This handbook does not constitute an expressed or implied contract. The employee may separate from his/her employment at any time; the College reserves the right to do the same.

Consistent with applicable laws, McDaniel College reserves the right to unilaterally amend, modify, cancel or make change in any of the benefits, programs or policies described in this booklet. In the event that a change does occur, the College will provide as much notice as possible.

Effective Date: 6/1/2019
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McDANIEL COLLEGE STAFF HANDBOOK ACKNOWLEDGEMENT FORM

I have received instructions on how to access an electronic copy of the McDaniel College Staff Handbook through the portal on the Office of Human Resources’ site.

I understand that the Staff Handbook is not a contract of employment and that my employment with McDaniel College is at-will and may be terminated at any time, either by me or by McDaniel College, for any reason, with or without notice.

Staff Employee Printed Name:________________________________________

Staff Employee Signature:________________________________________

Date: _________________

The endorsed copy will remain in your personnel file.
I. INTRODUCTION

McDaniel College is proud of the dedicated people who serve on the staff and who contribute in various ways toward the achievement of its goals. It is the hope of the trustees and administration that all shall find here a stimulating and friendly atmosphere in which to work.

For almost one hundred and fifty years, McDaniel College has enjoyed capable leadership, a committed faculty, a good student body, and dedicated staff. Founded in 1867 as Western Maryland College, it is a private, independent liberal arts college and was the first coeducational college south of the Mason-Dixon Line.

This handbook describes the basic information on the policies, practices and conditions of employment for staff and defines the privileges and obligations associated with this employee group. It is not intended to be an all-inclusive listing of all policies, provisions or procedures of every policy. McDaniel College reserves the right to exercise judgement in establishing and administering policies, practices and procedures, and to make changes in them; the right to take whatever action is necessary in McDaniel College's judgement to operate the institution and the right to set the standards of productivity and services to be rendered. This handbook is not a contract, nor should it be construed as creating an express or implied contract. Nothing in this handbook alters the at-will status of the institution. McDaniel College reserves the right to interpret, change, correct, modify or revoke all or any portion of this handbook as it may in its sole discretion deem appropriate, with and without notice. This handbook supersedes all prior handbooks, and sets forth McDaniel College’s guidelines for staff employees. For information not covered by this handbook, consult your supervisor or inquire at the Office of Human Resources.

II. EMPLOYMENT AT-WILL

McDaniel College is an at-will employer. Your employment with McDaniel College is voluntary and can be terminated by either you or the institution at any time for any reason or no reason at all. No oral or written statements will create a contract of employment for a specified period of time except for a written contract of employment endorsed by the President of the College and the employee. No such agreement or contract shall be valid unless it is in writing signed by the President and is specifically identified as an employment agreement or contract.

III. MISSION STATEMENT

McDaniel College is a diverse student-centered community committed to excellence in the liberal arts, sciences and professional studies. With careful mentoring and attention to the individual, McDaniel changes lives. We challenge students to develop their unique potentials with reason, imagination, and human concern. Through flexible academic programs, collaborative and experiential learning, and global engagement, McDaniel prepares students for successful lives of leadership, service, and social responsibility.

IV. FIRST PRINCIPLES

McDaniel College believes that liberally educated men and women think and act critically, creatively, and humanely. They take charge of their lives and develop their unique potentials with reason, imagination, and human concern. McDaniel College accepts the challenge to provide an academic and social environment that promotes liberal learning:

We place students at the center of a humane environment so that they may see and work toward their personal goals while respecting others and sharing responsibility for the common good.
We provide a foundation of knowledge about the past and present so that students may be informed about the world.

We provide various approaches to knowledge and personal achievement so that students can think critically about, respond creatively to, and form sensitive, intelligent decisions concerning the world and its future.

We provide instruction in fundamental skills so that students can express themselves for their own satisfaction and to the larger community.

We provide solid and respected professional programs for the committed student, and more importantly, we provide a liberal arts education as an integral part of professional training so that students will be more flexible, more successful, and happier in the world of work.

In the classrooms, in the residence halls, in the workplace, in the laboratories, on the playing fields, and in the lounges, McDaniel College works to disseminate these First Principles.

V. NONDISCRIMINATION/EQUAL OPPORTUNITY EMPLOYER STATEMENT

McDaniel College, in compliance with Federal and state laws and regulations, does not discriminate in the recruitment, admission, and employment of students, faculty, and staff in the operation of any of its educational programs and activities. McDaniel College will not tolerate any discrimination or harassment on basis of any protected status including race, religion, color, national origin, disability, age, sex, gender-identity, sexual orientation, pregnancy, military status, genetic information, marital status, veteran's status or any other legally protected status.

A grievance procedure for handling complaints of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, and relationship violence and stalking has been established and is described in the McDaniel College Policy Against Sexual and Gender-Based Misconduct and Other Forms of Interpersonal Violence. To file a complaint, a staff member may contact the Department of Human Resources (410-857-2229), the Title IX Coordinator (410-857-2205), any Vice President, Dean or Associate Dean of the College.

All other complaints of discrimination and/or workplace harassment are handled through the disciplinary procedures. To file a complaint, a staff member may contact the Director of Human Resources (410-857-2229).

VI. REASONABLE ACCOMMODATIONS

The institution will make reasonable accommodations for known physical or mental disabilities covered by the Americans with Disability Act (ADA) enabling employees to perform the essential functions of his or her job unless the accommodations present an undue hardship for the institution. To request an accommodation, please contact the Department of Human Resources for more information.

VII. DRUG-FREE WORKPLACE AND SUBSTANCE ABUSE TESTING POLICY

1. POLICY

The College is committed to maintaining a safe workplace free from alcohol and drug abuse. It is expected that employees will follow all federal, state and local laws related to alcohol and drug use. Employees, including student workers, are prohibited from

• possessing,
• using,
• distributing and/or
• working under the influence of alcohol, other intoxicant(s), illegal drug(s) or prescription
  drug(s), other than ones that are lawfully prescribed by a physician and taken in accordance
  with that prescription without side effects negatively that impact an employee’s ability to
  perform his/her duties

In rare circumstances, there may be special events in which alcohol may be served at an on-campus event
sponsored by the College that have been pre-approved by the respective senior administrator (President,
Provost, Vice President, or his or her designated representative), who will provide clear guidelines for the
event. Employees that are assigned specific duties during these special events are expected to maintain a
professional image throughout the event.

Under no circumstances may alcoholic beverages be served or made available to any underage students at
any time on or off campus. This includes all college sponsored events on-campus and off-campus as well as
any informal circumstances such as casual dinners and community events not sponsored by the college.
College personnel who observe what they believe to be underage drinking must report this to the
appropriate office.

Information on serving alcohol through third-party vendors and the College’s contractual obligations with
the dining services contractor, AVI, is available through the Office of Student Affairs.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (usually
referred to as illegal drugs listed under the federal Controlled Substance Act) is prohibited on College
property and is cause for employee discipline up to and including termination from employment.

For purposes of this policy, “Substance Abuse” shall include reporting for duty, possessing, distributing or
being on duty after having used, abused or ingested alcohol and/or illegal drugs (e.g., marijuana, cocaine,

  crack, narcotics, PCP, hallucinogens, or other controlled substances), lawful drugs and/or medications taken
  without a valid prescription or not in accordance with the prescription for that drug or medication. For
  purposes of this policy, whenever an applicant or employee tests “positive,” he or she will be considered as
  using, abusing or ingesting the prescribed substances in violation of this policy. “Possession” shall include
  possession in lockers, clothing, other property or vehicles parked or located on the College premises.

B. In compliance with the Drug-Free Workplace Act of 1988, and as a condition of employment with the
College, all persons employed by the College are required:

  1. To abide by the prohibition contained in item A, above; and

  2. To notify the Director of Human Resources of any criminal drug statute conviction for a
     violation occurring on College property no later than five days after such conviction.

C. Any employee whose use of controlled substances away from the College can reasonably be established
to be the cause of poor attendance or performance problems is to be counseled to seek rehabilitation from
available the College or community resources.

D. When notice of a criminal drug statute conviction of an employee for a violation occurring on College
property is received, the Director of Human Resources will coordinate compliance with the reporting

E. An employee convicted of the criminal drug statutes occurring on College property is subject,
within 30 days of notice of such conviction, to disciplinary action up to and including termination,
and/or the employee will be required to complete treatment as recommended by the employee assistance program.

F. The Office of Human Resources shall make available contact information to the employee assistance program which provides community resources for drug abuse assistance or rehabilitation programs. In addition, the Office of Human Resources shall provide employees with information about the dangers of drug abuse in the workplace.

2. Employees are subject to the following testing:

* Random Testing: All safety sensitive positions are subject to random substance abuse testing, and will be selected in a manner as determined by the College. This includes all employees in Campus Safety, Physical Plant, Grounds, Steam Plant, Chemical Hygiene Officer, Technical Director of the Theater and Purchasing. Employees in these safety sensitive positions must notify the Office of Human Resources when prescribed any medications that may impair their ability to perform their job duties safely. A fitness for duty exam paid for by the College may be required to evaluate the impacted employee’s ability to safely perform his/her duties.

* Suspicion Testing: All employees may also be required to undergo substance abuse testing, if in the sole opinion of the College, the employee’s behavior, work performance or other factors warrant such testing.

* Post Accident/Injury Testing: The College may require a substance abuse test for any employee incurring an on-the-job injury requiring medical attention and/or treatment. Employees damaging property by accident or carelessness may also be subject to testing.

3. Substance Abuse Testing Procedure

All testing will be conducted pursuant to the requirements of applicable law. In particular, the College will generally follow these procedures:

**Reporting for Test:** The applicant and/or employee will be directed to report immediately (within 1/2 hour) to the designated testing facility and/or a medical clinic. Transportation will be provided for the employee by the College, and the employee will remain “on-the-clock” during the testing procedure.

**Conduct of the Test:** A medical professional or other appropriate person will conduct the test in accordance with all applicable standards and/or regulations.

**Test Results:** In the event of a positive result, the applicant and/or employee will be given (1) a copy of the results, (2) a copy of this Policy, (3) written notice of the College’s intentions, and, (4) the following notice:

*Verification of test results.* --(1) A person who is required to submit to job-related testing may request independent testing of the same urine or blood sample for verification of the test results by a laboratory that:

(i) Holds a permit under Maryland law; or
(ii) If located outside of the State, is certified or otherwise approved for use under Maryland law.

4. Positive Test Results

A substance abuse test shall be considered “positive” if it reveals the presence of illegal drugs, lawful drugs and/or medications taken without a valid prescription or not in accordance with the prescription, or the
presence of alcohol in a degree which, in the College’s opinion, would impair the individual’s ability to effectively perform his or her job or otherwise present a safety risk to the individual or others.

For any Employee With Less Than Five Years’ Service: Any employee who receives a positive test result who has been with the College for less than five years or works in Campus Safety, Physical Plant, Grounds, Steam Plant, Chemical Hygiene Officer, or Purchasing will be subject to immediate termination.

