The intent of the Law and the College's Policy is to assure that confidential information remains confidential. Confidential information includes but is not limited to employee, student, financial and other information relating to St. Vincent's College, whether spoken, written or electronic. As an employee you may learn of or have access to some or all of this confidential information through a computer system or through your employment activities.

All employees are expected to maintain the confidentiality of this information at all times and to abide by the confidentiality and privacy policies of the College. Failure to do so can result in disciplinary action up to and including termination. Likewise, all employees are obligated to report suspected breaches in confidentiality immediately to the College's Corporate Responsibility Officer or Management. All employees are required to sign a confidentiality agreement attesting that they understand the above requirements.

CORPORATE RESPONSIBILITY PLAN

St. Vincent's College is committed to carrying out its ministry in a manner consistent with the Ascension Health System's Mission, Vision and Values. In order to ensure that a high standard of individual and organizational ethical and legal business practices are maintained and enforced, St. Vincent's College has established an effective Corporate Responsibility Plan. The plan focuses on compliance with federal, state and local laws, promotion of good corporate citizenship, prevention and early detection of misconduct, identification and prioritization of high risk areas and mitigation of exposure to government enforcement and prosecution.

The purpose of the plan is to appropriately respond to and correct potential compliance problems, and conduct an investigation of any report or questionable practice. The Corporate Responsibility Officer (CRO) is responsible for overseeing the plan and conducting any investigations.

Information on any potential violation may be reported in a variety of ways. These may include reporting to the involved department manager, contacting the Corporate Responsibility Officer by either phone, E-mail, personal contact, or by completing the Corporate Responsibility Report Form. Reports may also be made using the Confidential Hotline, 1-800-707-2198.

GENERAL EMPLOYMENT INFORMATION

EQUAL OPPORTUNITY EMPLOYMENT

St. Vincent's College is an Equal Opportunity Employer. With respect thereto, it is the policy of the College to consider all applicants for employment and to administer all employee programs and activities without regard to an individual's race, color, religion, age, sex, marital status, veterans status, sexual orientation, national origin, ancestry, physical disability, present or past history of mental disability, mental retardation, pregnancy, genetic information and learning disability.

This policy applies to all areas of employee relations including but not limited to the following: recruitment, employment, promotion, demotion, transfer, layoff, termination, rates of pay, benefits, training, grievances, leaves of absence, scheduling work and/or time off, general working conditions and all College sponsored social and recreational programs.

The Human Resources Officer is the appointed Equal Employment Opportunity Officer for the College and is responsible for overseeing all matters involving equal opportunities in the workplace.

If an employee believes that he or she has been treated in a manner that is in violation of this policy, the employee should promptly submit a grievance consistent with the College's Grievance Policy.

SEXUAL HARASSMENT AWARENESS AND PREVENTION

St. Vincent's College concurs with the purpose and intent of the provisions of Connecticut Public Act. No. 80-285, "An Act Concerning Harassment as an Unfair Employment Practice". Unlawful sexual harassment will not be tolerated.

St. Vincent's College prohibits unlawful sexual harassment of employees by Managers, Supervisors, students, co-workers, or non-employees in the workplace or in connection with any work-related or sponsored activities. St. Vincent's College encourages reporting of all perceived incidents of sexual harassment. All such reports will be investigated. St. Vincent's College prohibits retaliation against any individual who reports sexual harassment or participates in an investigation of such reports.

Definition of Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal and state law. For the purposes of this policy, sexual harassment is defined as unwelcome sexual favors, and other verbal or physical conduct of a sexual nature when, for example:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such 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 may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; touching of a sexual nature; sexual comments, jokes innuendo and other sexually oriented statements; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive object or pictures, including from the Internet; sending of sexually explicit e-mail or voice mail; and other physical, verbal or visual conduct of a sexual nature.

Reporting an Incident of Sexual Harassment

St. Vincent's College is committed to enforcing this Sexual Harassment Awareness and Prevention Policy. The effectiveness of these efforts, however, will depend largely on employees reporting inappropriate workplace conduct to their immediate Supervisor or appropriate Management representatives. If employees do not report such conduct, St. Vincent's College may not become aware of a possible violation of this policy.

St. Vincent's College also encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. St. Vincent's College recognizes, however, that an individual may prefer to report the conduct directly to a management representative.

Consequently, if for any reason an individual does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the individual should notify his/her immediate Supervisor. If the individual making the report is not satisfied with the response he/she receives, the individual may contact a member of the Human Resources Office.

Employees may report a claimed violation of this policy to any of these individuals at any time. Reports may be verbal or in writing.

Confidentiality

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Non-Retaliation

St. Vincent's College prohibits retaliation against any employee who brings a report of a claimed violation of this policy or cooperates with an investigation of any such report. No employee bringing a report or cooperating in an investigation of the report will be adversely affected in terms and conditions of employment, nor discriminated against or discharged for bringing such a report or cooperating in such an investigation.

Violations/Consequences

St. Vincent's College does not condone and will not tolerate violations of this policy. Violations will result in disciplinary action, up to and including termination of employment. Violators may also be subject to civil or criminal penalties stemming from legal actions relating to the violation.

Any employee who has questions or concerns about these policies should talk with a representative of the Human Resources Office.

NON-HARASSMENT AND NON-DISCRIMINATION

The College is committed to maintaining a work environment free from all forms of unlawful employment discrimination and harassment, and one in which the individual dignity of each employee is respected. In keeping with this commitment, the College has adopted a policy of "zero-tolerance" with respect to employee discrimination and harassment.

The College prohibits harassment or abuse on the basis of race, color, religion, age, sex, marital status, veterans status, sexual orientation, national origin, ancestry, physical disability, present or past history of mental disability, mental retardation, mental retardation, pregnancy, genetic information and learning disability, or any other characteristic protected under applicable federal, states or local laws. The College expects that employees will conduct themselves in a business-like manner at all times.

DEFINITION OF HARASSMENT

Harassment includes teasing, slurs, epithets, threats, intimidation, derogatory comments, unwelcome jokes or visual depictions or pictures and other similar verbal, physical or visual conduct.

The College will not tolerate harassment of employees by Managers, Supervisors, clients, co-workers, students, or non-employees in the workplace or in connection with any work related or College sponsored activities. Violations will result in discipline, up to and including termination of employment.

REPORTING AND INCIDENT OF DISCRIMINATION

Individuals who believe they are being harassed or discriminated against should report such conduct to the individuals responsible for receiving complaints under the College's Sexual Harassment policy and in accordance with the reporting procedures identified by that policy. The College prohibits retaliation against any individual who reports harassment or discrimination or participates in an investigation of such reports.

WORKPLACE VIOLENCE PREVENTION

All employees of St. Vincent's College should be able to work in an environment free of violence and the threat of violence. Violence in the workplace is not tolerated and the College leadership will make every effort to prevent incidents from occurring by implementing a Workplace Violence Prevention Program (WVPP). All employees are responsible for implementing and maintaining the Workplace Violence Prevention Program. The program ensures that all employees adhere to work practices that are designed to make the workplace secure, and do not engage in verbal threats or physical actions that create a security hazard for others in the workplace. Therefore we prohibit any act or threat of violence, including offensive, physical, written or spoken conduct that violates the safety or potential safety of our workplace. We require prompt, accurate and immediate reporting of any incidents whether or not physical injury has occurred. Notify your Supervisor and/or Safety/Security personnel immediately of all threats or incidents.

Violations may result in disciplinary action up to and including termination from employment and St. Vincent's College may seek additional legal recourse (civil and/or criminal) where appropriate.

SUBSTANCE USE/ABUSE

It is the intent of St. Vincent's College to provide a safe and healthy working environment for all employees. In this regard, it expects all employees to perform at an acceptable level unimpaired by drug or alcohol use. Use of drugs and alcohol can endanger the safety of students and employees, negatively impact absenteeism and productivity, as well as increase other business expenses. Therefore all employees must report to work and remain completely free of illegal drugs and alcohol.

Drug Use/Distribution/Possession/Impairment

All employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing or using illegal drugs at all times. Included within this prohibition are lawful

controlled substances which that have been illegally or improperly obtained under federal law. This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription. Employees are also prohibited from having any such illegal or unauthorized controlled substances in their system while at work.

Alcohol Use/Distribution/Possession/Impairment

All employees are prohibited from distributing, dispensing, possessing or using any beverage or medicine containing alcohol while at work or on duty and from coming onto St. Vincent's College premises, reporting to work, or working with alcohol in their systems. Furthermore, lawful off-duty alcohol use, while generally not prohibited must not interfere with an employee's job performance.

