

Dear Colleagues:

Thank you for choosing to be part of the Hood College community. Our vision, mission, and goals have an underlying premise—to pursue *excellence* in all facets of what we do. Each one of us plays an important role in the success of the College. We hope that as part of this community, you will reap the individual and collective rewards as we build the future together.

This staff manual represents our commitment to provide you with the information and the resources to enable you to get the most out of your work experience at Hood College. It has been designed and written in a way that makes it easy to access, use, and update. The College provides this resource to help answer any questions you may have about how we interact as a community. Your supervisor and Human Resources are also available to help provide important information.

This manual also outlines how Hood College desires to build an environment where each person can achieve success. The College and Human Resources strongly believe in providing fair and consistent treatment for everyone. This collection of policies provides guidelines on Hood College's values and standards.

We are glad that you are here and hope that you find working at Hood College to be a wonderful experience. Welcome to the community!

Warmest regards,

Carol M. Wuenschel
Director of Human Resources

Hood College

Table of Contents - Staff Manual

Introduction

- 101 [Introduction to the Staff Manual](#)
- 102 [Introduction to the Divisions](#)
 - Office of the President
 - Academic Affairs
 - Finance
 - Institutional Advancement
 - Student Life
 - Enrollment Management
 - Information Technology
- 103 [Introduction to Hood College](#)
 - Letter from the President
 - Vision, Mission, and Strategic Goals of Hood College
 - [Brief History of Hood College](#)
 - [Walking Tour of Hood College](#)
- 104 [Employment Categories](#)
 - Regular vs. Temporary
 - Full-Time vs. Part-Time
 - Exempt vs. Non-Exempt
- 200 ***Hiring and Employment***
- 201 [Equal Employment Opportunity Policy](#)
- 202 [Job Postings](#)
- 203 [Job Application & Selection Process](#)
- 204 [Introductory Period](#)
- 205 [Employment of Family Members and/or Significant Others](#)
- 206 [Employment of Minors](#)
- 207 [Re-Employment](#)
- 208 [Verification of Employment](#)

- 209 [New Hire Information](#)
- 210 [Nondiscrimination Statement](#)
- 211 [Payroll/Status Change Notice](#)

300 *Employee Relations*

- 301 [Prohibition and Resolution of Discrimination and Harassment](#)
- 302 [Individuals with Disabilities](#)
- 303 [Communicable Diseases](#)
- 304 [Workplace Safety](#)
- 305 [Problem Solving and Resolution Process](#)
- 306 [Employee Assistance Program](#)
- 307 [Lay-Offs](#)
- 308 [Performance Improvement and Progressive Discipline](#)
- 309 [Suspension of Employment](#)
- 310 [Separations from Employment](#)
- 311 [Exit Interviews](#)
- 312 [Internal Investigations](#)
- 313 [A few words about Unions](#)
- 314 [Ombudsperson](#)
- 315 [Domestic Violence Policy](#)
- 316 [Drug Free Workplace](#)
- 317 [Mandatory Reporter Policy](#)

400 *Professional Conduct*

- 401 [Attendance and Punctuality](#)

- 402 [Confidentiality](#)
- 403 [Conflicts of Interests](#)
- 404 [Disciplinary Actions and Dismissals](#)
- 405 [Code of Ethics](#)
- 406 [Solicitation and Distribution Policy](#)
- 407 [Use of College Resources](#)
- 408 [Telecommunications and Voice Mail](#)
- 409 [Electronic Communications and Computing](#)
- 410 [Telecommuting Guidelines](#)

500 *Employee Development*

- 501 [Orientation, Training, and Development](#)
- 502 [Performance Appraisal Process](#)
- 503 [Memberships in Professional Organizations](#)

600 *Compensation*

- 601 [Compensation Policy Statement and Objectives](#)
- 602 [Compensation Policy Definitions](#)
- 603 [Job Analysis and Evaluation](#)
- 604 [Assignment of Pay Grades to Job](#)
- 605 [Fair Labor Standards Act of 1934 \(FLSA\)](#)
- 606 [Salary Range](#)
- 607 [Normal Hiring Range](#)
- 608 [Promotion, Lateral, Transfer, and Demotion](#)

- 609 [Performance Evaluations and Merit Increases](#)
- 610 [Other Adjustments](#)
- 611 [Special Recognition Awards](#)
- 612 [Overtime](#)
- 613 [On-Call Pay](#)
- 614 [Inclement Weather Compensation for Emergency Employees](#)

700 [Benefits](#)

Time Off

- 701 [Holidays](#)
- 702 [Personal Holidays](#)
- 703 [Vacation Leave](#)
- 704 [Emergency Leave](#)
- 705 [Leave for Jury Duty and Court Appearances](#)
- 706 [Military Leave](#)
- 707 [Leave without Pay](#)
- 708 [Long-Term Disability Leave](#)
- 709 [Medical Leave](#)
- 710 [Family and Medical Leave \(FMLA\)](#)