For Any Employee With Five or More Years’ Service: Employees that receive a positive test result who have been with the College for more than five years are subject to immediate termination in most instances. If the employee is not in a safety sensitive position, (Campus Safety, Physical Plant, Grounds, Steam Plant, Chemical Hygiene Officer or Purchasing), then the division Vice President and the Director of Human Resources may delay the termination pending the employee having an evaluation completed with the Employee Assistance Program. To maintain employment, the employee will be required to complete all recommended treatment. Treatment recommended beyond the Employee Assistance Program will be paid for by the employee or the employee’s health insurance coverage. If the employee fails to complete the treatment program, he or she will be subject to immediate termination. In the event the employee fails a subsequent substance test, he or she will be subject to immediate termination without any further treatment opportunity.

5. Refusal to Take a Requested Test

Any employee refusing to be tested upon request shall also be subject to immediate termination, regardless of the employee’s tenure with the College.

Any employee who unreasonably delays taking a test, provides false or incomplete information in connection with the test or otherwise refuses to cooperate in taking the test will be considered as having refused to be tested and will be subject to immediate termination.

VIII. AIDS POLICY

In response to the epidemic of infection with Human Immunodeficiency Virus (HIV) McDaniel College has appointed a committee to develop policy and address campus concerns. The College is committed to all its constituents to prevent the spread of infection, to limit the consequences of established infection and to provide compassionate care for all concerned individuals. This commitment is consistent with the First Principles of the Institution.

1. The primary response of the College to the HIV epidemic must be education. Academic Affairs, Student Affairs and Human Resources administrators will facilitate the implementation of programs for the entire campus community which are designed to increase awareness and provide education to prevent further spread of the virus.

2. Students who become infected with HIV will be allowed regular class attendance, athletic participation, and use of all College facilities. The College will not tolerate harassment, abuse of, or discrimination against persons perceived or known to be infected with HIV.

3. The College does not support mandatory testing of current or prospective students, faculty or staff. Information regarding referral for confidential HIV testing will be made available to the College community by Wellness Center.

4. The College will release no information regarding a student’s health including HIV testing, infection or counseling without his/her written consent as required by the Family Education Rights and Privacy Act of 1974. Nor will the College release information regarding employees. Public health reporting of AIDS cases will follow the requirements of the Centers for Disease Control and the State of Maryland.

5. Universal safety precautions as proposed by the U.S. Public Health Service for the handling of blood and body fluids from all persons will be followed.
6. Support services for those with concerns regarding HIV infection will be readily available through Wellness Center for students and through the Employee Assistance Program for employees.

7. The College Physician will work with each HIV infected individual to provide clinical, psychological and educational support so that his or her needs are met and the general welfare of the College community is maintained. This will be done in accordance with the guidelines on confidentiality.

8. McDaniel College will abide by the provisions of the Maryland Human Immunodeficiency Virus Omnibus Bill of 1989 which establishes the “knowing transfer, or attempt to transfer” the AIDS virus from an infected person to another person as a misdemeanor, punishable upon conviction by a fine up to $2500, imprisonment of up to three years or both. College health care professionals will request that persons testing HIV-positive notify sexual or needle-sharing partners that they are at risk of the infection.

9. All inquiries from outside the McDaniel College community concerning AIDS policy, programs or cases will be directed to the Office of Communications and Marketing.

The College’s response to employees known to be infected with AIDS and AIDS-related conditions shall be governed by:

1. The most current available medical facts about AIDS.
2. Federal and state laws and interpretation by Court(s) decision(s) which may be available to the case(s).

EMPLOYMENT

1. AIDS is an infectious disease; however, current medical evidence with respect to how the disease is transmitted indicates that an individual cannot be infected by casual contact. In a usual work setting, infected employees pose no threat to other employees. Therefore, no action shall be taken against an infected employee based on the fear of contamination. The College takes the position that it will not discriminate in its employment practices to employees or in the delivery of services to a client, claimant or applicant who has AIDS or is believed, suspected or alleged to have AIDS.

2. As long as an AIDS-infected employee is able to meet acceptable work performance standards, the College shall reasonably accommodate the employee. In order to be qualified as reasonable, however, any accommodation shall not create an undue hardship for the College.

BENEFITS

1. Employees infected with AIDS or AIDS-related conditions are entitled to all existing benefits provided by health and disability insurance policies currently in effect for them.

2. All benefits extended to employees through their annual and extended sick leave policies shall be extended to AIDS-infected employees on the same basis as any other medically disabled employee.

CONFIDENTIALITY

1. Medical information concerning an AIDS-infected employee shall not be released to any person or group without the written consent of the employee.

The preceding guidelines are subject to change in accordance with any changes or new developments in the three governing factors - medical information, applicable Federal and/or state laws and employees’ rights to privacy.

IX. SMOKE FREE ENVIRONMENT POLICY

There is considerable scientific evidence of serious health hazards for smokers and others caused by second hand smoke. In order to comply with Maryland State Law, the College has established the following smoke free environment policy. For the purpose of this policy, smoking is defined as smoking any substance including all types of tobacco, cloves, medically prescribed marijuana and water vaping using smoking devices such as cigarettes, pipes, e-cigarettes, vapers, hookahs and cigars.
All indoor public areas of the College and the 25-foot area immediately outside of all buildings are designated as non-smoking. The policy is designed to protect the health and well-being of the entire community.

X. HAZARD COMMUNICATIONS POLICY- RIGHT-TO-KNOW POLICY

Employee access to information about hazardous and toxic substances in the workplace is regulated by the Maryland Occupational Safety and Health Administration, (MOSHA) Act of 1973, Article 89, Section 28-49D, annotative code of Maryland.

The act notes that the employer shall furnish to each employee a place of employment which is safe and healthful as well as free from recognized hazards that are causing or are likely to cause death or serious physical harm to employees. It applies to any chemical present in the workplace in such a manner that employees may be exposed under normal operating conditions or in a foreseeable emergency. It contains definitions of hazardous materials as well as requirements for chemical information lists (CILs), safety data sheets (SDS), labeling and training. Under the provisions of the act:

1. All employees are required to attend training sessions as provided within the department or as otherwise scheduled.
2. All employees are required to follow procedures for the safe use and handling of all chemicals in the workplace, and to utilize the appropriate personal protective equipment.
3. Employees who wish to see the CILs or SDS may access them through the chemical inventory system online, Chimera.

For more information, please review the Chemical Hygiene Plan.

XI. OSHA BLOODBORNE PATHOGENS POLICY

In compliance with OSHA and MOSH regulations, the College has established the following policy based on federal and state guidelines:

All employees will follow guidelines requiring universal precautions when dealing with potentially infectious materials. Potentially infectious materials are defined as "blood, semen, vaginal secretions, cerebral spinal fluid, synovia fluid, pleura fluid, pericardial fluid, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; any unfixed tissue or organ from a human (living or dead); HIV containing cell or tissue, cultures, organ culture, and HIV or HBV containing cultured medium or other solution, and blood or other tissues from experimental animals infected with HIV or HBV.” Universal precautions require that "all human blood and certain body fluids are treated as if known to be infectious for HIV, HBV and other bloodbourne pathogens.” (excerpt from Federal Register Volume 56, Number 235,299CFR Part 1910.10300 Subpart Z, 1-3) For more information on the Hazard Communication Plan, please review the Hazard Communications Program and Exposure Control Plan.

Except for those employees with an occupationally required exposure to potentially infectious materials, employees are directed to contact Campus Safety at extension 2202 after hours, in the event of discovery of potentially infectious material. Additionally, employees are directed not to handle any red plastic bag or box marked by a biohazard label. These containers are contaminated with potentially infectious material.

Employees who have occupationally required contact with potentially infectious materials will be defined as high risk and will be notified and specially trained. HBV vaccinations are available for these employees. The College pays for the cost of the vaccination series which is performed by the Carroll Occupational Health.

For more information, please refer to the BloodBorne Pathogens Exposure Control Plan, the Chemical Hygiene Plan, and the Hazard Communications Program Policy.
XII. COMMUNICATIONS POLICY

The College's Phone Mail System and the McDaniel College electronic communication network are the property of McDaniel College. The College will make every effort to respect the privacy of all members of the community; however, the College reserves the right to have access to recorded messages, e-mail or any other transmitted information stored on its systems. These systems must not be used to transmit or download harassing or otherwise disruptive messages or content, including, but not limited to those that contravene McDaniel College's policies. Any employee found in violation of this policy may be subject to disciplinary action.

XIII. ANIMAL POLICY

Animals may be welcome visitors to the campus if cared for properly. No animals may be kept on campus, other than those registered with the Office of Human Resources for service, support or the IACUC Committee for academic purposes. For health, sanitation, and safety reasons, animals are not permitted in College buildings unless otherwise registered with the Office of Human Resources for service, support or the IACUC Committee for academic purposes. Animals being walked on campus must be kept on a leash at all times. Owners must not leave animals unattended and must clean up after them. To register a service animal or support animal, please contact the Office of Human Resources. To register an animal(s) for academic purposes, please contact the IACUC Committee for further information.

XIV. EMPLOYEE PROTECTION (WHISTLEBLOWER) POLICY

If any employee reasonably believes that some policy, practice, or activity of McDaniel College is in violation of law, a written complaint must be filed by that employee with the Director of Human Resources, President or the Chair of the Board of Trustees. Employees may submit the complaint in writing by delivering the letter to the Office of Human Resources, the President's Office or use interoffice mail to deliver the letter. Additionally, email directly to the Director of Human Resources, President or the Chairman of the Board may be used to communicate the complaint as well.

It is the intent of McDaniel College to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of McDaniel College and provides McDaniel College with reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

McDaniel College will not retaliate against an employee who in good faith, has made a protest or raised complaint against some practice of McDaniel College, or of another individual or entity with whom McDaniel College has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

McDaniel College will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of McDaniel College that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.
XV. INFORMATION SECURITY POLICY

All full-time and part-time regular College employees are required to complete on-line information security training within their initial hire probation period and annually thereafter. The use of campus information is critical to support campus functions from teaching through admissions, registration, retention, residential life, financial transactions, health care, employment and all aspects of college business. Thus it is essential that we protect institutional data and the privacy of all personal data through appropriate use. The loss, alteration, inappropriate disclosure, or exposure of information can hinder the College’s operation, trigger business disruptions, lead to identity theft, damage the College’s reputation, or result in financial penalties. Information must be protected, not only when it is created, but also when accessed, stored, modified or transmitted. It is every employee’s responsibility and obligation to ensure the integrity of College information and the protection of personal data. Failure to do so, or intentional disclosure, could result in disciplinary consequences up to and including termination of employment, as well as, criminal and civil penalties imposed by law.