Prescription Drugs

The proper use of medication prescribed by your physician is not prohibited; however, the misuse of prescribed medication is not condoned. Employees' drug use may affect their job performance by causing dizziness or drowsiness. It is the employee's responsibility to determine from his/her physician whether a prescribed drug may impair safe job performance and to notify a Supervisor of any job restrictions that should be observed as a result.

Counseling and Rehabilitation

Employees who voluntarily seek help for substance abuse (self-referral) by contacting St. Vincent's College will be provided an opportunity to pursue counseling and rehabilitation. St. Vincent's College will make available to these employees information about counseling and rehabilitation services. An employee who is receiving counseling and/or treatment for substance abuse may use available vacation, sick leave, or, if eligible, family and medical leave. The employee cannot return to work until released by a treatment provider to do so, and he or she receives a negative result on a return-to-work drug and/or alcohol test (as appropriate for that individual). In addition, the employee may be asked to submit to follow-up testing for a period following the return to work.

An employee's decision to seek help voluntarily will not be used as a basis for disciplinary action, although the individual may be transferred, given work restrictions, or placed on leave, as appropriate. A request for help is considered voluntary only if it is made before the employee is asked to submit to a drug or alcohol test or is discovered to have otherwise violated this policy.

Who May Be Tested

St. Vincent's College shall conduct drug tests in the following circumstances:

a. Application for Employment. All job applicants extended a conditional offer of employment must take and pass a drug test before beginning work, unless the applicant has been an employee within the prior 12 months. A refusal to submit to a drug test or a positive confirmed drug test will result in a withdrawal of the offer of employment.

b. Reasonable Suspicion. Employees may be required to submit to drug/alcohol screening whenever St. Vincent's College has a reasonable suspicion that they are under the influence of drugs or alcohol while working, and that this condition is affecting their job performance. Reasonable suspicion may arise from, among other factors, supervisory observation, co-worker reports or complaints, performance decline, attendance or behavioral changes, results of drug searches or other detection methods, the employee's appearance or an odor of drugs or alcohol. Observations leading to reasonable suspicion determinations will be timely in requesting a test. An accident may be a factor in determining whether reasonable suspicion testing will be conducted; however, no employee will be tested on the basis of an accident alone.

c. Return-To-Work and Follow-Up Testing. If an employee violates this policy and is not terminated from employment, St. Vincent's College will require the employee to agree to submit to an evaluation by an employee assistance provider and to comply with any education and/or treatment prescribed for that individual, including a return-to-work test and unannounced follow-up testing, for up to one year following the return to work.

Discipline

Violations will result in discipline up to and including termination of employment.

Testing Procedures

a. Consent. No alcohol test will be administered, sample collected, or drug test conducted on any sample without the written consent of the person being tested. However, a person's refusal to submit to a proper test will be viewed as insubordination and will subject the person to disciplinary action, up to and including termination. A refusal to test includes any behavior designed to obstruct the testing process, including efforts to substitute, adulterate, or dilute specimens, as well as any failure to appear for testing within a reasonable time and failure to cooperate with testing

b. Confidentiality. All records relating to positive test results, drug and alcohol treatment, and employee medical information shall be kept confidential, and disseminated to and within the College on a need-to-know basis only. Such records will be kept in secure files separate from personnel files. Test results will not be released outside the College without the written consent of the tested individual, or as otherwise may be required by law or legal process.

PRE-EMPLOYMENT PHYSICAL

All newly hired employees are required to undergo and pass a pre-hire physical examination that includes a urinalysis drug screening, the cost of which is the responsibility of the College. Refusal to take such a drug screening test, or confirmed positive results, may in the College's sole discretion, halt the hiring process and the employment offer will be deemed revoked.

BACKGROUND INVESTIGATIONS

It is the policy of St. Vincent's College to perform thorough and complete background investigations during the hiring process to ensure that the safety and individual needs and interests of those we serve will be met by the best qualified staff.

All candidates must complete an application for employment, sign the authorization and acknowledgement page and complete a release form. Investigations will be requested from a third party provider and may include, but are not limited to, verification of all education, licensure credentials, references, professional certifications, criminal background, sex offender registry, and other activities as deemed necessary by the College. Background investigations will likely include use of a consumer reporting agency, The Human Resources Officer will review any adverse information received and determine if the information is sufficient to warrant discharge or if the candidate should no longer be considered for employment. If requested within 60 days, the candidate will be given a full and accurate disclosure as to the nature and substance of any information provided to St. Vincent's College.

St. Vincent's College, at all times, reserves and retains sole and exclusive discretion to determine the types of reports to request. Information disclosed in a background check report will be evaluated and maintained in accordance with applicable law. A criminal conviction will not automatically disqualify an applicant or employee from consideration for employment or further employment with the College. Employees are expected to and must cooperate fully and meaningfully with the College's efforts to obtain background information. Violations of this policy may result in disciplinary action up to and including termination of employment. Disciplinary action also may result from the falsification, misrepresentation or concealment of any written, electronic or oral information, whether material or not.

IMMIGRATION COMPLIANCE

St. Vincent's College is committed to employing only United States citizens and aliens who are authorized to work in the United States and who comply with applicable immigration and employment laws. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States. The most common forms of identification are a driver's license and social security card; however, other official forms of identification can be used.

PROBATIONARY STATUS

The first three months of employment at St. Vincent's College are a probationary period. If after this period the employee's level of interest, ability and performance are satisfactory, he or she becomes a regular employee of the College. As is true for all regular employees, continued employment is not guaranteed during the probationary period. Successful completion of the probationary period does not assure or promise continued employment. After the probationary period, employment continues to be "at will" and may be terminated by the employee or by St. Vincent's College at any time, and for any non-discriminatory reason, during or after the probationary period with or without advance notice.

ORIENTATION

The Human Resource Department provides each new employee with a formal orientation program. Additionally, the employee's supervisor will outline the required contacts and information for his/her respective area of responsibility upon commencement of employment.

EMPLOYMENT CLASSIFICATIONS

The following classifications are for non-management and non-faculty employees. Classification of faculty can be found in the Faculty Employment Policy Manual.

REGULAR EMPLOYEE

A regular employee is one who works a defined number of hours per week and is expected to remain with the College longer than 90 days. A regular full-time employee works 40 scheduled hours per week. A regular part-time employee works less than 40 scheduled hours per week.

TEMPORARY EMPLOYEE

A temporary employee can be full-time or part-time but is not expected to remain with the College longer than 90 days. Temporary employees are not eligible for employee benefits, except as required by applicable law, and may be classified as exempt or non-exempt on the basis of job duties and compensation.

NON-EXEMPT EMPLOYEE

A non-exempt (hourly paid) employee is an employee who is eligible for overtime at time and one-half for all hours worked beyond 40 in a designated work week.

EXEMPT EMPLOYEE

An exempt employee is an employee whose job assignments meet the federal and state requirements for overtime exemption. An exempt employee is paid a salary regardless of the number of actual hours worked, and is not eligible for overtime.

IDENTIFICATION BADGE/ACCESS CARD

All employees will receive a photo identification/access badge with their name, title, and department. This badge must be worn at all times during hours of employment. The badge serves as identification to gain admittance into the College and all campus buildings. Lost or stolen badges must be reported immediately to the St. Vincent's Medical Center Safety and Security Department. There is a fee to replace lost badges.

WORKING HOURS

The College observes a standard 40 hour work week for non-exempt employees. All non-exempt employees are required to report their hours on the College time and attendance system. Supervisors will review and approve all time records. A half-hour allowance for the meal time will automatically be deducted from all employees who work five scheduled hours or more each day.

All exempt employees will have all regularly scheduled hours included in the time and attendance system. Any exceptions such as sick, vacation and or personal time must be reported to their Supervisor.

ATTENDANCE

The College recognizes that there are occasions when an employee must be absent from work due to illness, injury or other unforeseen situations. However, excessive absenteeism, including tardiness, for any cause, adversely affects the efficiency and effectiveness of College operations. In order to control and correct excessive absenteeism, the College has established standards to optimize productivity and ensure consistent application of the policy.

In the event employees are unable to report to work as scheduled, they are required to notify their Supervisor within a reasonable length of time prior to the start of their scheduled work time.

PERSONAL BUSINESS

The conducting of personal affairs such as attending religious services, banking, medical, dental, legal appointments or other personal matters is the private responsibility of the employee and is not permitted on work time.

If it is not possible for employees to schedule such activities during non working hours, employees may request personal holiday time-off consistent with the personal holiday policy or request permission from their Supervisor to take time off without pay.