Health & Welfare Benefits

- 711 [Health Insurance](#)
- 712 [Prescription Insurance](#)
- 713 [Dental Insurance](#)

- 714 [Vision Insurance](#)
- 715 [Flexible Health and Dependent Care Spending](#)
- 716 [Open Enrollment](#)
- 717 [Life Event Changes](#)
- 718 [Employee Assistance Program](#)
- 719 [Worker's Compensation](#)
- 721 [Comprehensive Automobile Liability](#)
- 722 [Life Insurance](#)
- 723 [Educational Benefits](#)
- 724 [Tuition Exchange](#)
- 725 [Onica Prall Laboratory Preschool](#)

Campus Life Benefits

- 726 [Bookstore Discount](#)
- 727 [Recreational Facilities](#)
- 728 [Library Privileges](#)
- 729 [Lunch Accommodations](#)
- 730 [Discount on Banquet Facilities and Room Rental](#)

Separation Benefits

- 731 [Retirement Program](#)
- 732 [Unemployment Insurance](#)
- 733 [Health Insurance Continuation \(COBRA\)](#)

Employee-Paid Benefits

- 734 [Long-term Care](#)

735 [Supplemental Group-term Life](#)

736 [Group Auto and Home](#)

737 [Hyatt Legal Services](#)

Other Benefits

738 [The Hood Community Cares Bank](#)

739 [Cafeteria Plan](#)

740 [Sabbatical Leave for Staff](#)

799 [Contact Information](#)

800 Payroll Procedures

801 [Work Hours and Pay Practices](#)

802 [Meal and Rest Periods](#)

803 [Overtime](#)

804 [Distribution of Payroll Checks](#)

805 [Payroll Status Change Notice](#)

900 Health and Safety

901 [Injury on the Job](#)

902 [Smoking](#)

903 [Drug-Free Workplace](#)

904 [Fire Prevention and Safety](#)

905 [Identifying and Correcting Workplace Hazards](#)

906 [Blood Borne and Air Borne Pathogens](#)

907 [Hazardous and Toxic Substances](#)

908 [College and Commercial Vehicle Use Training](#)

- 909 [Lockout/Tag out Procedures](#)
- 910 [Confined Spaces](#)
- 911 [Inclement/Severe Weather Policy](#)
- 912 [Personal Protective Equipment](#)
- 913 [College Keys](#)
- 914 [Building Utility Shutdown](#)

1000 Use of College Facilities and Resources

- 1001 [Health Resources Center](#)
- 1002 [Recreational Facilities](#)
- 1003 [The Underground](#)
- 1004 [Classroom Facilities, Meeting Rooms, and Chapel](#)
- 1005 [Concerts, Plays, Lectures, and Art Exhibits](#)
- 1006 [Library Facilities and Resources](#)
- 1007 [Bookstore](#)
- 1008 [Computer Labs](#)
- 1009 [Pool Facilities](#)
- 1010 [Dining Facilities](#)
- 1011 [Web Access](#)
- 1012 [College and Commercial Vehicle Use](#)

1100 Supervisor Information

Employment

- 1101 [Job Requisition](#)

- 1102 [Recruiting](#)
- 1103 [Interviewing](#)
- 1104 [Selection Process](#)
- 1105 [Reference Checking](#)
- 1106 [New Employee Orientation](#)

Performance Management

- 1107 [Introductory Period](#)
- 1108 [Performance Evaluations](#)
- 1109 [Motivating Employees](#)
- 1110 [Progressive Discipline](#)

Benefit Coordination

- 1111 [FMLA](#)
- 1112 [Other Leaves](#)
- 1113 [Life Event Changes](#)

100 Introduction

101-Introduction to Staff Manual

101.1 Statement

The goal is for Hood College (hereafter referred to as “the College”) and its employees to work together as a caring community, committed to excellence and outstanding service. This manual contains Human Resources Policies governing employment conditions at the College. The policies set forth in this Manual describe benefits and programs in which employees are eligible to participate, and it summarizes the College’s expectations from its employees.

Neither this Staff Manual, nor any policy of the College, is an implied or expressed contract, nor an agreement of employment, nor warranty of benefits. These policies provide guidance for the performance of job duties, as well as information on programs and benefits that an employee enjoys.

Employment at Hood College is at-will: both the College and employee are free to terminate the employment relationship at the discretion of either party at any time and for any or no reason. Only the College President has the authority to modify this employment relationship by agreement in writing.

From time to time conditions or circumstances may require the College to change, amend, or delete some of the policies and benefits contained in this manual. When changes are made, the College ordinarily will, if possible, give notice of the changes. This Manual supersedes in all respects any prior handbook, policy manual, benefits or practices of the College for our employees.

101.2 Philosophy

Hood College is dedicated to establishing and maintaining an environment in which diverse groups of individuals can work together harmoniously to advance Hood College.