McDaniel College employees potentially have access to considerable confidential information. This information requires protection by various College, State, and Federal policies and laws. These regulations include but are not limited to, Family Education Right and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPPA), Red Flag Rules, Maryland Personal Information Protection Act (PIPA), Payment Card Industry Data Security (PCI-DSS), Gramm-Leach Bliley Act (GLB). (See below for more information.)

To comply with all of these regulations the College has determined that all personal information is considered confidential except what is considered “directory information.” For all students, directory information includes the student’s name, dates of attendance, previous institutions(s) attended, major field of study, awards, honors, (includes Dean’s List), degree(s), past and present participation in officially recognized sports and activities, height and weight of athletes, hometown and photographs. For all employees, directory information includes name, title, department, office phone number, and office location. This information is for in-house use only and is not to be given or sold to individuals, organizations, or agencies for the purpose of soliciting those persons listed.

Protected information includes, but is not limited to information in the following areas:

Family Education Rights and Privacy Act (FERPA): College Employees may have access to one or more of the following legally protected categories of personally identifiable information protected by the Family Educational Right and Privacy Act (FERPA) of 1974 as amended. This information includes, but is not limited to: social security number, student identification number, grades, letters of recommendation, disciplinary action records, etc. FERPA prohibits the unauthorized release of this information.

Health Insurance Portability and Accountability Act (HIPAA): Employees may have access to “protected health information” which includes, but is not limited to: information that relates to the past, present, or future physical or mental health condition of an individual, and that identifies the individual or for which there is a reasonable basis to believe the information can be used to identify the individual. PHI includes information on persons living or deceased. PHI may be in any form, including but not limited to, oral, written or electronic.

Red Flags Rule: This Federal Trade Commission rule requires protection from identity theft with regard to financial transactions. Under the rule, “identifying information” is defined to mean any name or number used alone or in conjunction with other information to identify a specific person, including: name, social security number, date of birth, official state or government issued driver’s license or identification number, alien registration number, government passport number, employer or taxpayer identification number, biometric
data (such as fingerprint, voice print, retina or iris image, or other unique physical representation). It also covers unique electronic identification numbers, addresses, routing codes and telecommunication identifying information. Using the identifying information of another person without their permission is prohibited.

**Maryland Personal Information Protection Act (PIPA):** Protected “personal information” is defined as: first and last name in combination with a social security number, driver’s license number, financial account number or individual taxpayer identification number. The law requires that if there is a data security breach of this information, it must be reported to the individuals affected and that reasonable measures be taken to protect against the unlawful use of the information.

**Payment Card Industry Data Security Standard (PCI-DSS):** Employers must keep cardholder data secure. Protected data includes: primary account number, cardholder name, expiration date and service code.

**Gramm-Leach Bliley Act (GLB):** Requires safeguards for records of financial information used by the institution. Employees are required to guard against the unauthorized access to or use of such information that could result in substantial harm or inconvenience to any customer (i.e. student, alumnus, donor, employee, etc.).

**XVI. SAFE WORK ENVIRONMENT POLICY**

All College employees, faculty, staff and administration, share the responsibility to provide a safe campus and work environment. Employees should note carefully any specific safety-related responsibilities in their position descriptions. Additionally, employees who observe situations either physical or behavioral in nature that pose a significant risk to health or safety should report these to the appropriate party. In emergency situations, reports should be directed to the Office of Campus Safety. Otherwise, employees should direct safety concerns to their immediate supervisor, preferably in writing. Supervisors should promptly acknowledge receipt of such reports and, within a reasonable period of time, share with the employee any follow-up action that has resulted. In special circumstances when either the supervisor is not available or the employee believes a different procedure is warranted, employees may direct reports to their divisional vice-president or the Director of Risk Management/Environmental Health & Safety.

**XVII. ACCEPTABLE USE OF SAFETY CAMERAS**

1. **Purpose**

The purpose of this policy is to outline the responsibility, decision-making process and regulations regarding the regular use of safety cameras to monitor and record potential criminal activity, or violations of College policies in areas with no expectation of privacy such as restrooms, locker rooms, etc. to improve safety and security at McDaniel College. This policy does not include the installation of covert surveillance systems installed as part of a documented and on-going criminal investigation.

2. **Scope**

This policy applies to all of the various types of employees (staff, faculty, coaches, etc.), students, vendors, contractors, visitors and property of McDaniel College in the use of safety cameras for monitoring and recording. These cameras shall not make audio recordings. It does not apply outside of security or safety applications (ex. recordings of lectures or performances, news or press coverage, athletic events, etc.)

3. **General Principles**
A. The Department of Campus Safety (DoCS) is committed to maximizing safety for the campus community by integrating best practices in campus safety with technology. A component of our comprehensive security plan is employing available technologies such as safety cameras, also referred to as security cameras and or closed circuit television (CCTV).

B. In cases where a position is named, a designee will have the full authority to act in place of the named position for purposes of this policy. An immediate supervisor is automatically a designee.

C. DoCS records public areas to deter crime, enhance its investigative capacity, and assist in protecting the safety and property of the campus community. Any diversion of security technologies and/or personnel for other purposes (e.g., monitoring of political or religious activities, or employee or student evaluations) undermines the acceptability of these resources for critical safety goals and is therefore prohibited.

D. The decision to deploy safety cameras and the specific placement of those cameras falls under the authority of DoCS. DoCS bases the decision to deploy cameras on mitigating risks, vulnerabilities and historical acts of criminal behavior. When developing strategies for camera installation and placement, the DoCS conducts reviews of DoCS documents, which may include, incident reports, security surveys, risk analyses and threat assessments to parts of or the whole campus.

This information is also critical in determining the types of equipment most appropriate for each situation. These factors might determine such outcomes as; Pan, Tilt Zoom (PTZ), fixed, color, night, day/night, capable cameras, etc.

E. DoCS will conduct video monitoring for security purposes, consistent with this policy and any applicable federal, state and local law. Generally, DoCS will not monitor cameras in real time. If criminal activity or rule violations are taking place, real time monitoring may be implemented with the authorization of the Director of Campus Safety or designee. Personnel involved in video monitoring will be appropriately trained and in the responsible use of this technology. Violations of this policy will result in disciplinary action consistent with the rules and regulations governing employees of the DoCS.

F. DoCS will only use information obtained through video monitoring for security and law enforcement purposes. DoCS will only release information obtained through video monitoring when authorized by appropriate administrative personnel according to the procedures established in this policy.

G. DoCS recording and monitoring of public areas for security purposes consistent with all existing College and DoCS policies, including those that prohibit discrimination and harassment.

H. To maintain an informed campus community, DoCS will include the purpose, a summary of the uses, and location of cameras annually in the Annual Security and Fire Report.

I. DoCS will use camera technology to monitor work behavior only when there is a legitimate investigation pertaining to conduct contrary to the law or policy, and supported by a DoCS incident report, written complaint, report, memo, email etc. DoCS may seek guidance from the appropriate divisional Vice President, Human Resource, or the College Attorney to ensure legal and policy compliance.

J. DoCS will ensure all existing uses of video monitoring and recording are complaint with this policy within twelve months of the approval.

4. Responsibilities

A. DoCS is authorized to oversee and coordinate the use of camera installation and monitoring for safety and security purposes. Human Resources will ensure appropriate distribution of the policy to newly hired employees.
B. DoCS will monitor new developments in relevant law and in security industry practices to ensure that camera monitoring and recording are consistent with the contemporary practices.

C. The Director of Campus Safety will ensure that DoCS adheres to established policy and procedure in the use of safety cameras and will review camera locations and requests for release of video media beyond DoCS with the College Attorney unless immediate life safety or other extreme risk exist.

1. The Director of Campus Safety will review camera locations to insure the view of fixed location cameras conforms to this policy. The locations of temporary cameras to be used for special events will be reviewed by the Director of Campus Safety or designee for approval before the event (Note: "Temporary cameras" does not include mobile video equipment or hidden surveillance cameras used for criminal investigations.)

2. Included with the list of camera locations will be a general description of the technology deployed and the capabilities of the cameras. If concern over camera placement should arise, concerned persons may petition the Director of Campus Safety to forgo the installation of a proposed camera or for the removal of an existing camera. The Director of Campus Safety, in conjunction with the Vice President representing the constituency of the complainant, will determine the appropriateness of an installation weighing the concerns of the person(s) making the request and the safety and security of the entire community.

3. The Director of Campus Safety will review all requests received by DoCS to release recordings obtained through camera recording with the Vice President of Student Affairs and Dean of Students and at times the College Attorney. No release of recordings will occur without authorization by the Director of Campus Safety, except in accordance with official requests for digital video directly related to a criminal investigation, arrest or subpoena where exigencies described earlier may prevent review with the Vice President and/or the College Attorney. The Director of Campus Safety may also approve release of recordings only for legitimate purposes, such as to protect McDaniel College and its members from lawsuits or harm. The Director of Campus Safety will consult the Vice President of Student Affairs and Dean of Students and the College Attorney, and may consult with other Divisional Vice Presidents in these cases prior to the release of recordings.

4. The Director of Campus Safety will audit DoCS camera monitoring operations, including video media storage, on a semi-annual basis and make procedural changes to ensure standards and operations conform to this policy.

5. Procedures

A. All personnel involved in video review or monitoring will perform their duties in accordance with this policy.

B. DoCS will assure that responsible and proper camera monitoring practices by operators by periodically reviewing stored images.

C. The Director of Campus Safety will assign a member of the supervisory staff to regularly inspect the functionality of the equipment at regular intervals but not less than weekly. This inspection will include brief "real-time" monitoring to ensure all equipment is functioning properly, and quick inspection of recorded images to ensure they are being properly recorded.

D. DoCS will prevent camera positions and views of areas generally considered private. These areas include; residence hall rooms, interiors of campus suites or apartments, bathrooms, shower areas, locker and changing rooms, areas where a reasonable person might change clothing, or private offices. Additionally, rooms used for medical, physical, or psychological counseling, therapy or treatment are private.
E. DoCS shall place cameras overtly in public spaces with the exception of official, authorized investigative purposes of DoCS.

F. DoCS will configure systems as to reasonably prevent camera operators from tampering with or duplicating recorded information.

G. In most cases, recorded video media will be stored for a period of not less than 15 days. This may vary based on configuration settings in the recording device and memory capacity. Video storage equipment will overwrite stored images as the space fills, and these images will be unavailable. An exception to this procedure is video retained as part of a criminal investigation or court proceeding (criminal or civil), administrative hearing, College disciplinary action or other bona fide use as approved by the Director of Campus Safety. A multimedia storage device like a DVD or flash drive will record images in accordance with accepted practice based upon the nature of the investigation and process (ex. trial or disciplinary proceeding).

H. DoCS will train operators in the technical and legal parameters of appropriate camera use.

I. Operators will receive a copy of this policy and provide written acknowledgement that they have read and understood its content.

J. Operators will receive training in cultural/diversity awareness.

K. Operators will not monitor individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability or other protected class covered by DoCS policy. Camera control operators will monitor behavior, not individual characteristics.