PAYROLL DEDUCTIONS

Social Security, State and Federal Withholding taxes are deducted according to law and vary according to the employee's earnings and number of dependents claimed. Other deductions are made only with the employee's authorization. All medical and dental deductions are on a pre-tax basis. Deductions are recorded on the check or direct deposit stub.

PAY DAY

St. Vincent's College employees are paid bi-weekly. A department representative will distribute paychecks/vouchers on Thursday of the established pay week. If this is an authorized holiday, checks will be distributed on Wednesday.

DIRECT DEPOSIT

As a service to employees, the College provides direct deposit as a convenient way for employees to have their paychecks deposited at their choice of financial institutions.

For more information regarding the direct deposit program contact the St. Vincent's College Human Resources Office.

WAGE AND SALARY PROGRAM

The College makes every effort to pay wages and salaries that are consistent with job responsibilities and individual job performance. Skills and responsibilities of each position are analyzed and evaluated on a regular basis. The differences in rates of pay that result are a reflection of the varying degrees of education and training required, as well as the complexity and responsibility of each position. College positions are also compared with similar positions in other two-year colleges in the state and in the local area. Wages are governed by the College's ability to pay, based on the current performance and financial status of the organization and the current and anticipated economic environment.

PERFORMANCE APPRAISALS

Performance evaluations will be conducted within six months of hire and again on the anniversary date of employment. Employees will be evaluated annually thereafter on their anniversary date of hire. Faculty are evaluated according to the Faculty Employment Policies.

Employees are eligible to receive a merit increase based on their performance. Merit increases are only granted on the employee's annual review date.

RANGE MAXIMUM PERFORMANCE BONUS

As a special recognition for contributions made by more experienced employees, and realizing that employees at or near the maximum of their pay classes are not eligible for all or part of the annual merit increase, the College provides a Range Maximum Performance Bonus.

All full-time and part-time employees who attain the maximum of their pay range will be eligible for consideration for the annual Range Maximum Bonus. As with the annual review date increase, this bonus is granted contingent upon satisfactory performance. The bonus will be paid in a lump sum and made effective at the time of the employee's annual review date.

Bonus amounts are prorated for eligible part-time employees based on hours worked during the preceding 12 month period.

SENIORITY BONUS

In order to directly recognize seniority, the College grants an annual seniority bonus. All employees with ten or more years of service will receive a seniority bonus. The amount of the bonus will begin at \$150.00 for ten years of service. An additional \$12.00 will be added to the bonus for each year of additional service beyond ten years. Part-time

employees will be entitled to a pro-rated bonus based upon their actual hours paid over the prior one-year period. The bonus will be granted each year during the month of December.

OVERTIME

All hours in excess of regularly scheduled hours must be authorized in advance by your Supervisor. All non-exempt (hourly paid) employees who are authorized to work overtime are paid at one and a half times their regular rate of pay for all hours worked in excess of 40 hours in a designated work week.

Paid holiday, vacation, sick or personal time, paid jury duty or any paid leave of absence is not counted as time worked when calculating eligibility for overtime premium during the work week. Additionally, time not actually worked, due to other organizational closings, is not counted as time worked when calculating eligibility for overtime pay during the work week.

EMPLOYEE RELATIONS

St. Vincent's College values the individual dignity and rights of employees. The College recognizes and respects the right and freedom of employees to organize or refrain from organizing for the purpose of collective bargaining of their working conditions.

The College is also aware of its responsibility for maintaining a just relationship between the interest of the College employees and its students; this responsibility is shared by each and every member of the College. It recognizes that its relationship with employees cannot be governed solely by the guidelines developed in purely economic settings, but that the presence of a just, direct and cooperative relationship between the College and employees is essential to ensure a working environment consistent with the College's Mission.

In view of our commitment to the above principles and our common mission for providing the best possible education, the College feels that labor unions are unnecessary in our College because:

- The College has maintained equitable pay, health and welfare benefits and working conditions, free from the outside influence of third party bargaining agents.
- Strikes, boycotts, jurisdictional disputes, slowdowns, and other restrictions on normal activities will have an adverse effect on the availability, continuity and cost of the educational process.
- Employees may be required to pay expensive initiation fees, monthly dues, special assessments, and fines.
- The College's freedom to recognize individual abilities and needs and the close working relationships between the College and its employees will be impaired.

Therefore, St. Vincent's College believes that the interest of its employees, students, and the community are best served by our continued voluntary observance of fair policies and by employees continuing to discuss with us directly rather than through a labor union, any suggestions or complaints they may have.

COMMUNICATION

GENERAL

The Colleges uses a variety of means to keep personnel informed of policies, activities and developments. These include letters, memos, e-mail, special notices, and annual reports, in addition to regular department, Faculty Senate or College Council meetings. The College website is also a great source for general information. Important notices to all employees are communicated by e-mail in addition to mailings to employee's homes. **All employees are required to check their college e-mail accounts regularly.**

ELECTRONIC COMMUNICATIONS AND INTERNET USAGE

This describes generally our guidelines with regard to the use of the College's electronic resources including electronic mail, voicemail, Internet access and computer systems.

Employees should use the College's electronic resources with the understanding that these resources are provided for the benefit of the College's business. Accordingly, employees should use these electronic resources to further the College's ability to conduct its business and in a manner that is consistent with performance of their duties and responsibilities. Employees should never use the College's electronic resources for personal use in a manner that interferes with work or any responsibilities to students. Additionally, all employees are responsible for ensuring that they use the College's electronic resources in an effective, ethical and lawful manner.

Sending, saving, accessing, or viewing offensive material is prohibited. Messages stored and/or transmitted by the College's electronic resources, including the computer, voicemail, e-mail, or the telephone system, must not contain content that may reasonably be considered offensive to any employee. Offensive material includes, but is not limited to, sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes or images that would offend someone on the basis of his or her race, color, religion, age, sex, marital status, veterans status, sexual orientation, national origin, ancestry, physical disability, present or past history of mental disability, mental retardation, pregnancy, genetic information, learning disability or any other category protected by federal, state or local law. Likewise, any use of the Internet, e-mail, or any other electronic resource to harass or discriminate is unlawful and strictly prohibited by the College. Violators may be subject to discipline, up to and including discharge.

Unless otherwise noted, all software on the Internet should be considered copyrighted work. Therefore, employees are prohibited from downloading software and/or modifying any such files without permission from the copyright holder.

EMPLOYEE DATA PROTECTION POLICY

The College maintains principles regarding the collection, use, disclosure, security and disposal of personal information for its current and former U.S. employees and applicants.

Employee Personally Identifiable Information

The College generally will collect personally identifiable information (“PII”) from Employees, and create and maintain records about Employees which contain Employee PII, only for legitimate college purposes and only to the extent necessary to achieve those purposes. The College typically will collect, create and maintain Employee PII only in connection with the employment relationship. From time to time, the College may use Employee PII for purposes unrelated to administration of the employment relationship. Before making such uses of Employee PII, the College will provide Employees with notice and an opportunity to opt out.

The records and databases that contain Employee PII are the property of the College, and access to the information they contain is restricted. College employees may not access, use or disclose Employee PII unless authorized to do so and then only for the College’s legitimate business purposes. Generally, only the College management personnel, or their designees, receive authorization to access, use or disclose Employee PII. Employees with authorized access are required to limit their use and disclosure of Employee PII to those legitimate purposes for which access was granted.

Safeguarding Employee PII

The College is committed to safeguarding the confidentiality, integrity and availability of Employee PII through the use of reasonable and appropriate physical, administrative and technical safeguards.

Additional Safeguards For Social Security Numbers

Employee Social Security Numbers (“SSNs”) and documents containing Employee SSNs should

- not be publicly displayed, for example, by including them in electronic documents posted on internal websites or in paper documents posted on employee bulletin boards;
- not be printed on cards, such as insurance identification cards, that must be presented for an Employee to obtain goods or services;
- generally not be printed on paper documents that are mailed unless the document, by law, is required to include an SSN (such as a W-2 Form) or in

certain other limited circumstances. Employees should consult with the Law Department before including SSNs in a mailing;

- not be transmitted over the Internet unless encrypted pursuant to College's Information Security Policy.

Disposal and Disclosure of Employee PII

Disposal of documents containing Employee PII is accomplished in a manner intended to prevent unauthorized access to such Employee PII.

The College generally will disclose an Employee's PII to third parties who are not acting as service providers for the College only with an Employee's consent, when required by law or in connection with a legal or regulatory proceeding or process, or when disclosure is otherwise necessary or advisable. The College will disclose Employee PII only to those service providers who have agreed to implement reasonable and appropriate safeguards for such Employee PII that are similar to those required by College Policy.