Principles of Employment

A. Employment at-will

- Employment at Hood College is at-will: both an individual employee and the College are free to terminate the employment relationship at the discretion of either party at any time and for any or no reason.
- The Staff Manual is not an expressed or implied contract of employment, or employment agreement, or warranty of any benefits.

B. Equal Employment Opportunity

- Hood College supports the principles of Equal Employment Opportunity. It is our policy to recruit, hire, train and promote individuals, as well as administer any and all personnel actions, without regard to race, color, religion, age, sex, national origin, ancestry, marital status, sexual preference/orientation, as well as without regard to disability or any other classification protected by applicable local, state, or federal laws.
 - Diversity is valued, and the College expects each employee to treat every individual with respect and courtesy.
 - The College seeks to create an environment that supports the growth and development of every individual.
 - The College seeks ways to consider a variety of perspectives.
- C. Discrimination and harassment-free environment
- Hood College will not tolerate discrimination or harassment. Refer to the following policies: [301 Prohibition of Discrimination and Harassment](#) and [302 Individuals with Disabilities](#).
- D. Promotion from within
- Hood College utilizes a job posting system to advertise current openings to the Staff. Staff members are encouraged to apply for openings as outlined in the Job Posting Policy.
 - Staff members are encouraged to work with supervisors on career development goals and to assist in preparation for career growth at the College.
- E. Performance Culture
- All individual and team contributions are valued and important to the success of the College.
 - Staff members are encouraged to participate in setting individual, departmental and divisional goals as appropriate.
 - Performance appraisal is one tool used by the College to recognize individual contributions, to measure achievement of individual and departmental goals, and to identify individual developmental opportunities.
 - The College has many developmental opportunities for staff members.
- F. Values Driven
- Hood College seeks to be an organization that demonstrates high ethical standards and unquestionable integrity.
 - The College community believes that holding itself and its employees to high standards is the best way to ensure a future for its students, this institution and its employees.
 - Hood College staff is committed to excellence and to creating an environment in which everyone can make a difference.

101.3 Procedures

- A. Availability
 - The Human Resources Staff Manual is available on the Intranet and/or in hardcopy to all staff members.
 - The Manual description of benefit plans provides only summaries of those benefits. The operation of the available benefits plans is governed by the Plan documents.
 - Staff members receive information on the handbook during the initial orientation process.
- B. How to Use
 - The Staff Manual is not an expressed or implied contract of employment, or employment agreement, or warranty of benefits. It sets forth policies and procedures that describe benefits and programs in which employees are eligible to participate, and it summarizes expectations for Hood College employees.
 - The Table of Contents provides a listing of the policies outlined in the manual.
 - Questions on a particular subject matter regarding employment conditions should be referred to supervisors.
 - Supervisors may consult with Human Resources on policy issues.
 - Human Resources will interpret the policies and may consult with Vice Presidents or the President of the College before rendering a decision.
- C. Updates and Revisions
 - Human Resources will monitor and periodically revise policies in the manual to address the changing needs of our organization. Changes may be made without prior notice.
 - Ordinarily, updates will be announced to Supervisors and Staff.

101.4 Responsibility and Accountability

The responsibilities and accountabilities set forth below will apply to all policies in this Staff Manual.

Staff Members

- Staff members should consult the policy manual for policy information.
- If staff members have questions, they should consult with their supervisor.

Supervisors

- Supervisors are encouraged to use the Human Resources Staff Manual to answer staff questions regarding employment conditions. Supervisors are responsible for enforcing College policies as set forth in this Manual.

- Supervisors are encouraged to consult with Human Resources before rendering an opinion or decision to a staff member.
- Supervisors should forward suggestions to Human Resources for policy changes.

President/Vice Presidents

- The President and Vice Presidents will assist supervisors and Human Resources with policy questions.
- The President and Vice Presidents are a support system for supervisors in enforcing the policies set forth in the Manual.

Human Resources

- Human Resources has the delegated authority for developing, maintaining, and monitoring the policies in the staff manual.
- Human Resources plays an advocacy role on behalf of employees and encourages staff members to contact HR for concerns or policy questions.
- The Human Resources Department is a resource for supervisors that provides internal consulting and advising for organizational and employee issues.
- Human Resources encourages supervisors to review all employment actions with the Assistant Director or Director of Human Resources before initiating proceedings.

102 – Introduction to the Divisions

102.1 Office of the President

- a. President
- b. Human Resources

People helping people succeed

Vision Statement: As a credible strategic partner, our Human Resources team will be leaders in the Human Resources field who model life-long learning, innovation, and continuous improvement in order to promote excellence in service to Hood College, its constituents, and its communities.

Mission Statement: Empowering people for progress, high performance, and excellence in service to Hood College, its constituents and its communities as partners in shaping the future.