L. The Director of Campus Safety will only use mobile or portable video equipment used in criminal investigations in non-criminal matters where there is significant risk to public safety, security and properly authorized.

Examples of Video Monitoring and Recording of Public Areas

Legitimate safety and security purposes include, but are not limited to, the following:

- Protection of community members
- Protection of buildings and property
- Monitoring of access control systems
- Verification of security alarms
- Video patrol of public areas
- Criminal and rule violation investigations
- Special event security

XVIII. PERSONAL USE OF CAMPUS FACILITIES

Only with administrative approval may campus facilities be used by College personnel for personal parties and social events (e.g., office parties). Such approval will be from the immediate supervisor of the person hosting the event and others who are responsible for the facility itself. When the event includes guests or others not employed by the College, the room must be reserved through the College’s scheduling process. Failure to comply with this policy may result in disciplinary action.
XIX. EMPLOYMENT

1. DEFINITIONS OF EMPLOYMENT

McDaniel College has three categories of employees: faculty, staff and student employees. This handbook is concerned with staff employees. New employees will be informed in writing of their employment status which determines eligibility for benefits. Staff employment status will be one of the following:

A. EXEMPT FULL-TIME STAFF EMPLOYEES work a full weekly schedule on a 9, 10, 11 or 12-month basis. Employees will be regularly scheduled to work 25 hours or more per week. These employees are not eligible for overtime wages.

B. NON-EXEMPT FULL-TIME STAFF EMPLOYEES work a weekly schedule on a 9, 10, 11 or 12-month basis. Employees will be regularly scheduled for 25 or more hours per week. These employees are eligible for overtime for hours worked beyond 40 within the defined workweek.

C. NON-EXEMPT PART-TIME STAFF EMPLOYEES work less than 25 hours per week. These employees are only eligible for those benefits mandated by law. These employees are eligible for overtime for hours worked beyond 40 within the defined workweek.

D. EXEMPT TEMPORARY EMPLOYEES are those whose employment may be full-time or part-time, but is understood to be temporary and not continuing. A full-time, temporary employee is eligible for College benefits when the appointment is for 12 months or longer. Temporary employees regularly scheduled for 30 hours or more per week will be eligible for health insurance. Please see the ERISA Plan for more information.

E. NON-EXEMPT TEMPORARY EMPLOYEES are those whose employment may be full-time or part-time, but is understood to be temporary and not continuing. A full-time, temporary employee is eligible for College benefits when the appointment is for 12 months or longer. Non-exempt employees are eligible for overtime for hours worked beyond 40 within the defined workweek. Temporary employees regularly scheduled for 30 hours or more per week will be eligible for health insurance. Please see the ERISA Plan for more information.

2. SELECTION FOR EMPLOYMENT

Please refer to the McDaniel College Equal Opportunity Hiring Manual for procedures and policies related to the hiring of positions.

3. INITIAL HIRE PROBATIONARY PERIOD

Employment in the position officially begins on the first day of work. There is a 90-day initial hire probationary period for all newly placed employees. This period provides for adjustment to the job and is a time for mutual evaluation - the employee of the job, and the supervisor of the employee. In certain cases, the probation period may be extended under conditions considered reasonable by the supervisor and the Director of Human Resources. If, during this period, a new employee is judged not suited to the position, termination may be made without the normal four-week notice and without the use of progressive disciplinary procedures. Also, during this period, the new employee may resign with the opportunity to reapply at some future time.

4. PROMOTIONS AND TRANSFERS

Employees may be promoted or transferred into an open position through the processes documented in the McDaniel College Equal Opportunity Hiring Manual. Promoted or transferred employees are subject to a 90-day probationary period.

5. HOURS OF WORK

Generally, the college is officially open for business from 8:30 to 4:30, Monday through Friday with an unpaid hour for lunch daily. However, some offices must alter their hours beyond the regular business hours
to adequately serve the needs of the campus. For information on the specific hours that a department operates, please refer to your supervisor.

A. Campus Safety Personnel - Campus Safety personnel are scheduled based on a 24-hour day, seven days per week shift arrangement.

B. Physical Plant Personnel - 40 hours per week. The regular schedule is Monday through Friday from 7:30 A.M. to 4:30 P.M. with one unpaid hour for lunch. The Steam Plant is staffed seven days per week.

C. Overtime –
   a. Positions that are deemed as exempt are not eligible for overtime wages.
   b. Positions that are deemed non-exempt are eligible for overtime for hours actually worked in excess of 40 hours per workweek (12:00 a.m. Wednesday through 11:59 p.m. Tuesday). Overtime and is paid at one and one-half times the regular hourly rate for authorized work. Any paid time off including but not limited to sick, vacation, bereavement, jury duty, or holiday does not count towards the calculation of overtime hours. Supervisors may allow employees to adjust his or her schedule within the defined workweek to meet his or her regular scheduled hours.
   c. Employees who refuse to work overtime when requested may be subject to disciplinary action. Continued refusal to work additional hours when needed may result in termination of employment.

D. Right to Breastfeed/Pump at Work

Employees that are breastfeeding are able to take breaks as needed to express breast milk during the scheduled shift. Should the employee not have a private office with a locking door, there is a designated pumping location in the Office of Human Resources that meets these standards.

6. ABSENCES FROM EMPLOYMENT

Employees are expected to report for work punctually, as scheduled, unless they have arranged with the supervisor in advance to be on leave. When an employee is unable to report to work for any reason, the individual is expected to notify the supervisor as soon as reasonably possible prior to the start of the shift indicating how long he or she expects to be absent. If an employee is absent from work for two consecutive days without contacting his or her supervisor, it will be assumed that the employee has resigned from his or her position without notice. If an employee is absent for three or more days, the employee will be considered for the Family Medical Leave Act.

7. INCLEMENT WEATHER POLICY

When the College modifies the normal operating schedule, staff employees will be designated as essential or non-essential.

Essential Personnel: Staff designated as “Essential Personnel” by their job description are required to report to work as scheduled and/or as notified during inclement weather conditions. In the event of a large storm, essential personnel may be required to stay overnight on campus to ensure adequate staffing coverage. Please see the Staff Handbook for more information related to rate of pay during this time.

Non-Essential Personnel: Staff designated as “non-essential personnel” by their job description are not required to physically report to work when the College modifies the normal operating schedule.
However, there may be instances in which an exempt staff member may be asked by his or her supervisor to work remotely if the responsibilities are unable to be shifted to another day. When the normal operating schedule is modified because of inclement weather, non-essential employees will be paid for their regularly scheduled shift for that day at the regular base rate of pay.

In the event there are hazardous travel conditions and College remains open, employees in non-essential positions may elect to use liberal leave or work remotely, with supervisor approval. When in doubt, the employee should place safety first.

Options for Liberal Leave:

i. Using Available Vacation Time: Staff may elect to use available vacation time to account for the time missed.

ii. Flexing Schedules: Staff may choose to make up the missed time on a different day. For staff members that are non-exempt and hourly, the hours must be made up within the same work week in which the liberal leave was used.

iii. Using Unpaid Leave: Should the staff member not have any available vacation time and not be able to flex his or her schedule, the staff member may use this time as leave without pay.

For more information on inclement weather, please see the College’s policy on Inclement Weather.

8. GRIEVANCE PROCEDURES

McDaniel College recognizes that legitimate problems, differences of opinion, complaints, and grievances may exist in the daily relationships between the College as an employer and its employees. It is the responsibility of all administrators, managers, supervisors, faculty, and employees to establish and maintain a work climate within which an employee problem or complaint may be properly identified, presented, discussed, and given fair and timely consideration. Each employee of the College shall have the right to make known his or her problem or complaint without fear of coercion or reprisal under the following procedures:

A. INFORMAL PROCEDURE - Each person involved has an obligation to make every effort to resolve problems as they arise. Employee concerns should be discussed with the immediate supervisor and/or the Director of Human Resources in order to reach a satisfactory solution between the parties.

B. WRITTEN COMPLAINT - When informal procedures have failed to resolve a conflict, the grievant may indicate in writing to the Director of Human Resources, within 30 days, the nature of the complaint, the evidence on which it is based, and the solution sought. The Director of Human Resources will conduct a review of all the facts of the complaint and prepare a file to be considered by the grievance committee. In those instances where the grievance is alleged to be gender based discrimination, harassment, sexual harassment or sexual assault separate grievance procedures exist, please refer to the Gender/Sex Based Anti-Harassment/Non-Discrimination Policy.

C. GRIEVANCE COMMITTEE - The grievance committee will consist of three members appointed by the Director of Human Resources. The functions of this committee are to consider the written complaint, allow the grievant to present his or her case in person, and to resolve it or to refer it to where it can
be resolved. The grievant shall be allowed to have another person assist or represent him or her if so desired. The committee’s options include the following:

- Recommend action to alleviate the grievance if error is found to have occurred in policies, procedures, administration of the procedures, or in combination of these.

- Refuse action after review of the written complaint, hearing the employee, and consideration of such additional information as the committee may solicit in order to determine whether an error has been made. If such a case has not been made, the committee may refuse further action, giving its reasons for doing so in writing.

Promptness in settling a grievance is desirable for the grievant, for the College, and for all those involved in the procedures. It is therefore an element of equity that all stages in consideration of a grievance be undertaken with fairness and dispatch.

9. DISCIPLINARY PROCEDURES

The College expects employees to maintain good performance, follow appropriate performance standards, treat all individuals in a courteous, respectful manner, maintain appropriate conduct, and follow policies and procedures. Employees who do not demonstrate acceptable performance and/or conduct or do not follow work rules will be subject to progressive disciplinary action. Under Maryland Law, McDaniel College is an “at-will” employer, which reserves the right to terminate any employee at any time for any reason or no reason.

A. PROCESS - If judgment is made by the supervisor, in coordination with the Director of Human Resources, that any aspect of the employee’s job performance or behavior needs improvement, the following disciplinary process will be observed. An employee has the right to file a grievance at any stage in this process, prior to termination.

1) FIRST NOTICE - The employee will be given a first notice regarding the unsatisfactory job performance or behavior and guidance regarding appropriate steps for future satisfactory performance or behavior. Written notification of the first notice will be given to the employee and placed in the employee’s personnel file.

2) SECOND NOTICE - Should unacceptable employee performance or behavior continue despite the first notice, the employee will receive a second written notice of reprimand from the supervisor. Written notification of the second notice will be given to the employee and placed in the employee’s personnel file.

3) DISCIPLINARY PROBATION - Should conditions warrant further disciplinary action short of suspension or termination of employment, the supervisor, in consultation with the Director of Human Resources, shall place the employee on disciplinary probation for 30, 60 or 90 days. The disciplinary probation will include a written corrective action plan documenting the issues with expectations of desired behaviors. It is in the College’s discretion to include a paid or unpaid suspension during the period of disciplinary suspension. An employee’s failure to meet the terms of a disciplinary probation shall result in immediate suspension or termination of employment.