Violations of the Employee Data Privacy Policy

The College is committed to ensuring that Employee PII is handled in accordance with the Employee Data Privacy Policy. Anyone who is aware of a suspected or perceived violation of the Policy should immediately contact their Supervisor/Manager, Corporate Security, Information Security, Ethics and Compliance Office, or Human Resources. Employees who violate the Policy will be subject to discipline, up to and including discharge.

GRIEVANCE PROCEDURE FOR NON-MANAGEMENT PERSONNEL

GRIEVANCE POLICY

In our College, as with any institution, it is understandable that misunderstandings and grievances may arise from time to time. It is in the interest of the College and the employee to use their best efforts to encourage the informal and prompt settlement of grievances, which may arise between an employee and the College.

The Grievance Procedure is not to be construed as a legal process, but rather a procedure for handling employee complaints or disagreements.

INFORMAL PROCEDURE

Nothing in this grievance procedure shall limit the existing right of an individual member of the staff to present at any time grievances to the College and to have such grievances adjusted, as long as adjustment is not inconsistent with current employee and College policies, procedures and regulations. Settlements reached at an informal level shall not constitute a past practice.

FORMAL PROCEDURE

Any grievance, which cannot be settled informally, shall be settled in the following manner and order.

- **STEP ONE**

The employee (grievant) shall present the grievance in writing directly to his or her immediate Supervisor, stating the nature of the grievance including relevant facts, the policy/policies and procedure(s) alleged to have been violated, and the adjustment sought.

The grievance must be presented in writing or post-marked within 20 working days following the time at which the grievant knew or had reason to know of the factual basis for the grievance. Within three (3) working days of receipt of the grievance, the grievant's Supervisor will discuss the matter with the grievant and a written response to the grievance shall be forwarded to the grievant within five (5) working days of such meeting.

- STEP TWO

If the grievant is not satisfied with the answer at *Step One*, the grievant may proceed to *Step Two* in which the grievance shall be submitted in writing to the appropriate Dean within five (5) working days of receipt of the Supervisor's response in *Step One*. The Dean shall, within five (5) working days after receipt of the grievance, meet with the grievant, and a written response to the grievance shall be forwarded by the Dean to the grievant within five (5) working days of such meeting.

- STEP THREE

If the grievant is not satisfied with the answer in *Step Two*, the grievant may proceed to *Step Three* in which the grievance shall be submitted in writing to the President or his/her designated representative within five (5) working days of receipt of the Dean's response in *Step Two*. At the time of submitting the grievance at *Step Three*, the grievant shall notify the President of the College regarding the identity of the individual who will be acting in the role of Employee Advocate at *Step Three*. The President, or his/her designated representative, shall within ten (10) working days after receipt of the grievance, meet with the grievant, the Employee Advocate and other administrative officials, as the President deems necessary for the meeting. A written response to the grievance shall be forwarded by the President to the grievant within ten (10) working days after such meeting. This decision is final and binding.

RULES AND REGULATIONS FOR SAFETY AND GENERAL CONDUCT

It is understood that in any group working together there must be certain rules and standards of conduct in order to provide for the orderly and efficient operation of the College.

The following acts are very serious in nature. Therefore, these acts, or acts of a similarly serious nature, may be subject to immediate discharge at the sole discretion of the College. Nothing herein should be construed to modify the at-will status of College employees.

1. Any willful act or conduct detrimental to College operations.
2. Violation of the provisions of the Philosophy Statement or the Moral and Ethical Policy of the College.
3. Violation of the provisions of the Corporate Responsibility Policy.
4. Theft or removal from the premises without proper authorization of any property of the College or property of other employees or students.
5. Fighting, attempting or threatening bodily injury to another employee or student.
6. Use of threatening or abusive language to Supervisors, fellow employees or students.
7. Falsification of attendance/hours for another employee or having another employee log your time/attendance.
8. Falsification made on the employment application, pre-employment health assessment or falsification of work or time records.
9. Illegal games of chance or gambling on College property.
10. Possession of firearms, fireworks, explosives or other weapons on College property.
11. Felonious conduct.
12. Willfully misusing, destroying or negligently causing serious damage to College property.
13. Insubordination, refusal or intentional failure to perform work assigned.
14. Sleeping while at work.

15. Unauthorized possession, alteration, copying, use or reading of employee or student records, or disclosures or alteration of information contained in such records to unauthorized persons.
16. Absence from work without prior notice and permission of immediate Supervisor for a period of three consecutive days; absence without proper cause.
17. Entering the College under the influence of alcohol or drugs; possessing or consuming an alcoholic beverage during working time or at times proximate to working time or on College property at any time, unless authorized by President/CEO at designated College functions; possessing or using drugs illegally; refusal to cooperate with fitness for work evaluation when so directed by management.
18. Knowingly making false or malicious statements concerning the College or Medical Center, its services or any of its employees or students which would have an adverse effect on either internal or external relationships of the College and/or St. Vincent's Health System.
19. Violation of the Sexual Harassment, Non-Discrimination and/or Workplace Violence Policies, or immoral or indecent conduct.

CAUSES FOR PROGRESSIVE DISCIPLINE

The following acts, or acts of a similarly serious nature, may be subject to progressive discipline (verbal warning; written warning; suspension; discharge) at the sole discretion of the College. Nothing herein should be construed to modify the at will status of College employees.

1. Excessive absenteeism or tardiness.
2. Failure to record time and attendance.
3. Posting, tampering with or removing information from College bulletin boards without authorization.
4. Changing clothes or leaving place of work prior to end of work day without permission of Supervisor.
5. Violation of the College Solicitation Policy.
6. Violation of the College Smoking Policy.
7. Creating or contributing to unsafe working conditions.
8. Failure to notify the College in the event of an absence.

9. Intentional violation of the College's dress code.
10. Engaging in any horseplay that could lead to bodily injury to anyone.
11. Assisting a non-employee to enter a non-public area of the College without authorization.
12. Parking a car in such a manner as to obstruct a College or Medical Center roadway, or driving carelessly on Medical Center property.
13. Unauthorized or inappropriate use of the College's E-mail, Internet, Fax, Phone or Computer Systems for non business related reasons or which are in violation of any College Policy.
14. Poor quality of work.

Since it is difficult to set an exact minimum and maximum disciplinary action for every violation without considering all the circumstances or each particular case, the following factors may be considered, at the sole discretion of the College, prior to taking disciplinary action. Nothing herein should be construed to modify the at will status of College employees.

- A. The severity of the current violation. Certain acts are better resolved through progressive discipline while others are grounds for immediate discharge.
- B. The employee's past work record, including the severity and number of previous offenses, if any.
- C. The time interval from the last violation. Violations more than one year old should be considered to be of lesser concern than more recent violations.
- D. In addition, the application of progressive discipline is not necessarily restricted to the same violation. Progressive discipline may be applied for various violations. That is, it may be appropriate to suspend an employee for his first violation of a particular rule if that employee has already been given verbal and written warnings concerning violations of different rules. It is important that consideration be given to all the factors and to the relationship between violations. In making a decision in any particular case, management should also assess whether there exists an emerging or continuing pattern of violations, e.g., attitudinal, overall dependability, etc.

GENERAL EMPLOYMENT BENEFITS

TUITION WAIVER BENEFIT

All College employees, as well as their spouses and dependents are eligible for tuition waiver for courses taken at St. Vincent's College. Full-time employees are eligible after three months of service for a full tuition waiver. Part-time employees are eligible after one year of service for a tuition waiver prorated based on scheduled hours.

Budgetary considerations make it necessary to grant tuition waivers on a year-to-year basis only. This policy is subject to change at the start of each fiscal year.

Tuition Waiver Request Forms can be obtained from the Human Resources Office and approvals must be obtained prior to registration.

TUITION ASSISTANCE

All College employees are encouraged to improve present skills or prepare for more responsibilities or promotions. After three month of full-time service or one year of part-time service, all regular faculty and staff are eligible to apply for tuition assistance. Adjunct faculty are eligible to apply for tuition assistance after teaching 15 credits. Ranked faculty who are pursuing a prescribed course of study in order to meet position qualifications may apply for tuition assistance after teaching 15 credits. Requests are considered in the following order: full-time employees, part-time employees, and adjunct faculty.