- c. Marketing and Communications

Mission Statement:

To create and expand the awareness of and promote Hood College's unique attributes as a liberal arts College, focused on and dedicated to preparing students for lifelong challenges.

Goals:

- Create an awareness of Hood College as a premier liberal arts school.
- Foster pride in the institution among the faculty, staff and students, and alumnae/i.
- Advance the goals and priorities of the President, faculty, and administration through public relations, marketing activities, and publications.
- Exploit and use the resources of the World Wide Web as the medium of choice for College- bound students.

Strategy:

- Develop and implement an integrated College- Wide communications program to effectively articulate the College's distinctive mission and internal strengths and external constituencies.
- Internal Information
 - Use the appropriate internal information tool(s) to keep the Hood team informed about its community, events, and fellow teammates.
 - Exploit every opportunity to communicate the Hood key messages.
 - Using various internal information tools, foster a spirit and pride among Hood College's faculty, staff and student body.
 - Use the Hood College web site as a medium for disseminating public relations and marketing messages and material.

- Media Relations
 - ❑ Communicate through local, national, and international media the unique aspects of Hood College, its mission, student, and standards of excellence, and its student faculty, staff, and institutional goals and successes.
- Community Relations
 - ❑ Establish Hood College as a good neighbor, integral partner and key component in the Frederick City and Frederick County community.
 - ❑ Assist the College in obtaining visiting speakers.
 - ❑ Initiate activities with local, regional and national VIPs and dignitaries.
 - ❑ Provide representation on and cooperation with the Frederick County Chamber of Commerce.
 - ❑ Arrange links form other select local, regional and national web sites (.edu, .gov, .com).
- Publications
 - ❑ Provide Hood College with high-quality graphics and publication support to a.) design and produce high-quality, high visibility publications for the College, and b.) provide an optimum level of support to the Hood community in obtaining printed materials.

102.2 Academic Affairs

- a. Graduate School- <http://www.hood.edu/graduate/>
- b. Academic Departments- <http://www.hood.edu/academic/acadepts.htm>
- c. Academic Services -
- d. Faculty Services
- e. Library <http://www.hood.edu/library/>
Mission Statement: The Beneficial- Hodson Library supports the curricular and informational needs of students, faculty, and staff by expediently providing appropriate library resources, instruction, and assistance.
- f. Registrar - <http://www.hood.edu/registrar/Reglogo.gif>
- g. Career Center and Service Learning

102.3Finance

- a. Accounting
Mission Statement: To provide the most timely, accurate financial services for all customers, using pleasant and effective communication.
- b. Aquatics
- c. Budget
- d. Facilities Team
 1. Housekeeping services outsourced

2. Maintenance services outsourced
- e. Office Services
 1. Duplicating
 2. Post Office
- f. Conference Services - <http://www.hood.edu/admin/conf/hood2.jpg>
 1. Bookstore <http://www.hood.edu/bookstore>
 2. Food Services - Aramark

102.4 Institutional Advancement

Mission Statement: The Institutional Advancement Team markets and promotes Hood College and builds and sustains relationships to foster commitment to the College.

<http://www.hood.edu/devel/alum.gif>

- a. Alumnae/ni Programs
- b. Annual Funds
- c. Advancement Support

102.5 Student Life

Mission Statement: The Student Life Team facilitates the holistic development of students through the integration of curricular and co-curricular experiences. We promote responsibility, leadership, service, and lifelong learning in order to help students realize personal and professional success.

- a. Student Activities <http://www.hood.edu/campus/>
- b. Athletics - <http://www.hood.edu/athletic/>
- c. Health and Wellness Center
- d. Chaplain
- e. Campus Safety - <http://www.hood.edu/admin/security/>

102.6 Enrollment Management

- Admissions - <http://www.hood.edu/admiss/imgadmtxt.gif>
- Financial Aid - <http://www.hood.edu/admiss/imgadmtxt.gif>

102.7 Information Technology

- http://www.hood.edu/adminservices/it.cfm?pid=it_help.html

104 – Employment Categories

104.1 Statement:

Hood College uses three types of employment categories to classify staff jobs. Such categories are determined in accordance with the operational needs of the department and in compliance with all applicable laws.

104.2 Philosophy:

The intent of this policy is to establish guidelines that comply with all applicable laws. The three general categories may or may not have pro-rata benefits, depending on the type of employment.

104.3 Procedures:

The Department of Human Resources works with supervisors in determining the operational needs of the department. The job is then classified into the categories outlined below:

Regular or Temporary

Regular positions are those that have approved budgeted amounts and are assigned Full Time Equivalency (FTE) status. They are normally eligible for benefits, on a pro-rated basis on the percentage of FTE, as outlined in the Benefits Section of this Manual. Budgeting for these positions is normally reviewed at least annually.

Temporary positions are those that are on an as-needed basis for a specific project or for a period of time not to exceed nine months and are not assigned FTE status. These positions typically will terminate no later than completion of the project or specified period of time.