B. SUMMARY - The College reserves the right to summarily warn, reprimand, suspend, or terminate employees without notice should severity of circumstances warrant. Such circumstances include, but are not limited to, the following:

- Insubordination, including any concerted or deliberate slowdown or delay or interference with one’s own productivity or the work of others
• Working under the influence of, testing positive for, or participating in the illegal sale, purchase, use or possession of drugs, alcoholic beverages, other controlled substances or possession of weapons on campus
• Unauthorized disclosure of legally protected information
• Poor work performance
• Refusing to work hours required by essential employees
• Violation of published institution policies
• Excessive Absenteeism
• Failure to respond to emergencies as required by job duties
• Non-compliance with required trainings
• Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same
• Failure to report damage to, or an accident involving company equipment
• Any offense that occurs that warrants a corrective action if a previous corrective action is already in the employee file may qualify for immediate termination
• Theft or dishonesty including gambling, excessive waste, abuse, unauthorized use of or removal of College property from campus, or falsification of records and fraud
• Any behavior(s) included in the Workplace Violence policy upon persons or property whether on or off campus
• Other behavior which is potentially dangerous or harmful to persons or property and detrimental to work, including failure to adhere to safety rules and regulations
• Unprofessional conduct or other failure of appropriate behavior either during or outside working hours which is of such a nature that it destroys good will or otherwise causes jeopardy or serious discredit to the College
• Violating the rights of other employees, students, visitors, or volunteers

10. ARRESTS & CONVICTIONS AFTER EMPLOYMENT POLICY

All employees are required to report to the Office of Human Resources if they are arrested, charged or convicted for any criminal offense, with the exception of minor traffic offenses unless the employee is in a position that requires the operation of an automobile. In that case, the employee must report any traffic offenses to the College.

If an employee is arrested, charged, or convicted for any offense, then the employee must report the matter to their direct supervisor and to the Office of Human Resources. The report must include the police report or other documentation concerning the arrest and/or charges. The report must occur within two business days of the arrest.

The College will review the underlying facts of the matter. Any action will be considered on a case-by-case basis taking into account the underlying facts relating to the arrest, charge, and/or conviction, and the totality of all the circumstances. At the College’s discretion, it may take no action against the employee, or require leave with or without pay, or terminate the employee.

Noncompliance with the above stated requirement constitutes grounds for termination. Furthermore, misrepresentation of the circumstances of the events can serve as grounds for termination. Employees who are unavailable to report for work due to incarceration are subject to suspension or termination.

McDaniel College also reserves the right to conduct a background screening any time after the employee has been hired to determine eligibility for promotion, re-assignment, or retention.
11. EMPLOYEE ASSISTANCE PROGRAM (EAP) MANDATORY REFERRAL

Employees are held accountable for their behavior while on the job. When the College has reason to believe that an employee may not be able to safely or effectively perform job duties, the College may make a mandatory referral to its EAP. Under a mandatory referral, the College requires the employee to participate in the EAP process as a condition of the employee’s continued employment.

When an employee receives a mandatory referral, and the EAP prescribes a course of treatment for the employee to regain or maintain suitability for work, the employee is responsible for pursuing such course of treatment in order to continue employment. The employee will sign a release to allow the EAP to notify the College as to whether the employee abides by the recommended course of treatment.

12. CHANGE OF LEGAL EMPLOYEE NAME

If a legal name change occurs while employed at the College, the employee must bring their new Social Security card to the Office of Human Resources. Human Resources will facilitate the necessary paperwork required to officially change the employee’s name with the College and Payroll.

CHosen NAME POLICY

Employees may register a chosen name that differs from his or her legal name through the Office of Human Resources. For details and the application, please refer to the Chosen Name Policy.

13. SEPARATION FROM EMPLOYMENT

If the employee plans to resign his or her position, a notice period required. Exempt employees must provide four weeks of notice. Non-exempt employees must provide two weeks of notice. If the employee does not provide adequate notice as required, s/he will not be considered as “leaving in good standing” and therefore will be ineligible for rehire. Employees are not able to use vacation time during the resignation period, nor will vacation time be paid out in the final paycheck.

If the College finds it necessary to eliminate the position, a notice period of four weeks will be given. Before the last day of employment, the employee should make an appointment with the Office of Human Resources for an exit interview and an explanation of terminal benefits. Medical benefits continuation is based on COBRA regulations at the time of separation.

14. RETIREMENT POLICY

An employee will be eligible for retirement having completed 20 years of continuous full-time employment and attainment of age 55, or 10 years of continuous full-time employment and attainment of age 60. All retirees, their spouses/eligible partners and their children are entitled to continuation of the College’s tuition benefits and to continued use of College facilities and programs.

Retirees are entitled to health care benefits based on date of hire as shown below:

**Employees hired prior to July 1, 1994:** Under age 65 retirees and dependents remain on the College’s group medical plan until age 65. Retirees at age 65 or older may purchase an individual Medicare supplemental plan from an independent source, such as the AARP, and the College will reimburse the retiree for the cost of the plan up to a maximum of $200 per month. There is no group coverage provided for spouse and dependents after they reach age 65.

**Employees hired after July 1, 1994:** No health benefits upon retirement from the College.
Staff members who provide twenty or more years of service to the College and enter retirement from the College are eligible to be nominated for emeritus status by the President. The Board of Trustees would confer the nomination in late spring. Emeritus staff are honored at the time of their retirement with a citation and their names are engraved on a stone in Memorial Plaza.

15. DEATH

In the event of the death of a College employee during a period of active service or approved leave, the surviving spouse or personal estate will be paid for the pay period during which the death occurred. The surviving dependent spouse and dependent children of a deceased employee who was actively at work or on approved leave at the time of death are entitled to COBRA participation in the group medical plan, if the employee participated in the College’s group health plan.

16. EMPLOYEE REFERRAL PROGRAM

Employee referrals can be an effective way to identify qualified candidates that will thrive within our community. Eligible employees will be eligible to receive a one-time payment of $100 if s/he refers a qualified candidate that is not already employed by McDaniel College in any capacity, is selected for a full time staff position and the qualified applicant remains in the position for a period of one year.

To be eligible to receive the payment, the referring employee must complete the Employee Referral Form upon the referred applicant’s hire, not have been involved in the hiring process, either as a search committee member or any decision maker, must still be actively employed and cannot be the supervisor. Forms must be submitted upon the hire of the new employee.

17. EMPLOYMENT OF RELATIVES/SIGNIFICANT OTHERS

Supervisors are prohibited from directly, or indirectly, supervising any relatives or significant others. Relatives are defined as spouse, sibling, domestic partner, child(ren), aunt, uncles, cousins, step-siblings, step-children, nieces, nephews, step parents, parents, parent-in-laws, grandchildren, step grandchildren, grandparents or step-grandparents. Significant others are defined as individuals that one has a romantic relationship with. Instances where this may have occurred prior to January 1, 2017 may be grandfathered if disclosed to the Office of Human Resources on a case by case basis.

18. RELATIONSHIPS WITH STUDENTS

McDaniel College strives to assist in the development of liberally educated persons who have a commitment to responsible moral, social, and political action. To instill the desire for truth and to provide the tools by which truth may be pursued, students, faculty, and staff must maintain a relationship of mutual respect and integrity. Any conduct which violates this trust compromises the goals of the College. It is important to acknowledge that by reason of the professional relationship between an employee and a student, a power differential exists. Because of this power differential, personal relationships that are amorous in nature are plagued with the risk of a violation of the mutual respect and integrity that the College strives for. Therefore, any type of amorous relationship that did not previously exist between an employee and student prior to the student’s enrollment is strictly prohibited.

In cases in which an amorous relationship exists between an employee and a student prior to the student coming to the College, an attempt will be made to avoid any potential conflict of interest. An employee carrying out his or her professional duties that may impact the significant other must inform his or her supervisor prior to carrying out the duties. An example would include a spouse or domestic partner who is now a student enrolling in a course of study through the tuition remission program. The student’s spouse or
domestic partner should exempt themselves from any actions (registration, teaching, coaching, providing services etc.) related to the student’s experience at the College.

19. SOLICITATION

McDaniel College may authorize, by expressed approval of the President's Office and/or the Board of Trustees, the solicitation of funds or volunteerism by faculty and staff to support community and service organizations that are registered 501©3 organizations. Other solicitations by faculty and staff for membership, contributions, funds or any other purposes during work hours are expressly prohibited. Accordingly, faculty and staff may not distribute or post any literature, notices, emails, blogs, or electronic media, cards, or other non-work related materials during work hours or in work areas. Annual campaigns sponsored by the United Way or the McDaniel College Division of Institutional Advancement are sanctioned by McDaniel College and subsequently unaffected by this policy.

Solicitation or distribution of literature, notices, emails, blogs or other electronic media, cards or other non-work related materials by non-employees or non-students on campus property is expressly prohibited unless the vendor and/or business contact has been specifically invited on campus by an official of the institution such as a Director or Vice President.

Faculty or staff found to be in violation of this policy are subject to disciplinary action as outlined in the Employee Handbook. Non-employees or non-students found to be in violation of this policy are subject to permanent no-trespassing orders on campus.

20. USE OF SOCIAL MEDIA/NETWORKING

Social media and/or networking has become an important and relevant communication tool both professionally and personally. Social media/networking can become a large public forum despite the efforts to keep it private. It is a discoverable medium that may have unintended consequences in the workplace if used incorrectly.

The following principles apply to personal use of social media:

- Staff members should be mindful of the college policies including but not limited to the McDaniel College Policy Against Sexual and Gender-Based Misconduct and Other Forms of Interpersonal Violence, FERPA, HIPAA, Workplace Violence Policy and specific confidentiality agreements.
- Unless you have been explicitly given permission to create a social media/networking site on behalf of the College, all social media/networking accounts will be considered for personal use.
- If you have been given explicit permission to create a social media/networking site on behalf of the College, you must agree to allow full access to the page, including all login credentials, with the College and your supervisor.
- Personal social media/networking sites should not be accessed or maintained during College paid time.
- Unless specifically authorized by the College, an employee may not release information, be the spokesperson for, or use any College logos, copy-write or otherwise owned material on a personal site.
- Your affiliation with the College may be not used or inferred to promote a product, cause, political party or candidate.

21. WORKPLACE VIOLENCE

Workplace violence is strictly prohibited. Any violent behavior that creates a climate of violence, hostility or intimidation will not be tolerated. For issues of harassment related to gender, please refer to the
Gender/Sex Based Anti-Harassment/Non-Discrimination Policy. Any employee engaging in violent behavior(s) will be subject to the disciplinary process.

Violent behavior includes but is not limited to:
- Violent or threatening physical contact including but not limited to fights, pushing and/or physical intimidation
- Direct or indirect threats
- Threatening or abusive phone calls
- Destructive or sabotaging actions against company property or a co-worker's personal property
- Violation of a peace order, protective order or intimate partner order

22. MANDATORY ANNUAL TRAINING

All staff are required to complete annual trainings on the topics of Title IX and information security. Trainings will be announced by the Office of Human Resources. Other trainings may be required by your supervisor.