The College will reimburse tuition expenses for full-time employees up to a maximum limit of \$ 1000.00 per year. Part-time employees will receive up to a maximum of 50% of the full-time reimbursement limit. Adjunct faculty will receive reimbursement up to a maximum of 25% of the full-time reimbursement limit. Tuition reimbursement is limited to the cost of "coursework", including college courses, continuing education courses, or distance-learning courses and does not include expenses incurred for books, registration fees, laboratory fees and any other associated costs.

Applications for tuition reimbursement can be obtained from the Human Resources Office. Applications must be submitted and approved in accordance with the following deadlines:

Summer Semester	April 1 st
Fall Semester	August 15 th
Spring Semester	October 1 st

This policy is subject to change at the start of each fiscal year.

HOLIDAYS

The College provides the following 11 paid holidays each calendar year:

Designated Holidays

- 1) New Year's Day
- 2) Good Friday
- 3) Memorial Day
- 4) Fourth of July
- 5) Labor Day
- 6) Thanksgiving
- 7) Christmas

Personal Days

Two personal holidays accrued per year

Floating Holiday

Two Floating holidays per year as designated by the College at the beginning of the fiscal year.

HOLIDAY PAY

Full-time staff who are compensated on an hourly basis and who are required to work an authorized designated holiday will be compensated at their regular hourly rate of pay for each of the hours worked.

Part-time employees scheduled off on the holiday will be compensated at their regular hourly rate for their average day's pay.

Employees on Leave of Absence (paid or unpaid) on a St. Vincent's College holiday are not eligible for holiday benefits. Supervisors are responsible for removing the holiday time and replacing it with sick, vacation, or personal time if applicable. Supervisors are responsible for notifying the payroll department in writing to request removal of the holiday accrual from the employee's holiday accrual bank.

VACATION

During the first year of employment, all regular full-time and eligible part-time non-exempt staff will accrue a basic vacation benefit of two (2) weeks. All full-time and eligible part-time exempt staff will accrue a basic vacation benefit of three (3) weeks.

Full-time and part-time non-exempt employees who have completed one year of continuous service will accrue vacation benefits on the basis of three (3) weeks per year.

Full-time and part-time employees who have completed nine (9) years of continuous service accrue vacation benefits on the basis of four (4) weeks per year.

Eligible part-time employees accrue vacation benefits on a pro-rated basis based on their actual hours paid.

Employees may use their accrued vacation benefits after they have satisfactorily completed three months of continuous service and requested time-off has been approved by their Supervisor.

Faculty do not accrue vacation (see Faculty Employment Policies).

SICK LEAVE

Employees are expected to be present for all scheduled workdays. However, in the event an employee is unable to work due to illness, the College provides sick benefits as described herein. Employees are expected to call their Supervisor prior to their work time in cases of illness.

Regular full-time employees accrue sick benefits immediately upon date of hire at a rate of 3.7 hours bi-weekly to a maximum accrual of 1040 hours. While sick time is accrued during the 90 day probationary period, employees may not begin to use sick time until after they have successfully completed the full 90 day probationary period.

Regular part-time employees who have satisfactorily completed one year of service accrue pro-rated sick benefits based on hours paid to the same maximum as full-time employees.

Sick time is to be used for personal illness or injury and consistent with our Moral and Ethical policy, sick leave benefits will not be provided for elective abortion or sterilization or treatment which has for its sole primary purpose attempts to create pregnancy by artificial means.

REPORTING ILLNESS

Any employee who becomes ill during non-working hours is responsible for notifying his/her immediate Supervisor as soon as possible prior to their start of work. For information about reporting illness during working hours, please see Section entitled "Injury and Illness during Working Hours".

Any employee who is ill for a period of three consecutive days or longer may be required to present a doctor's note and receive clearance by the Employee Occupational Health Center prior to returning to work.

Employees who are absent for five (5) or more days must be cleared by the Employee Occupational Health Center before returning to work.

LEAVE OF ABSENCE; FAMILY AND MEDICAL LEAVE

It is the policy of the College to grant eligible employees time off for family and/or medical reasons consistent with State and Federal Laws. It is also the policy of the College to give consideration to employee requests for other personal reasons not

mandated by law. This handbook articulates the College's general policy, but questions concerning leave should be addressed to Human Resources.

Under the federal Family and Medical Leave Act ("FMLA"), all regular full-time and part-time employees who have been employed by the College for 12 months (in the aggregate) and have worked 1,250 hours within that 12 month period, are eligible for FMLA leave. Under the Connecticut Family and Medical Leave Act ("CFMLA") all regular full-time and part-time employees who have been employed by the College for 12 months (in the aggregate) and worked at least 1,000 hours within that 12 month period are eligible for CFMLA leave.

FMLA and CFMLA leave are unpaid, but a leave of absence may be paid, unpaid or a combination of the two. It is the policy of the College to require employees to use all applicable accrued time available to them prior to going on an unpaid leave. For the purposes of this policy, a leave of absence is defined as any absence for the reasons noted herein for an extended period of time.

PAID LEAVE OF ABSENCE

A paid leave of absence is defined as the period of time that the employee is absent from work and receiving payment for any sick, vacation and/or personal time that the employee has accrued. A paid leave of absence is granted in compliance with state and federal law and at the discretion of the College.

During this period, the employee is still considered an active employee of the College and will continue to accrue sick, vacation, personal day benefits and all health and welfare benefits will remain intact. An employee returning prior to exhausting any and all accrued leave benefits, will be reinstated to the exact same position held prior to the beginning of the paid leave.

UNPAID LEAVE OF ABSENCE

An unpaid leave of absence is defined as the period of leave in which the employee is absent from work and not receiving a paycheck from the College. Prior to being granted an unpaid leave of absence, the employee must exhaust all applicable accrued time prior to starting an unpaid leave.

During the period of an unpaid leave, the employee ceases to accrue sick, vacation and personal holiday benefits. Health and welfare benefits also cease after 30 days of unpaid leave, unless the employee qualifies for continuation of benefits as required by the State or Federal Family Medical Leave Act. However, employees can elect to pay full premium payments on medical/dental insurance to keep their benefits in effect.

LENGTH OF LEAVE UNDER FMLA OR CFMLA

Under State Law, an employee may request up to sixteen (16) weeks in any two (2) year period. Under Federal Law, an employee may request up to twelve (12) weeks in any twelve-month period, except that leave taken for care of a military servicemember as specified below may be authorized for a period of 26 weeks within a 12 month period. An employee who is eligible for leave under only Federal or only State leave will receive benefits in accordance with that law only. If the leave qualifies for both FMLA and CFMLA, the leave will count against the employee's entitlement under both laws and will run concurrently.

To determine if an employee is eligible, the year will be measured from the date of the requested leave backwards to determine whether or not the employee is entitled to the requested time off.

If both spouses are employed by the College, their combined leave cannot exceed the individual maximum except that, for the illness of the employee, child, or spouse, each spouse is entitled to the full leave. Leave taken because of the birth or placement of a child must be concluded within twelve months of the date of such birth or placement.

INTERMITTENT AND REDUCED LEAVE

Leave due to a serious health condition or to care for a servicemember may be taken intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours your work per workweek or workday), if medically necessary for your care or the care of a covered relative. Also, while you are on an intermittent or reduced schedule leave, the College may temporarily transfer you to an available alternate position for which you are qualified that better accommodates your recurring leave and that has equivalent pay and benefits.

Requests that an employee receive intermittent or reduced schedule leave because of the birth or placement of a child must be made to Human Resources and will be evaluated on a case-by-case basis in accordance with the needs.

TYPES OF LEAVES OF ABSENCE

An eligible employee may request a leave for the following reasons:

- for birth and care of a child or the placement of a child for adoption or foster care.
- to care for the employee's spouse, son, daughter or parent who has a serious health condition
- for a serious health condition that makes the employee unable to perform the essential functions of the job including illness or injuries covered by worker's compensation

- under State law, to care for a parent-in-law or civil union partner with a serious health condition.
- because of a “qualifying exigency” arising out of an employee’s spouse or child’s active duty service in the Armed Forces or call to Active duty in the Armed Forces in support of a contingency plan
- to care for a spouse, son, daughter, parent or next of kin (nearest blood relative) who is a member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness incurred in the line of duty while on active duty (for purposes of this leave, the service member’s illness or injury must render such person unfit to perform the duties of the member’s office, grade, rank or rating, and he or she must be undergoing medical treatment, recuperation or therapy, or otherwise in outpatient status, or otherwise on the temporary disability retired list for the serious injury or illness)
- under State law, to serve as an organ or bone marrow donor.