Full-time or Part-time

Full-time positions are those in which scheduled hours are between 37.5 and 40 hours per week and for 12 months of the year.

Part-time positions are those in which scheduled hours are less than 37.5 hours per week and/or are for less than 12 months of the year.

Exempt or Non-Exempt

Exempt positions are classified for the purposes of establishing eligibility for overtime pay under the applicable Federal and State Wage and Hour Laws. Exempt positions are not eligible for overtime pay.

Non-exempt positions may be salaried or hourly and are eligible for overtime pay.

200 Hiring and Employment

201 – Equal Employment Opportunity Policy

201.1 Statement:

Hood College supports the principles of Equal Employment Opportunity. It is our policy to recruit, hire, train, and promote individuals, as well as administer any and all personnel actions, without regard to race, color, religion, age, sex, national origin, ancestry, marital status, sexual orientation/preference, as well as without regard to disability or any other classification protected by applicable laws.

Diversity is valued, and the College expects each employee to treat every individual with respect and courtesy. The College seeks to create an environment that supports the growth and development of every individual.

Hood College will not tolerate any unlawful discrimination and prohibits any harassment based on legally protected classifications. Violations of this policy and related policies including but not limited to, [301 Prohibition of Discrimination and Harassment](#), and [302 Individuals with Disabilities](#), will be subject to disciplinary action, up to and including termination of employment. The College will promptly and thoroughly investigate allegations to determine facts and appropriate corrective actions.

Individuals, who feel that they are being unlawfully discriminated against or harassed, will report this to the Director of Human Resources or the VP of Finance. Individuals who report or pursue claims of unlawful discriminatory or harassment activities will not be subject to retaliation.

201.2 Philosophy:

The intent of this policy is to express commitment to and to provide support for the principles of equal employment opportunity in all aspects of the employment relationship. Employment practices and procedures (including but not limited to: recruiting, hiring, pre-employment testing, performance appraisals, training, on-the-job testing, etc.) developed by the College will incorporate the principles of equal employment opportunity.

All employees, regardless of position or title, will be subject to disciplinary action, up to and including dismissal, should the College determine that an employee is or has engaged in unlawful discrimination and/or harassment.

201.3 Procedures:

Definitions:

Discrimination: Treating an individual differently from another individual with respect to the terms and conditions of his/her employment, because of that individual's sex, race, color, sexual orientation, religion, age, disability, national origin or any classification currently protected under local, state, federal anti-discrimination statutes.

Harassment: An attempt to demean, intimidate, or abuse another individual or to create a hostile or offensive environment on the basis of another's age, sex, race, color, sexual orientation, religion, age, disability, national origin, or any classification currently protected under local, state, federal anti-discrimination statutes.

Sexual Harassment: See [301.3 Prohibition of Discrimination and Harassment Procedures-Definitions](#).

Recruiting:

The College will utilize an internal Job Posting and a variety of appropriate external recruiting sources to develop pools of qualified candidates. Human Resources is committed to working with recruiting sources to encourage diversity in applicant pools.

Hiring:

- The College will base hiring decisions on qualifications and the best fit between the individual and the department.
- Successful applicants will be required to complete all new employee paperwork processing before the end of their third (3rd) day of employment. Individuals who have not completed [I-9](#)'s with a designated representative of the College will be terminated at the end of the third (3rd) day of employment.

Employment of Aliens or Foreign Workers:

The College will consider qualified foreign workers for appropriate job openings. All successful applicants, regardless of citizenship, are required to provide documentary evidence of their current eligibility to work in the United States on or within three (3) business days of the commencement of their employment by completing an I-9 Employment Eligibility Verification Form establishing their permanent or temporary right to work in the United States. At that time, the employee must produce any acceptable document or combination of documents that are listed on the I-9 form.

Promotions:

- The College reserves the right to promote qualified individuals to meet changing business needs. See [202 Job Posting](#).
- The College encourages individuals to work with supervisors on career planning.

Transfers:

- Employees may utilize the [202 Job Posting](#) policy guidelines to transfer to another position on campus.
- The College reserves the right to perform *management-initiated* transfers as outlined in the [202 Job Posting](#) policy.

Testing:

- Pre-employment (including existing employees applying for new positions) tests may be used to determine how well the applicant can perform essential job functions and/or to determine how well the applicant may fit with the organization/department.
- Other employment tests may be used to determine how well the employee can perform current essential job functions and how well the employee can perform new essential job functions.
- In the case of positions that in the judgment of the College, implicate security issues, the College may elect to use a variety of tests including but not limited to: background investigations, driving record investigations, fingerprint verifications, etc., as appropriate.

Performance Appraisal:

Hood College utilizes a staff performance appraisal system that is job-related. The College supports supervisors and employees working together for goal setting and development of the individual. For more information on the instrument known as Performance Discussion Summary (or PDS), see [502 Performance Appraisal Process](#).