23. DRESS CODE

Employee attire should be in accordance with accepted social and business standards, particularly if your job involves dealing with students, customers or visitors in person. Each supervisor is responsible for establishing a reasonable dress code appropriate to the job you perform.

24. JOB DESCRIPTIONS
The job description is a written document that defines the essential functions of the job. The description also specifies the knowledge, skills, and abilities required to perform these functions. The performance of functions identified in the job description, as well as additional duties, are the basis for probationary and annual performance reviews. Job descriptions are provided to the employee upon hire, promotion or transfer of position. Additionally, the employee can request a copy of the job description from the Office of Human Resources.

When the job duties change significantly, the job description may be revised to properly reflect the essential functions. Such revisions must be requested by the supervisor before a job description or job title can be approved and changed by Human Resources.

25. PERFORMANCE REVIEWS

Employee feedback is critical to meet the mission and vision of the College. Employees will receive a performance review after the completion of 90 days as a new hire or in a new position and annually thereafter. Employees who disagree with their performance reviews may address the disagreement following the Grievance Procedures.

26. PERSONNEL RECORDS

Upon employment with McDaniel College, an official personnel record will be established. This file will be used as a history of employment. Employee files generally contain employment-related documents, performance reviews, compensation records, disciplinary actions, benefits information and forms, and other related documents. Medical information will be maintained in a separate file. Personnel records are kept in confidential files in the Office of Human Resources. It is the employee’s responsibility to notify the Office of Human Resources of any changes in marital status, address, tax deductions, or insurance coverage. Active employees may review their Personnel File by making an appointment with Office of Human Resources. This
review will be done in conjunction with the Office of Human Resources. Employees are prohibited from removing any of the contents of the file, however they may request copies of specific documents.

XX. SALARY

1. PAY

The Office of Human Resources administers the College's staff compensation system and facilitates payroll procedures. Positions classified as exempt through the guidelines provided by the Fair Labor Standards Act will be paid on a salaried basis in bi-weekly increments. Positions classified as non-exempt through the guidelines provided by the Fair Labor Standards Act will be paid on an hourly basis on a bi-weekly pay schedule.

2. PAY RATES

The initial rate of pay is determined at the time of employment in accordance with the pay scale established for the position and is stated in the appointment letter. Increases are not normally considered outside review periods except in cases of changes in duties resulting in the re-assignment of the position to a different pay group, the person to a different position in a different pay group or market adjustments. Changes in compensation are coordinated and documented by the Office of Human Resources, and are given to employees in writing prior to the effective date. Annual increases, when given, are for those employees who have completed their initial probationary period unless otherwise authorized by the President.

A. OVERTIME WAGES

At times, it is necessary to require overtime to guarantee full coverage or to complete assignments. Positions that are deemed as exempt are not eligible for overtime wages.

Positions that are deemed as non-exempt are eligible for overtime for hours worked in excess of 40 hours per workweek. The workweek is defined as beginning on 12:00 a.m. Wednesday ending 11:59 p.m. Tuesday.

Overtime and is paid at one and one-half times the regular hourly rate for authorized work. Sick, holiday, unpaid leave or vacation time does not count towards overtime hours. Supervisors may allow employees to adjust his or her schedule within the defined workweek to meet his or her regular scheduled hours.

Every effort will be made to give employees sufficient time to make arrangements; however, emergencies can occur that prevent supervisors from giving as much notice as they would like. Non-employees who refuse to work overtime when requested may be subject to disciplinary action. Continued refusal to work additional hours when needed may result in termination of employment.

B. EMERGENCY PAY

If an hourly, non-exempt employee is called into work during a non-scheduled shift for an emergency, the employee will be compensated at one and a half (1.5) times his/her normal hourly rate for the hours worked. This must be approved by the supervisor on the corresponding timesheet. A minimum of two (2) hours will be paid per emergency. (If emergency took 30 minutes to resolve, employee will record 2 hours on timesheet). Emergencies may include utility failure, severe weather or other situation that directly impacts the institution's ability to operate.
C. SEVERE WEATHER DAYS

If the campus is closed due to weather emergency, any non-exempt employee who is designated as “essential” and reports for his or her regularly scheduled shift, will be compensated at one and half (1.5) times his/her normal hourly rate for the hours worked during the inclement weather period. This must be approved by the supervisor on the corresponding timesheet. (Please note that if an employee is eligible for both emergency and severe weather pay on the same day during the same event, it will all be classified as severe weather pay and paid at one and half times his/her normal hourly rate for the actual hours worked.)

3. PAYDAY

All exempt and non-exempt staff are paid on a bi-weekly basis. Live checks are distributed by campus mail to departments. The College offers direct deposit to most area financial institutions. Direct deposit forms are available at the Office of Human Resources. Employees are encouraged to elect direct deposit to ensure a timely and consistent check.

4. PAYROLL DEDUCTIONS

A. Mandatory Deductions: The Federal government and the resident states require withholding of personal income tax in accordance with certificates of withholding allowances that are completed and filed with the Office of Human Resources. Additionally, the employee contributes to Social Security under rates established by the Federal government. Additionally, court ordered wage garnishments may be deducted without the employee’s expressed written authorization. Employees, however, will be notified of the garnishment.

B. Voluntary Deductions: Employees may elect to have deductions from their paychecks through an electronic or written authorization for the purpose of voluntary benefits or a donation to the institution.

5. PAYROLL DATA

Questions, concerns, complaints or suggestions regarding payroll should be directed to the Payroll Office. It is the employee’s responsibility to notify the Office of Human Resources as soon as possible in the event of change in name, address, marital status or number of dependents, etc. in order that payroll and benefit records are maintained in a timely and accurate manner.

6. TIMESHEETS

Employees are responsible to maintain their timesheet in accordance with the payroll schedules. Non-exempt employees are to record the hours as exactly as worked including the use of paid time off and unpaid time off where appropriate. Exempt employees will record any paid time off on the timesheet. If an exempt employee does not record any paid time off on any regular workday, it is assumed that the exempt employee worked the full day. Failure to record accurate time can result in further disciplinary actions.

7. SUPPLEMENTARY COMPENSATION EXEMPT EMPLOYEES

Full-time, exempt employees may not receive supplementary compensation from the College for additional work such as special projects, assistance to other departments, teaching courses and other academic activities. Exceptions may be made only in the case of work done at hours before or after the standard working day (i.e., in the early morning or evening) or when arrangements have been made for the employee to provide on-campus replacement time in the early morning or evening. Such arrangements must be approved in writing by the employee’s immediate supervisor and the appropriate divisional vice president.
XXI. BENEFITS

1. LEAVE
   A. HOLIDAYS – Full time employees are eligible to receive holiday pay on recognized holiday. The holidays are observed by the College as follows: New Year’s Day, Martin Luther King Day, Memorial Day (Federal), Independence Day, (if the 4th of July falls on Saturday, the preceding Friday will be observed; or, if it falls on Sunday, the following Monday will be observed) Labor Day, Wednesday before Thanksgiving, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, and the week-days between Christmas Day and New Year’s Day. For holidays that fall on a Saturday or Sunday, the College will select an alternative day during the regular workweek to observe it.

   Holiday pay should match the full time employee’s normal, regular schedule. If the scheduled holiday falls outside of the full time employee’s regular schedule; no additional time off is given. For example, if the full time employee works (4) 10-hour days and the scheduled holiday falls on a regularly scheduled day, the holiday would be paid at 10 hours. However, if the scheduled holidays falls on a day that is not part of the regular schedule for the full time employee, there is no additional time off.

   WORKING ON A HOLIDAY-If a full time, salaried employee is required to work on any College recognized holiday, the full time employee will be given a compensatory holiday at another date scheduled by the supervisor. If a full time, non-exempt employee is required to work on any College recognized holiday, the employee has the option to be paid time and half for the hours worked and receive a compensatory holiday at another date scheduled by the supervisor or may be paid at double time and a half for the hours worked. If any part-time or temporary status, non-exempt employee works on the college recognized holiday, he or she will receive time and a half for those hours worked.

   B. VACATION

   All regular, full-time staff hired after January 1, 2017 receive annual paid vacation based on the College’s fiscal year (which begins July 1 and ends June 30) as follows:

   | First through fourth years of service | - 15 days of vacation |
   | Fifth or more years of service        | - 20 days of vacation |

   All regular full time staff hired before January 1, 2017 receive the maximum of 20 days of vacation annually based on the fiscal year or, if previously covered by the classified leave plan, the total of the now discontinued personal days plus vacation days, whichever is more. Full time staff that have appointments less than 12 months will have their vacation days pro-rated based on the appointment time. The hours per day will equal the employee’s regularly scheduled workday. For example, a staff member with an 11-month appointment that works 6 hours per day will earn 91.7% (11/12) of the days based on their years of service at the rate of 6 hours per day.

   Employees are not entitled to compensation in lieu of vacation time. Unused vacation days may not be carried over from one fiscal year to the next. Unused vacation days at the time of separation from employment are not payable to the employee.

   C. SICK LEAVE

   Staff may use sick leave for the following reasons:

   a. Employee’s own physical or mental illness, injury, or condition; preventative medical care, accidents that are not covered under Worker’s Compensation, or any FMLA approved leave
b. Post incident care of sexual assault, sexual violence, relationship violence, sexual abuse, or stalking. Post incident care is defined as mental health services, social services, medical care or legal services/proceedings.

c. For maternity or parental leave.

d. To obtain preventative care or to care for a family member’s mental or physical illness, injury or condition. A family member is defined as a spouse, domestic partner, parent, step-parent, adopted parent, foster parent, legal guardian, child, step-child, foster child, grandparent, sibling, grandchild or legally adopted child of the employee.

Paid leave for sickness is discretionary. The supervisor or the Director of Human Resources may request documentation to support use of sick leave prior to or subsequent to use to determine eligibility. In instances of illness, injury, accidents and any other FMLA approved leave, the College may also require that the employee be examined by a physician chosen by the College; the College would pay the cost of this exam. Any periods of sick leave extending beyond three days must be evaluated for eligibility for FMLA. Please refer to the FMLA Policy for more information.

Paid sick leave is not a form of vacation and may not be used for, or added to, vacations or terminal benefits. Employees are not eligible for extra compensation in lieu of unused sick time.

To apply available sick leave, employees must record the sick leave in lieu of the regular hours worked on the corresponding timesheet. If the employee does not use a timesheet, the employee must request the use of sick leave via email to the Payroll Department by the day that timesheets are due. An employee may not use more sick leave hours than what the employee is scheduled for in any workweek.