A personal leave is considered to be a leave for any other reason not listed above. Special rules apply to leave relating to pregnancy. If you are requesting a leave for this purpose, please contact Human Resources to review the terms of your leave..

Leave of Absence Request Forms are available through the Human Resources Office. All eligible employees are required to give advance written notice of the leave when the leave is foreseeable. Advance notice is defined as a minimum of two weeks before the start of the leave.

If the leave is for a serious health condition of the employee or to care for a covered relative with a serious health condition, the employee will be required to complete ***Certification of Health Care Provider (Form WH-380)*** from the treating physician to support the request for the leave.

CONTINUATION OF BENEFITS/JOB REINSTATEMENT

In accordance with the Federal Law, eligible employees on a family or medical leave will have their health insurance benefits continued for them during the leave period as if they were still actively working. Employees, who were contributing towards the cost of their insurance prior to the start of the leave, will be required to continue their contribution during the leave. If the employee is receiving a paycheck from the College, the health insurance will continue to be deducted. If the employee is not receiving a paycheck, a representative of the Human Resources Office will contact the employee to make arrangements for continuation of premium contributions. If the employee fails to make timely payment of the health insurance premiums, the health insurance may be canceled. Upon expiration of the leave, the health insurance coverage will cease and the employee will be responsible for full premium payment if health insurance coverage

is continued. The Human Resources Office will notify the employee of COBRA coverage and premiums.

If you elect not to return to work for at least 30 calendar days at the end of the leave period, you must reimburse the College for the cost of health benefit premiums paid by the College to maintain coverage during your leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

Under both State and Federal Law, an employee returning from a leave of absence is entitled to reinstatement to the same or equivalent position with comparable pay, benefits and other employment terms. If you are medically unable to perform your original job at the end of your leave, the College may transfer you to work suitable to your physical condition, if such work is available. As a returning employee, you have no greater right to the continued employment than available to you prior to leave. In other words, you remain an at-will employee.

If an employee is returning from a medical leave of absence, the employee must report to the Employee Occupational Health Center to be cleared for return to work. An employee who does not report for medical clearance will not be permitted to return to work until this requirement has been met.

If, at the end of your leave, you do not return to work, for whatever reason, your employment with the College will be terminated. If you seek additional leave under the College's personal leave policy, your written request must be received by the College no later than two weeks prior to the end of your Family/Medical Leave under this policy.

MILITARY LEAVE

St. Vincent's College provides leaves of absence for military or reserve duty to its employees in accordance with all applicable laws, and fully complies with the Uniform Services Employment and Re-employment Rights Act (USERRA). This act applies to all employees who voluntarily or involuntarily perform certain services in the Armed Forces, Army National Guard, Public Health Services, or any other category of service designated by the President in time of war or emergency.

If you are required to participate in temporary military training or duty through bona fide affiliation with a National Guard, reserve unit or any entity otherwise covered by relevant state or federal law, the College will grant a leave of absence and will make up lost wages caused by this responsibility in an amount equal to your regular wages minus all wages received for the military duty in the same time period, for up to thirty days per calendar year. The employee must provide his or her Supervisor with as much advance notice as possible. An employee using this leave must provide proof of wages received and must contact Human Resources to return to work by the first full regularly scheduled work period following the completion of service. Time off for military training is not charged as vacation time, unless the employee so requests.

When you are called to serve more than thirty days of active military duty, your leave will be unpaid. Your re-employment will be handled in accordance with the requirements of state and federal law.

OTHER LEAVES

The College offers leave of absence for other personal reasons. For leaves of absence other than family and medical leave, continuation of benefits may be different. Please contact the Human Resources Office for specific information.

BEREAVEMENT

To help mitigate the hardship resulting from the death of a member of the immediate family, the College provides for full-time employees up to three (3) days paid time off from work. Part-time employees are eligible for paid time off on a prorated basis. For the purpose of this policy, the College defines immediate family as:

1. An employee's spouse
2. The son, daughter, parent, parent-in-law, grandparent, grandchild, brother, sister, or other spouse of any of them, of either the employee or their spouse.
3. Any other related person or guardian living in the employee's household.

Pay for time off shall be at the employee's regular hourly rate and shall not exceed 8 hours in one day or more than 3 workdays. If additional time is needed, vacation or personal time may be used, or excused absence without pay may be granted.

JURY DUTY

In accordance with the Connecticut General Statute, the College will provide jury duty pay benefits to all employees regularly scheduled for 30 hours per week or more.

Eligible employees will be paid their full wages for the first five days of jury duty as required by the state statute noted above. After the first five days the employee will be reimbursed for the difference between their regular rate of pay and jury duty pay.

Jury Duty Service Certification Forms are available through the Human Resources Office. All employees are required to give advance notice when leave for jury duty is foreseeable.

An employee who has served eight hours on jury duty in any one day will be considered as having worked a legal day's work and will not be required to work past those eight hours.

EMPLOYEE COURTESY DISCOUNT

When medical attention becomes a necessity, employees may benefit by choosing St. Vincent's Medical Center for their care. In order to help defer the cost of hospitalization, St. Vincent's Medical Center provides a discount to all regular full-time and part-time employees and their eligible dependents as defined in the health insurance policy of St. Vincent's College. The discount is applied to that portion of their in-patient and out-patient bill not covered by insurance. In order to be eligible for dependent discount, the dependent must notify the admitting clerk of the relationship at the time of admission or time the outpatient service is rendered.

CREDIT UNION

The St. Vincent's Medical Center Credit Union is owned and operated by employees of the Medical Center and its affiliates for the exclusive purpose of providing employees with a method to deposit funds in an account and to obtain loans at relatively low interest rates. Credit Union membership is open to all St. Vincent's College employees and members of their immediate families. Employees interested in joining the Credit Union should contact the Credit Union office.

SAVINGS BOND PROGRAM

All regular full-time and part-time employees are eligible to participate in the U.S. Savings Bond Program. Bonds may be purchased through the St. Vincent's Medical Center Credit Union using direct deposit.

ENROLLMENT IN THE HEALTH, DENTAL AND VISION PLANS

New employees who are eligible for health, dental and vision insurance must enroll within 30 days of employment. Coverage begins on date of hire. The College provides coverage to all full-time and part-time employees who are regularly scheduled 20 or more hours per week as reflected on the Employee Status Record. Employees scheduled to work 32 hours per week are eligible for full-time employee coverage. Coverage is also available for eligible dependents of employees. The College contributes the majority of the premium for eligible employees and their families with the employee contributing a portion of the premium through payroll deduction. The College reserves the right to adjust employee contributions as necessary.

Employees who become eligible for these benefits due to a change in their scheduled hours will be contacted by the Human Resources Office.

Employees who do not enroll in the plans when they are first eligible, or who drop their coverage, will be eligible to re-enroll during the annual open enrollment period.

An eligible employee, who previously declined coverage, may be eligible to re-enroll at any time during the year due to certain changes in circumstances, including loss of

other insurance coverage as a result of death, disability, divorce, retirement or loss of employment. In such cases the employee will be required to provide documentation from the other insurance carrier that the coverage has terminated. The employee will be required to complete the necessary enrollment forms.

HEALTH INSURANCE

The College provides comprehensive medical, hospital and prescription coverage for all eligible employees. For a complete listing of services and dollar coverage, please refer to the Health Plan information booklet or contact the College Human Resources Office for details.

DENTAL INSURANCE

The College provides a comprehensive Dental Plan, which covers complete basic service, and expanded coverage for bridges, prosthodontics, orthodontics, crowns and caps. For a complete listing of services and dollar coverage, please refer to the Dental Plan information booklet or contact the College Human Resources Offices for details.

VISION INSURANCE

The College provides a comprehensive eye care plan which includes annual exams, prescription glasses and contact lenses. For a complete listing of services and dollar coverage, please refer to the Vision Plan information booklet or contact the College Human Resources Office for details.

LIFE INSURANCE

The College provides Life Insurance for all regular full-time College employees after 90 days of employment equal to one (1) times their annual salary.

Accidental death or dismemberment coverage is equal to two (2) times annual salary.

This benefit is non-contributory with the College paying 100% of the premium cost.

For complete details, please refer to the Life Insurance booklet or contact the Human Resources Office if you have any questions.

BUSINESS TRAVEL LIFE INSURANCE

In addition to the Life Insurance provisions noted above, the College also provides employees \$300,000 of life/accidental insurance for any business related travel.

SUPPLEMENTAL LIFE INSURANCE

In addition to the basic life insurance plan, the College offers coverage in a supplemental life insurance plan. Employees who are scheduled 20 hours or more may purchase supplemental life insurance for themselves and their eligible dependents through the convenience of payroll deduction. For more information, employees may contact the Human Resources Office.