Training:

Hood College supports training and professional development for staff regardless of job function. For more information see policy [501 Orientation, Training, and Development](#).

Complaints regarding discrimination and harassment:

For complaints regarding illegal discrimination and harassment, please refer to [301 Prohibition of Discrimination and Harassment](#).

- The College encourages the prompt reporting of concerns and complaints and is committed to preventing and/or effectively handling acts of retaliation.
- Report all concerns to the Director of Human Resources or the VP of Finance.

202 – Job Postings

202.1 Statement:

Hood College utilizes a job posting system to advertise current staff openings. The College posts jobs internally and externally to recruit qualified applicants and to provide opportunities for advancement of employees within the College. In general, notices of all regular or temporary, full-time or part-time staff openings are posted through one or more of these recruiting methods. When appropriate, Hood College reserves the right to perform a management-initiated appointment or transfer without posting a position internally or externally.

202.2 Philosophy:

The purpose of this policy is to assist Hood College employees with the process of filling a vacancy or a newly established position and to establish methods for recruiting qualified individuals in a fair and equitable manner.

202.3 Procedures:

The primary goals of the job posting system are 1) to provide an opportunity for career development and growth for current employees of Hood College and 2) to fill job openings with qualified individuals whose qualifications best match the position. All new hires, transfers, and promotions will be made in accordance with federal and state laws governing Equal Employment Opportunity and will be consistent with related College policies (e.g., the employment of minors and family members).

Guidelines for Job Announcements:

When seeking to fill a vacant position, the supervisor of the vacant position will complete a Job Requisition Form and forward the requisition form, with appropriate signatures/approvals, to the Department of Human Resources. In addition, the supervisor will submit the most recent job description for the vacant position. If the supervisor does not have a copy of the most recent job description, the Department of Human Resources will provide one. If the vacant position is a newly established position, the Department of Human Resources will work with the supervisor to establish a job description. Once the job description has been reviewed and approved, the Department of Human Resources will post the vacancy internally and/or externally.

Hood College posts jobs internally and externally to recruit qualified applicants and to provide opportunities for advancement of employees currently employed by the College. Internal job openings are distributed via e-mail, posted on the Hood College website, and posted on the employee bulletin board located outside the HR Department. Internal job postings typically remain posted for 1 week. In addition to internal postings, job openings may be posted externally.

External sources may include, but are not limited to, newspapers, journals, and on-line websites. These postings may run concurrently with internal postings or at the conclusion of internal postings. External postings usually remain open for 1-2 weeks. Each job posting includes the posting date, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).

Eligibility:

To be eligible to apply for a posted job, employees must have performed satisfactorily for at least 90 calendar days in their current position. Eligible employees can apply for posted jobs for which they possess the required qualifications. For additional information regarding the application process, please refer to [Section 203: Job Application & Selection Process](#).

Guidelines for Promoting or Transferring Staff:

An employee may transfer to another position on campus either through the job posting system or through a management-initiated transfer or promotion. Hood College reserves the right to transfer or promote an employee in order to meet changing business needs. Management-initiated transfers and promotions do not require the supervisor to post job openings and may be of any duration – short-term or long-term. However, such transfers and promotions require appropriate approval(s). Supervisors should contact the Department of Human Resources for information regarding management-initiated transfers and promotions.

Guidelines for Writing Job Descriptions:

The primary purpose of a job description is to identify the essential functions and other functions of a position. The job description includes the posting date, job title, department, location, and grade level of the position. In addition, the job description summarizes supervisory responsibilities; education, training, and/or experience requirements; language skills; technology skills; mathematical skills; certificates, licenses, and/or registration requirements, and physical demands related to the job.

The requirements listed on the job description must support the essential functions and must serve as the primary criteria for selecting or rejecting candidates.

Sample Job Description Form:

The Department of Human Resources (HR) provides a Job Content Questionnaire to assist with writing and/or revising job descriptions. To receive a Job Content Questionnaire, a sample job description, and/or additional tips on writing a job description, contact the Department of Human Resources or click on the HR website to see current [Job Openings](#).

Sample Requisition Form:

To obtain a Job Requisition Form, which is required for posting a vacancy or new position (see [*Guidelines for Job Announcement*](#)), contact the Department of Human Resources.

203 – Job Application & Selection Process

203.1 Statement:

Hood College will recruit, hire, transfer, and promote applicants and current employees according to the established principles set forth in policy [201 Equal Employment Opportunity](#) and [202 Job Posting](#).

203.2 Philosophy:

The intent of this policy is to ensure appropriate selection practices are being used throughout the College and to provide guidance for applicants, employees and supervisors of their roles in this important process.

203.3 Procedures:

A. Application Process

Applications/Resumes:

All applications to Hood College will be sent to Human Resources for processing. The College relies upon the accuracy of information contained in the employment application and/or resume, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

External Applications/Resumes:

External applications are to be complete and all authorizations provided. Applicants will provide references of which two should be former supervisors.