Full Time Regular Exempt and Non-exempt Staff Accrual

Sick leave for full time regular exempt and non-exempt staff is awarded at the beginning of each fiscal year and can be carried over from year to year up to a maximum balance of 120 days. The length of service calculation is performed annually on 6/1. Full time staff that have appointments less than 12 months will have their sick days pro-rated based on the appointment time. The hours per day will equal the employee’s regularly scheduled workday. For example, a staff member with an 11-month appointment working 6-hour shifts will earn 91.7% (11/12) of the days based on their years of service at the rate of six hours per day.

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Days Awarded per Year</th>
<th>Maximum Balance per Year</th>
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<tbody>
<tr>
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<td>120 Days</td>
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<tr>
<td>1 year</td>
<td>40</td>
<td>120 Days</td>
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<td>100</td>
<td>120 Days</td>
</tr>
<tr>
<td>5 years</td>
<td>120</td>
<td>120 Days</td>
</tr>
</tbody>
</table>

Part Time Regular and Temporary Exempt and Non-exempt Staff Sick Leave Accrual

Sick leave for part time regular, part time contractual and temporary exempt and non-exempt staff accrues at the rate of 1 hour for every 30 hours worked. Up to 40 hours may be carried over from fiscal year to fiscal year with a maximum balance of 64 hours at any given time.

D. ADVANCE OF SICK LEAVE PAY FOR REGULAR, FULL TIME EXEMPT/NON-EXEMPT STAFF
If a regular, full time exempt or non-exempt employee has exhausted all sick leave and vacation time, he or she may apply for an advance of sick leave for serious illnesses that meet the guidelines for a FMLA leave of absence. The employee must complete the Advanced Sick Leave Request Form and submit to the Director of Human Resources. A written physician certification of illness must be presented to the Director of Human Resources prior to the time that accrued sick leave ends. If the employee is eligible for FMLA, the FMLA documentation will satisfy this requirement. Benefits begin with the approval by the Director of Human Resources upon evaluation of the physician’s certificate. The Director of Human Resources reserves the right to have the certification of illness reviewed by a physician chosen by the College.

**BENEFITS**

Sick leave may be advanced to the employee up to a maximum of 60 working days per determination. Pay back shall be made at the rate it is earned. Employees separating from employment prior to full pay-back must reimburse the College for the balance of the advance sick leave taken.

**E. BEREAVEMENT** – Full time, regular exempt/non-exempt staff may be granted up to three days with pay at the death of a member of immediate family: spouse, domestic partner, children, children-in-law, step-children, and parents of employee or spouse, siblings, step-siblings, aunts, uncles, grandparents and grandchildren. Additional time without pay may be granted by the supervisor. If an employee experiences a death of a friend or other family members that are not labeled as “immediate family”, the employee may use vacation time or unpaid leave to attend services.

**F. EMERGENCY LEAVE**—Full time, regular exempt/non-exempt staff may be granted up to five days with pay when an extreme misfortune such as a natural disaster, fire or other traumatic event occurs to deal with the personal business that occurs as a result of the extreme misfortune.

**G. JURY/MILITARY DUTY** - For the two-week period fulfilling a reserve commitment, or for the duration of jury duty service, the College is prepared to pay the difference between the service payment and College pay. The same applies if an employee is subpoenaed to appear as a witness, except as a party to the suit.

**H. PAID/UNPAID LEAVE OF ABSENCE** - Requests for personal leave of absence with pay (subject to sick leave balance) or without pay for up to three months for staff employees will be considered only for serious illness that are not FMLA eligible. Determinations will be made by the Vice President of the Division and the Director of Human Resources. An approved leave of absence will not interrupt the period of continuous employment. The employee may elect to continue medical and long-term disability insurance coverage with the employee responsible for his or her portion of the benefits contributions. If sick leave is still available, any and all sick leave balance will be applied.

**I. FAMILY AND MEDICAL LEAVE ACT** - McDaniel College complies with the provisions of the Family and Medical Leave Act (FMLA) of 1993, as amended. The Act provides for a maximum of twelve weeks of unpaid leave, or up to 26 weeks of unpaid leave for Service Member Family Leave, during a twelve month period beginning on the first day that the leave is used. To be eligible for FMLA leave, an employee must have twelve months of total service with the College and have worked at least 1250 hours in the previous twelve months. College leave policies which offer more extensive benefits to the employee would be integrated with benefits required by the Act at the discretion of the College. Employees must provide medical documentation for use of FMLA leave prior to the start of leave. The Office of Human Resources may require medical certification every 30 days thereafter. Employees who use FMLA leave for their own medical condition are required to produce a fitness-for-duty certification from their attending physician before returning to work. Domestic partners qualify as a family member.
I. MATERNITY LEAVE - Birth mothers who are eligible for full-time benefits may schedule six weeks of paid Maternity Leave for recovery from child bearing. In instances of documented medical necessity, additional leave is available as described in the Sick Leave policy. Up to three weeks of the paid Maternity Leave can be used immediately prior to the anticipated date of birth at the discretion of the birth mother, but maternity leave may start no later than the actual date of birth. Employees must notify their supervisor sixty days in advance of scheduling Maternity Leave to allow for adequate planning. Paid Maternity Leave is counted toward the employee’s 12 weeks of FMLA leave. Additional paid Parental Leave is available. Nothing in the Maternity Leave policy shall diminish any of the rights and benefits provided under the Family and Medical Leave Act.

J. PARENTAL LEAVE - In the twelve months after the birth of a child or the adoption of a child under six years of age, an employee eligible for full-time benefits who has at least one year of continuous service, may schedule six weeks of paid Parental Leave. The Leave may be taken consecutively or intermittently with supervisor approval. If the primary caregiver is the birth mother, Parental Leave immediately follows the Maternity Leave. Employees must notify their supervisors sixty days in advance of scheduling Parental Leave to allow for adequate planning.

Paid Parental Leave is counted toward the employee’s 12 weeks of FMLA leave. Nothing in the Parental Leave policy shall diminish any of the rights and benefits provided under the Family and Medical Leave Act.

K. Volunteer Day of Service

After one year of employment, full time benefit eligible staff employees are able to use one day of paid time off from a regularly scheduled day to perform volunteer services for a non-profit of the staff employee’s choice per fiscal year. To request the time off, the staff employee must request the day off at least five business days in advance. The decision to approve or deny the request is within the discretion of the supervisor, based upon the business and operational needs of the department. Upon approval, the staff employee will record the time code “Volunteer Day” on their timesheet.

If an eligible staff employee wishes to perform volunteer services for a non-profit more than once per fiscal year during regularly scheduled hours, the staff employee may use any available vacation time to do so. The regular procedures to request use of vacation time shall be apply. For more information, see the vacation policy.

Please note that consistent with all other paid time off, the College is not liable for any incident or injury that may occur during the use of the paid time off.

2. GROUP INSURANCE

A. MEDICAL INSURANCE - A group medical insurance plan is available to regular, full-time employees. Costs of the premiums are shared between the College and enrolled participants. The employee portion of the premium is made through payroll deductions. Details and information including plan descriptions, brochures and premium rates are available from the Office of Human Resources.

B. LIFE INSURANCE - The College insures all regular, full-time employees with term life insurance coverage. The amount of insurance benefit is one and one-half times annual base salary rounded up to the nearest $1000, to a maximum of $100,000. Details and information including plan descriptions, brochures and premium rates are available from the Office of Human Resources.
C.  LONG-TERM DISABILITY INSURANCE - A voluntary group long-term disability benefits plan is available to regular, full-time employees who have completed two years of continuous full-time service. The two-year service requirement for eligibility may be waived for new employees who have been comparably insured by their prior employer within the ninety-day period immediately preceding employment with the College. The College pays the full cost of the premium. Details and information including plan descriptions, brochures and premium rates are available from the Office of Human Resources.

D.  AFLAC - The College offers three voluntary direct payment programs to regular employees through AFLAC. Details and Information including plan descriptions, brochures and premium rates are available from the Office of Human Resources.

3.  RETIREMENT PLAN

Regular TIAA retirement annuity plans are available to regular full time and part time employees upon hire. When the employee completes two years of continuous full-time service, the employee becomes eligible for the employer base contribution of 5% of an employee’s base wages. The employee may contribute an optional 1% to 5% under a salary reduction agreement, and the College matches this contribution (For example, if an employee contributes 5%, the College's total contribution is 10%). Completion of the preliminary service period is not required of a new employee who was employed for two years full-time at a non-profit employer. Participation in the plan is required of all eligible employees who qualify for the employer base contribution. Details and information including the plan description is available from the Office of Human Resources.

4.  STATUTORY PROGRAMS

All College personnel, whether regular or temporary, part-time or full-time, are protected by benefits provided under programs mandated by law as follows:

A.  SOCIAL SECURITY - Each employee of the College, under Federal law, is covered by Social Security (FICA). Benefits include retirement income, disability income, survivor’s and children’s benefits, etc. The employee and the College contribute to Social Security under rates established by the Federal government.

B.  UNEMPLOYMENT INSURANCE - Each employee of the College is protected by the Unemployment Insurance Laws of the State of Maryland. Income protection is provided as determined by the State Department of Labor, Licensing and Regulation.

C.  WORKERS’ COMPENSATION - Each employee of the College is protected by the Workers’ Compensation Laws of the State of Maryland. In the event of any injury, please be sure to follow the procedures listed:

1. Seek medical attention - call 9-911, Campus Safety, or supervisor as appropriate.
2. Notify the Office of Human Resources immediately if during normal office hours; otherwise, report the injury to Campus Safety, and notify the Office of Human Resources as soon as possible. An employee must always report on-the-job injuries to a supervisor and complete a First Report of Injury form for Workers’ Compensation coverage.
3. Be sure that all medical bills are sent directly to the College’s Workers’ Compensation insurance carrier.
4. The College normally uses Carroll Occupational Health (COH) to treat employees who are injured while on the job. If the injury requires emergency service, the employee will be transported to the hospital the emergency responders deem appropriate.
5. Making false statements for the purpose of obtaining workers’ compensation benefits may result in civil and criminal penalties for the individuals that make such statements. A person commits workers’ compensation fraud when, in the course of reporting a claim to obtain benefits, he or she intentionally misrepresents a material fact to obtain a benefit to which the claimant is not otherwise entitled. A misrepresentation is material when it is relevant to whether benefits will be paid or the amount of benefits to be paid.

5. TUITION BENEFITS

AT MC DANIEL COLLEGE

Regular, full-time employees (active or retired) of McDaniel College and their spouses or eligible domestic partners are entitled to take undergraduate and graduate course work at McDaniel College tuition-free (excluding fees) after three months of regular, full-time, continuous employment. Registration for courses is contingent upon approval by the supervisor and the Office of Human Resources. Determination for staff employees will be based on whether time lost from the job for class attendance, if necessary, may be permitted. Requests for tuition remission must be filed every semester. Forms are available in the Office of Human Resources. Eligible children of regular, full-time employees who have been in continuous employment at the College (or at another institution of higher education immediately prior to employment at McDaniel College) for two years or more may attend McDaniel College (including McDaniel Budapest) tuition-free, in the undergraduate Baccalaureate Program only, provided they meet all entrance requirements and are admitted to the program. An eligible child means a child born of or legally adopted by the employee. This benefit may not be used towards classes offered through Common Ground. Employees who wish to use this benefit for non-degree seeking student who otherwise qualify for eligibility of this benefit may do so. Non-degree seeking students may take a maximum of sixteen credits before seeking admission to the College. The progress of special students is monitored by the Office of Academic Affairs. Registration forms for non-degree students are available from the Office of the Registrar.