CHANGES TO EMPLOYEE COVERAGE

Employees enrolled in the insurance plans are responsible for notifying the Human Resources Office of any changes to their coverage such as adding new dependents, address change, name change or change in marital status. Additionally, eligible dependents, who are covered under the College's insurance plans, are responsible for contacting the Human Resources Office when they are no longer eligible for coverage as a result of a divorce, separation or, in the case of a dependent child, attaining the maximum age for coverage.

The Human Resources Office is available to assist employees in making changes to their insurance and providing information on continuation of coverage.

PORTABILITY OF BENEFITS

As a subsidiary of St. Vincent's Medical Center, a member of Ascension Health, St. Vincent's College offers portability of benefits within the system.

When an employee transfers to any Ascension Health System institution, certain benefits are retained and/or transferred. To obtain further information on transfers to another facility, contact the Human Resources Office.

INJURY AND ILLNESS DURING WORK HOURS

Employees should report any illness to their Supervisor who may refer them to the Employee Occupational Health Center at St. Vincent's Medical Center during the hours of operation (7:30 a.m.–4:00 p.m., Monday through Friday) or to the St. Vincent's Medical Center emergency department at other times.

When employees become ill during work time due to a non-job-related illness or injury, the College will provide for the initial evaluation through the Employee Occupational Health Center. Any treatment required beyond this becomes the responsibility of employees through their private physician. The Employee Occupational Health Center will provide complete treatment for all employees who become ill due to job related illnesses or injuries.

EMPLOYEE ASSISTANCE PROGRAM

At various times, employees face personal problems that create stress and anxiety. Therefore, the College offers assistance in helping with these problems through the Employee Assistance Program (EAP). Professional and confidential consultation and referral services are available which are specifically designed to assist employees and their family members who are confronted with difficult personal problems (i.e., family relationship issues, substance abuse, stress and anxiety, financial problems, etc.). The program is designed to encourage early intervention and awareness of such problems and offer help at the earliest opportunity.

For further information contact the Human Resources Office or visit the EAP website. EAP provides professional and confidential consultation and referral services without cost to employees and their family members. Employees can contact the EAP directly to set up a confidential meeting with a counselor.

EMPLOYEE HARDSHIP FUND

Consistent with the mission and philosophy of the College, the Employee Hardship Fund (EHF) is a program whereby employees can voluntarily donate accrued vacation, personal, or sick time to be used by co-workers during unpaid leaves. Sick leave may only be donated if the employee has a minimum of 60 days accrued and is limited to a maximum of five (5) days per calendar year. This program provides the opportunity for employees to help other employees in financial need during unpaid absences from work for reasons such as illness of themselves or a family member, or other similar financial needs. For more information, contact your Supervisor or the Human Resources Office.

DISABILITY INSURANCE

After six months of full-time service the College, provides long-term disability insurance to protect the financial security of employees and their families during prolonged periods of disability from sickness and accident.

The plan is integrated with Social Security benefits and between the two, provides employees with sixty percent (60%) of their regular monthly salary up to age 65. After age 65, maximum benefit duration is dependent upon age at onset of disability.

The plan is non-contributory with the College paying 100% of the cost for all regular full-time employees.

WORKERS' COMPENSATION

Employees suffering illness resulting from accidents or injuries received while working receive Worker's Compensation in conformance with the compensation laws of the State of Connecticut. All such injuries must be reported immediately to the department

Supervisor. The Safety and Security Department is responsible for completing the initial incident report and submitting it to the Employee Occupational Health Center.

ANNUAL UPDATES AND HEALTH ASSESSMENTS

In addition to the pre-employment health assessment, all employees must have a PPD administered and read annually. It is recommended that the employees update their medical history and have a health assessment annually. This service is provided free of charge by the Employee Occupational Health Center and is similar to the pre-employment health assessment. Although the annual health examination is voluntary, the College reserves the right to require an employee to have a complete physical examination by a physician of the Immediate Healthcare Center when there is reason to suspect that deterioration in job performance is being caused by health problems. The Employee Occupational Health Center will notify employees for an appointment.

Mammography screenings are free of charge to employees. Age eligibility for this benefit will be consistent with the guidelines established by the American Cancer Society. Additional information may be obtained by contacting the Women's Imaging Center Coordinator at 576-5505.

RETIREMENT PLAN

The College, in conjunction with St. Vincent's Medical Center and Ascension Health, offers a Retirement Well-Being Program to all eligible employees to assist them in achieving financial security during retirement.

The following information is intended to serve as a summary of the Retirement Plans. In the event of conflict between the information below and the terms of the Plans stated in the official plan documents, the plan documents govern. For complete details on all of the plans, please contact the Human Resources Office.

BASIC PENSION PLAN BENEFIT

Employees who were hired before January 1, 2006, participate in the St. Vincent's College Pension Plan which is non-contributory with the College paying 100% of the cost. In order to receive a benefit, employees must complete five (5) years of service and have 1,000 hours paid in each of those years in order to receive a vested benefit. Benefits are calculated based on length of service and final average earnings. Final average earnings are defined as the five highest consecutive years during your last ten years of employment in order to provide employees with the greatest possible benefit.

Employees hired after January 1, 2006 are eligible for an annual Employee Automatic Contribution in lieu of a "defined benefit" pension plan benefit and are eligible for the contribution each year thereafter. The contribution is deposited in your account after the end of each year in which you work 500 hours and are employed as an eligible associate on December 31, whether or not you make before-tax contributions. The contribution is equal to a percentage of your Earnings based on your years of service on December 31 each year, as follows:

Less than 5 years of service:	2.00%
5 years but less than 10 years:	2.50%
10 years but less than 15 years:	3.00%
15 years but less than 20 years:	3.50%
20 years or more:	4.00%

BEFORE-TAX RETIREMENT SAVINGS PLAN

In addition to the Pension Plan, a before-tax savings plan through payroll deduction [403(b)] is also available to all employees on a voluntary basis. Employees are eligible immediately upon hire for this benefit. You may save as little as 1% or as much as 80% of your earnings, or up to the annual Internal Revenue Service dollar limit (\$15,500 for 2007, indexed thereafter) for the calendar year. Beginning at age 50, a catch-up provision allows you to contribute an additional amount, \$5,000.00 in 2007, indexed thereafter.

The advantage of this savings program is that contributions to an employee's account are made on a pre-tax basis. Income taxes on contributions are deferred until the funds are withdrawn, ideally at retirement.

The Human Resources Office will set up an appointment for interested employees to meet with the on-site Diversified representative or employees may call Diversified at 877-346-7284 to enroll. Information is also available at www.divinvest.com.

EMPLOYER MATCHING CONTRIBUTIONS

Beginning the first pay period following 12 consecutive months of service, the College will contribute an Employer Matching Contribution of 50 cents for each dollar you contribute, on the first 4% of your earnings contributed each pay period, for all employees who are regularly scheduled to work 40 hours or more per pay period. Once you meet the eligibility requirements of the pension plan, contributions to the match account will begin.

SEPARATION FROM EMPLOYMENT

RESIGNATION

To ensure the continuity of College services, employees are expected to submit a letter of resignation to their Supervisor should they choose to voluntarily terminate their employment.. All employees are required to give working notice prior to resignation. Advance notice for non-exempt employees is defined at two weeks for employees with less than one year of service; three weeks notice for employees with one to nine years of service and four weeks notice for nine or more years of service. Advance notice for exempt employees is three weeks for less than one year of service to nine years of service and four weeks notice for nine or more years of service.

BENEFIT PAYOUT

Accumulated vacation and personal time will be granted to terminating employees provided the employee was not discharged for any disciplinary reason and the employee gave the required working notice. The working notice period must be equal to the employee's annual vacation allowance in order to be eligible to receive payment of unused vacation and personal time.

Accumulated sick time will not be granted to terminating employees. Retiring employees are entitled to receive payment of one half of their accrued sick time.

EXIT INTERVIEW

All employees who have given notice to the College of their intent to resign will be scheduled for an exit interview with a member of the Human Resources Office. The purpose of the Exit Interview is to allow the employee to share his/her experience and opinion about any aspect of his/her employment with the College or about the organization itself. At this meeting Human Resources will provide the employee with pertinent information regarding any benefits that they may be entitled to upon separation. The employee identification badge/access card and keys must be returned to the Human Resources Office on the employee's last scheduled work day.