Solicited Applications/Resumes

Applications/resumes for posted and/or advertised positions will be kept on file while the position remains open. Once the position closes, the applications/resumes will be considered inactive.

Unsolicited Applications/Resumes

Applications/resumes for unsolicited positions will be kept on file for two months. After the two-month period, the applications/resumes will be considered inactive.

Internal Applications:

Eligibility: To be eligible to apply for a posted job, employees must have performed satisfactorily for at least 90 calendar days in their current position. Eligible employees can apply for posted jobs for which they possess the required skills, competencies, and qualifications.

Application: To apply for an open position, employees should submit a job posting application to the Human Resources Department listing job-related skills and accomplishments. It should also describe how their current experience with Hood College and prior work experience and/or education qualifies them for the position. A current resume can be attached to the job posting application.

Applicant Log:

Human Resources will track all internal and external applications on the Applicant Log.

B. Interview Process

Interviews:

Human Resources will forward information about all qualified candidates to the hiring supervisor for review. The hiring supervisor will setup interviews and notify Human Resources of individuals to be interviewed.

Interviews are conducted to determine the applicant's qualifications and ability to work with department. Applicants may be interviewed by a group of Hood College employees or interviewed by Hood College employees in individual meetings. The interview process may include telephone screening and/or in-person meetings.

Supervisors are encouraged to contact the Human Resources Department for appointments to discuss pre-interview planning and post-interview review of applicants. The Department is also available to provide training on interviewing skills.

Testing:

Hiring supervisors are encouraged to consult with the Department of Human Resources regarding pre-employment and post-employment tests.

C. Selection Process

Selections:

- Ordinarily, the hiring supervisor will make the final selection.
- The hiring supervisor will work with Human Resources to put together an offer for the selected candidate. The hiring supervisor will call the successful candidate to give the verbal offer. Human Resources will follow-up with the written offer. Both verbal and written offers are contingent upon the applicant completing all steps in the investigatory process (such as reference checks, background investigations, fingerprinting, etc.)
- The hiring supervisor will notify all internal candidates regarding the selection. Human Resources will be available for consultation regarding turnaround process.

Announcing the Successful Candidate:

The hiring supervisor will verbally inform the department and then prepare an electronic announcement for the campus. The announcement should include a welcome, brief summary of the new employee's qualifications, and expected start date.

Human Resources will send turndown letters to all candidates that are not selected.

Reference Checking:

The hiring supervisor will perform reference checks on the successful candidate.

Human Resources can provide supervisors a group of sample questions and will be available to assist in the reference checking process.

Background Checking and other Investigatory Processes:

Departments that require criminal background checks or other investigatory processes on designated positions will consult with Human Resources prior to performing functions other than reference checking.

D. New Hire Process

Offer Letter and New Hire Process:

Human Resources will develop the offer letter for the successful candidate. Instructions for completing tax forms for payroll and I-9 forms will be included in the package along with benefits orientation information.

Whenever possible, new hires will begin employment on the first day of the appropriate payroll cycle. All new hires will report to Human Resources on the first day of employment. I-9 processing will be completed and other information critical to the payroll process will be gathered.

For more information, please refer to [209 New Hire Information](#).

Benefits Orientation:

The benefits orientation will provide information pertaining to benefit plans and the corresponding enrollment process. Benefits orientations are pre-scheduled and the appointment time is included in the offer letter.

For more detailed information on benefit offerings, please refer to section [700 Benefits](#).

204 – Introductory Employment Period

204.1 Statement:

Hood College is committed to working with new employees or current employees who are reclassified, transferred, demoted, or promoted to new positions. The first ninety (90) days of employment in the situations described above are known as the introductory period. The supervisor may periodically assess the individual's progress and may provide both formal and informal feedback about the individual's performance.

The introductory period is a time for the employee and the College to determine the likelihood of success in continuing the relationship. It gives the individual a chance to see if she/he likes the position and can perform the essential functions. The introductory period gives the College the opportunity to see whether the individual's knowledge, skills, abilities and work habits meet the expectations for the job. During the introductory period, the employee may resign without stating a reason, and the College may elect to terminate the relationship according to the at-will principles.

204.2 Philosophy:

The intent of this policy is to see if a good match exists between the individual, the job and the organization. The College encourages new employees and their supervisors to have regular communication regarding expectations and concerns of both groups.

204.3 Procedures:

Definitions:

Reclassification: The College may from time to time perform a job analysis and in response to its findings may recommend that the position be graded higher or lower in accordance with existing job evaluation system requirements.

At-will:

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Hood College uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Hood College may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

New hires, rehires, transfers, reclassification, promotions, demotions:

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Employees who have their position reclassified, or who are promoted, demoted, or transferred within Hood College

must complete a secondary introductory period of the same length with each reassignment to a new position. Any significant absence may extend an introductory period, at the discretion of the College.