To take advantage of the tuition benefits, employees must submit the tuition remission form prior to the last day to drop add classes for each semester that the benefit is used. Failure to do so may result in a $100 late fee. For the full listing of the benefit, please refer to the Tuition Benefit Summary.

AT OTHER INSTITUTIONS

Tuition benefits at other institutions are limited to a total of 8 semesters. Benefits may be for tuition exchange, tuition grant or a combination of the two programs. Eligible children (as previously defined) of regular, full-time employees (active or retired) with at least five years of continuous full-time service at McDaniel College (or another institution of higher education immediately prior to employment at McDaniel College) who choose to attend another accredited college or university in a full-time undergraduate program, in pursuit of the first baccalaureate degree, are also entitled to the following educational benefits:

TUITION EXCHANGE SCHOLARSHIP

McDaniel College is one of a large number of accredited institutions participating in the tuition exchange scholarship, whereby eligible children of employees of one institution may receive tuition benefits from another member institution. The tuition exchange campus representative should be consulted when any eligible child desires to enter another institution under this plan at least one academic year prior to admission. Failure to do so may result in loss of the benefit. Exchange scholarships are not guaranteed and are subject to approval by the other institution.

TUITION GRANT
For employees hired prior to January 1, 2017, an eligible child attending another accredited undergraduate college or university on a full-time basis during the regular academic year will qualify for a grant from McDaniel College not to exceed $6,565 per year, subject to the following provisions: (a) If tuition at other institution is less than $6,565, the grant paid will be the lesser amount; (b) If a student receives a scholarship at another institution, the McDaniel College grant will be the equivalent of the difference between the scholarship and the full tuition charged by the other institution, but in no case to exceed $6,565. To take advantage of the tuition grant, employees must submit the tuition remission form prior to the last day to drop add classes for each semester that the benefit is used. Failure to do so may result in a $100 late fee.

The use of either tuition benefit at another institution for an eligible child precludes the concurrent use of the other benefit for the same child.

Surviving dependent spouses/eligible partners and eligible children of retirees or deceased employees who were actively at work or on approved leave at the time of death and had completed ten or more years of continuous full-time employment are entitled to tuition benefits. Tuition remission benefits for spouses taking graduate courses are treated as taxable income to the employee, according to tax regulations.

For information on other staff classifications, please see the tuition remission benefit summary.

6. EMPLOYEE ASSISTANCE PROGRAM - The College offers an Employee Assistance Program (EAP). Employees and members of their households receive up to six confidential counseling sessions per occurrence of need during the plan year, July 1 through June 30. There is no cost to the employee for these sessions.

7. OTHER COLLEGE BENEFITS

A. ON CAMPUS PROGRAMS - Employees of the College and their families are invited and welcomed to attend or participate in programs sponsored by the College including concerts, lectures, films, shows, athletic events and other activities. Details regarding events and tickets may be obtained by contacting Student Engagement.

B. FACILITIES - Regular, full-time employees and the employees’ immediate family, including domestic partners, are eligible to use many of the College’s facilities. The employees’ identification card may be used for access. Immediate family members may use the College’s golf course, swimming pool, track, playing fields and courts, library subject to the rules and regulations articulated by the office or department responsible for management and scheduling of the facility. Check with the Conference and Auxiliary Services Office or individual facility office for further information.

C. FREE PARKING - There are designated parking areas for faculty, staff and students. Faculty and staff members are asked to use only their designated parking areas; in this way fair and equal enforcement can be achieved. The following are parking violations:

• Parking in lots other than those assigned to any particular decal (i.e., staff, visitor, student faculty).
• Parking in restricted areas indicated by "No Parking" signs, handicapped signs, red or yellow curbs or lines.
• Parking in service drives, lawns, walkways, or sodded areas in any part of the campus or blocking entrance and exit of other vehicles for legal parking areas.
• Parking in loading zones or blocking dumpsters.
• Double parking.
• Parking closer than 15 ft. to a fire hydrant.
XXII. PROCEDURES FOR BEREAVEMENT NOTICES

The death of a student, a member of the faculty or staff, active or emeriti, or visiting scholar of the College represents a loss for the campus community as well as for the family and friends of the deceased. On the human level, the campus response to such a death will vary based on the decedent’s public prominence and the circumstances of the death. At the administrative level, the College’s response will be based on the nature of the decedent’s affiliation with the College.

The purpose of this policy is to establish certain responsibilities concerning the notifications that need to be made to the various campus administrative and service departments in the event of the death of a member of the campus community and to coordinate such actions expeditiously and sensitively with regard to the feelings of the family, relatives, and friends of the deceased.

This document does not address the crisis management that is needed should death of a campus member not be of natural or accidental causes. This information can be found in the Critical Incident Management Plan.

Notifications should be made first to the appropriate Administrator (President, VP in respective areas, Graduate & Professional Studies or Athletics)

The President or respective Vice President will prepare a brief announcement to the campus community issued by email. Students (UG and GRAD) may be included if the notice refers to a current faculty member and/or senior member of leadership team. Should the Vice President not be familiar with disseminating campus-wide emails, he/she may contact Information Technology. A standard template for immediate notification is included at the end of this policy.

Communications and Marketing will prepare a media advisory (with the deceased family's permission) to major newspaper obit writers (within 48 hours) and if feasible, draft a formal memorial announcement for campus distribution. If the deceased is a trustee, that announcement will be prepared for the President's Office.

Family requests to hold a memorial service on campus will be made to Conference & Auxiliary Services. Waiver of any fees related to such memorial services are subject to review by the President's Office.

The Editor decides publication of abbreviated notices in the Hill magazine.

For FACULTY (Current and Emeriti and immediate family members – spouse and children only*):

Provost and Dean of Faculty or his/her designee

1. Must verify death with family member;
2. Send notification (use template at end of document) to the campus community (faculty/staff/UG & GR students) by email and mail.
3. If feasible, a follow-up memorial announcement will be prepared by Communications and Marketing and distributed to the campus community (same group as previous step).
4. Any questions from the media are to be referred to Communications and Marketing.
5. In lieu of flowers, a sympathy card will be sent to the family expressing the condolences of “President Casey and the McDaniel College Community” with a note “a donation will be made to the College library to further advance student learning”. At the discretion of the President, flowers may be sent from the President’s Office.

For STAFF (Current and Retired and immediate family members – spouse and children only*):

Human Resources Director or his/her designee
1. Must verify death with family member;
2. Coordinate notification through the respective divisional vice president.
3. If feasible, a follow-up memorial announcement will be prepared by Communications and Marketing and distributed to the campus community (faculty/staff/UG & GR students) by email and mail.
4. Any questions from the media are to be referred to Communications and Marketing.
5. In lieu of flowers, a sympathy card will be sent to the family expressing the condolences of “President Casey and the McDaniel College Community” with a note “a donation will be made to the College library to further advance student learning”. At the discretion of the President, flowers may be sent from the President’s Office.

For TRUSTEE (Voting, Emeriti, Honorary and immediate family members – spouse and children only*):

Executive Assistant to the President or his/her designee
1. Must verify death with family member;
2. Contact Communications and Marketing who will prepare a memorial resolution. (The President in consultation with the Board Chair decides memorial resolutions by the Board of Trustees.)
3. Contact Trustees by email and mail;
4. Contact Campus Community (faculty/staff).
5. At the discretion of the President, flowers or donations will be handled by the Executive Assistant to the President and express the condolences of “President Casey and the McDaniel College Community”. In lieu of flowers, a sympathy card may be sent to the family expressing the condolences of “President Casey and the McDaniel College Community” with a note “a donation will be made to the College library to further advance student learning”. 
6. The memorial resolution will be read at the next meeting of the Board of Trustees and filed with the minutes.

For UG Student:
Vice President of Student Affairs and Dean of Student or his/her designee
1. Must verify death with family member;
2. Email notification to the campus community (all current undergraduates and faculty/staff).
3. Any questions from the media are to be referred to Communications and Marketing.
4. If feasible, a follow-up memorial announcement will be prepared by Communications and Marketing and distributed to the campus community (same group as #2 under this heading).
5. In lieu of flowers, a sympathy card will be sent to the family expressing the condolences of “President Casey and the McDaniel College Community” with a note “a donation will be made to the College library to further advance student learning”. At the discretion of the President, flowers may be sent from the President’s Office.

For GRAD Student:
Dean of Graduate & Professional Studies or his/her designee
1. Must verify death with family member;
2. Email notification to the campus community (all current graduate students and to faculty/staff).
3. Any questions from the media are to be referred to Communications and Marketing.
4. If feasible, a follow up memorial announcement will be prepared by Communications and Marketing and distributed to the campus community (same group as #2 under this heading).
5. In lieu of flowers, a sympathy card will be sent to the family expressing the condolences of “President Casey and the McDaniel College Community” with a note “a donation will be made to the College library to further advance student learning”. At the discretion of the President, flowers may be sent from the President’s Office.
*Upon the death of any family member not covered under these guidelines, the President and/or Division heads may wish to send sympathy cards to the employee.

**NOTE:** Expenses for donations falling within the College’s bereavement guidelines will be covered by the Division budget. The cost of any donations or flowers purchased that do not fall under these specific guidelines will be covered by personal donations and should not be taken out of the department’s budget.

**TEMPLATE: RECOMMENDED E-MAIL NOTIFICATION of DECEDEVENT to McDANIEL COMMUNITY**

**Subject Line:** NAME, TITLE passes away

**Content:**

Members of the Campus Community

We regret to inform the McDaniel community that NAME, TITLE and a member of (Dept/Div/Class of 20xx) passed away today (or insert appropriate date). We mourn the loss of (description, e.g. dedicated teacher, scholar and valued colleague…)

Information regarding funeral services will be shared when it is available.

Or

If this information is available, include funeral or memorial service arrangements and the family’s wishes for flowers and/or donations.

**XXIII. IDEAS AND SUGGESTIONS**

Suggestions for amendments, revisions, additions or deletions to staff personnel policies and procedures should be discussed with the Director of Human Resources. Recommendations regarding staff personnel policy and procedure are made by the Director of Human Resources to the Vice President for Administration and Finance. The Vice President for Administration and Finance is responsible for the approval of staff personnel policies and procedures and for submission of same to the President for authorization. Final authority rests with the President. Any questions of interpretation or implementation of the preceding staff personnel policies and procedures should be referred to the Director of Human Resources who is responsible for the compilation and distribution of this handbook.