MISCELLANEOUS INFORMATION

CAFETERIA

The St. Vincent's Medical Center Cafeteria serves a fine selection of nourishing meals and snacks at discounted prices for all employees. The Cafeteria hours are posted for your convenience. A coffee bar is located in the entrance foyer of the Medical Center.

CHAPEL

Employees of all faiths are welcome in St. Vincent's Medical Center's Chapel for meditation and prayer. Masses are scheduled at convenient hours.

DRESS CODE

Your professional appearance reflects the quality of service at St. Vincent's College. It is expected that professional attire will be worn at all times. Please consult with your immediate Supervisor about appropriate dress for your respective area.

INCLEMENT WEATHER

The President of the College and/or the designated representative may make the decision to close the College or delay its opening. Public announcement of an unscheduled closing or delay will be posted on the College website (www.stvincentscollege.edu) and may also be communicated through the College email system. The following area radio and television stations will also be contacted:

Radio	WICC 600 AM WEBE 108 FM
Television	WFSB Channel 3 WTNH Channel 8 WVIT Channel 30

If an individual employee believes that his/her safety would be endangered by traveling to work, that employee may use a personal day, vacation day, or take time off without pay.

When the College is officially closed due to inclement weather, no employees are required to work. If the College opening is delayed two hours, staff should arrive by 10 a.m.

LOST AND FOUND

Employees who lose or find an article should report it immediately to the Safety and Security Office at the Medical Center.

PACKAGE SEARCH

The College reserves the right to have authorized personnel examine packages, purses or other similar personal property on College property. Such inspections will only be conducted for reasonable cause utilizing search methods that are the least intrusive on employee's privacy.

PARKING

Paid, reserved parking is available in the Hunting Street garage. Employees may apply for reserved parking through the College's Human Resources Office and can receive specific information about parking rates, permits, regulations and registration.

PERSONAL MAIL, TELEPHONE CALLS AND E-MAIL

Employees should not have personal mail sent to them at the College. The College requests employees' cooperation in limiting outgoing or incoming personal telephone calls. The use of the College's communications systems for non-business related reasons is strictly prohibited.

REST PERIOD

Employees are allowed a fifteen (15) minute rest period during each eight hours. This period is taken at the convenience of the department and its work requirements.

SMOKING

St. Vincent's College observes a smoke free campus environment. Smoking is not permitted anywhere on or around the St. Vincent's College campus. Employees wishing to smoke must do so outside the College campus during scheduled work breaks.

SOLICITATIONS AND GRATUITIES

There shall be neither soliciting nor distribution of materials during actual working hours of both the solicitor as well as the employee being solicited. Solicitation by non-employees for non-College endorsed purposes is strictly prohibited at any time and in any area of the College property. Employees being solicited are under no obligation whatsoever to make contributions or to accept literature.

VENDING MACHINES

Employees may use the vending machines located in the 2nd and 3rd floor elevator lobbies and the Fortin Student Center.

SAFETY AND SECURITY

EMERGENCY CODES

The following are emergency code calls the College maintains during a variety of urgent situations to avoid alarming or confusing staff, students and visitors.

FIRE

The paging system announces “Roll Call at (location)” indicating a fire. If a subsequent announcement of “Total Roll Call” is given, this indicates the fire is spreading. The fire evacuation policy is posted on all floors of the College.

“Roll Call Cancelled” is the announcement made to indicate the fire has been put out or is under control. Employees are given specific training and information pertaining to their role in event of fire.

DISASTER

A CALL of “Signal D...Signal D...” indicates a disaster has taken place in the community. Periodic drills are held to train employees for such situations.

CODE “COLLEGE”

This code is used for internal College evacuation once a situation is identified.

CODE “200”

Code “200” is used to notify College personnel that a bomb threat has been received. Immediate evacuation of the building is required and employees should exit the building according to the evacuation plan outlined below. Any employee receiving a bomb threat by telephone, should remain calm, immediately notify security by dialing “77” and then notify their Supervisor.

CODE “ADAM”

A missing child will be announced with a Code Adam broadcast through the intercom system. Report any unattended child in your area to the St. Vincent’s Medical Center Safety and Security Office immediately.

Other “Codes” are listed on the security card panel of your identification badge. Please refer to it for information.

FIRE EVACUATION PLAN

Everyone is responsible for fire prevention. **Fire prevention is the most important aspect of a total fire protection program.**

Know the evacuation routes within the main College building. Exit doors which immediately evacuate to exterior grounds are located at the east and west stairwells. An additional exit is through the Main Entrance which is accessible through the use of the center stairwell.

An “Area of Refuge” has been designated in the center stairwell enclosure (by the elevator). Mobility impaired persons are to evacuate to the designated Area of Refuge and await assistance by fire response personnel.

Always **exit by stairway** and **do not use the elevators.**

Evacuation routes for the Main Street Campus are posted and marked accordingly.

FIRE EVACUATION PROCEDURES

1. WHEN DISCOVERING A FIRE, REMEMBER THE ACRONYM, **A.P.E.**

Alarm Phone Extinguish/Evacuate

ALARM – pull the closest pull box. Fire pull boxes are located in the center corridors on all level, as well as fire stairwell exits on each level.

PHONE – Dial “77” on any in-house phone and give the location and type of fire.

EXTINGUISH/EVACUATE – On small incipient fire use the appropriate fire extinguisher to extinguish flames.

If the fire is not in its incipient stages or you are not comfortable with the use of an extinguisher simply evacuate the area.

2. USE OF FIRE EXTINGUISHERS

If the fire is in its incipient – small stage and you are comfortable using a fire extinguisher, look for the symbol on the fire extinguisher to choose the correct unit.

Type A Extinguisher

Use on wood, cloth, paper and rubbish fires.

DO NOT USE ON ELECTRICAL FIRES AND BURNING LIQUIDS.

Type B Extinguisher

Use on oil, paints, grease or other flammable liquids.

Type C Extinguisher

Use on electrical equipment.

Type ABC Extinguishers

Are multipurpose and can be used on all types of fires described above.

EXTINGUISHER OPERATIONS

1. Pull the pin on the nozzle (this breaks the seal).
2. Aim the hose at the base of the fire.
3. Stand back approximately 10 feet from the fire.
4. Spray at the fire while aim at the base of the fire. The hose should be used in a sweeping motion.

3. EVACUATION

- a. Upon hearing the fire alarm signal, strobe lights will be activated at the College. A message will be communicated through fire alarm speakers which are strategically located throughout the building alerting occupants to evacuate the premises.
- b. Upon hearing this alert, occupants of the College will evacuate the building.
- c. Staff should be advised to close all doors and windows (if it is safe to do so) prior to exiting the building.
- d. Leave the building using the safest shortest distance.
- e. It will be the responsibility of all personnel to be sure that all visitors and students evacuate the building
- f. Occupants will assemble outside in front of the Hunting Street Garage.

4. FIRE DRILLS

The Safety and Security Department will perform fire drills twice each semester (Fall, Spring and Summer) for all College buildings. A fire will be simulated through the use of a flashing yellow light. Upon discovery of this light, students and staff must follow the established fire evacuation plan. This includes pulling the closest pull box and evacuating the building.

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Revised: 1/95, 9/96, 11/99,08/08

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RECEIPT OF EMPLOYEE HANDBOOK

REVISION 2008

I have received a copy of St. Vincent's College revised Employee Handbook. I understand I am responsible for reading, becoming familiar, and abiding by the policies, practices and programs described within it. I acknowledge receipt of ___ numerical pages of this revised Employee Handbook. I further understand and agree to the following:

- This Handbook represents a brief summary of the relevant College policies, practices, programs and benefits regarding employment, but not intended to be all inclusive of policies, practices, programs and benefits at St. Vincent's College
- St. Vincent's College retains the sole right in its judgment to modify, suspend, interpret, or cancel in whole or part at any time, and with or without notice, any of the published or unpublished policies, practices, programs or benefits.
- The contents of this Employee Handbook do not constitute an expressed or implied contract of employment or entitlement to benefits. St. Vincent's College does not recognize contracts of employment, other than in writing and signed by the President/CEO and/or Vice President/Dean of the College.
- As an "at will" employee, I have the right to end my employment relationship with St. Vincent's College at any time, for any or no reason, and with or without advance notice, and I acknowledge that the College has the same right.
- I understand this is a revised Employee Handbook, and it supersedes and revokes all previous versions of a St. Vincent's College Employee Handbook.
- I understand that if I have any question about any matter addressed in this Employee Handbook, it is my responsibility to contact the Human Resources Office for clarification.

Date

Employee Name (Print)

Employee Signature

**Please sign and return this page to the
St. Vincent's College HR Office**