If Hood College determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

In cases of reclassifications, promotions, demotions or transfers within Hood College, an employee who, in the sole judgment of the College, is not successful in the new position can be removed from that position at any time during the secondary or any subsequent introductory period. If this occurs, the employee, at the sole discretion of the College, may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and Hood College's needs.

Achieving regular employment status:

Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification.

Extension of introductory period:

In the event that the supervisor and responsible Vice President make a recommendation to Human Resources to extend the introductory period, the employee would be notified of the length of the extension. Typically, the introductory period is extended to help minimize negative performance and work habit issues, and would not normally be extended more than an additional 60-90 days.

Extension of an introductory period will not supercede at-will employment principles. The College and/or the employee may elect to terminate the relationship for any reason or no reason at any time during the extension period.

Counseling during introductory period:

If an individual's performance or conduct during the introductory period or extension period is not satisfactory, the supervisor may provide feedback about particulars. The counseling may be verbal or in writing. Verbal or written counseling may include the nature of problems, a request for the employee's corrective plan of action and any follow-up.

Depending upon severity of performance and work habits issues, the supervisor may recommend terminating the employment relationship. The progressive discipline process does not apply to the introductory period or to any extensions of the introductory period. Employment is at-will. Neither verbal nor written counseling will change the principles of at-will employment.

End of extension of introductory period:

The supervisor will recommend the change of “status” from “introductory” to “regular” or from “introductory” to “terminated.”

Termination during introductory period:

Normally, an employee will be encouraged to complete the introductory period. In the event that a department determines that the individual’s performance indicates that additional time will not help the employee to be successful in performing essential job functions, and/or the individual’s work habits are unacceptable, the College may terminate the employment of the individual prior to the end or during the extension of an introductory period.

Benefits during introductory period:

During the initial introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other Hood College-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Benefits eligibility and employment statuses normally are not changed during the secondary introductory period that results from a promotion or transfer within Hood College. In the case of reclassification or demotion, benefit and employment status may change.

205 – Employment of Family Members or Significant Others

205.1 Statement:

Hood College has established guidelines concerning the employment of family members and/or significant others. Employees of the College are expected to comply with these guidelines.

205.2 Philosophy:

It is the policy of Hood College to recruit, hire, train, and promote individuals based on individual merit and qualifications. As a result, the College will consider employment and advancement of family members and/or significant others within the same department or in different departments on campus, provided each individual meets appropriate qualifications. However, in order to maintain equity and to avoid potential conflicts of interest, individuals may not supervise family members or significant others or participate in employment decisions involving a family member or significant other.

205.3 Procedures:

Definition:

Relative: A relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. This policy applies to newly hired employees and to current employees who experience changes in relationships (i.e., marrying another employee) or changes in work assignments.

Significant Other: For the purposes of this policy, a significant other will be defined as one member of an unmarried couple who lives together as partners to share responsibility for each other's welfare and financial interdependence.

Supervisory Implications:

Employees of Hood College may not directly supervise a family member or a significant other. Likewise, relatives of Hood employees may not be hired in any of the following situations:

- if they will be working directly for a relative;
- if they will be supervising a relative;
- if they will be working directly above the relative's immediate superior; or
- if they will be working directly for the relative's immediate subordinate.

Hood College employees cannot be transferred into such a reporting relationship. If two employees become relatives after employment has been established and a conflict of interest exists, the individuals will indicate their preference on who will be transferred, if there is an existing vacant position for which the individual

is qualified. If that decision is not made within 30 calendar days, the College will decide. If there are no appropriate existing vacancies, the College will decide upon a resolution, which may include termination of the employment of one of the employees.

Working within the Same Department/Division:

If a situation occurs where relatives are employed in the same work area or chain of command (but one does not directly supervise the other), each relative will arrange to be removed from processes or decisions that directly influence a family member or significant other. Such processes include, but are not limited to, the following:

- Evaluating the performance of the family member;
- Considering the family member for reappointment, promotion or salary adjustments;
- Approving a leave of absence for the family member; or
- Participating in other decisions that present a possible conflict of interest or impropriety (see Conflict of Interest Policy).

If a conflict of interest occurs as a result of relatives working in the same department or division, the College reserves the right to reassign (or terminate, if applicable) one or more of the relatives – even if a supervisory relationship does not exist.

206 – Employment of Minors

206.1 Statement:

Hood College employees will comply with all local, state and federal laws pertaining to the employment of minors. Hood College has established guidelines concerning age restrictions, the employment of minors, and the conditions of employment. These guidelines apply to all minors under 18 years of age, including student employees.

206.2 Philosophy:

The intent of this policy is to establish guidelines that comply with all applicable local, state and federal laws concerning the employment of minors and to ensure that a) employment is not detrimental to the minor's health or welfare, b) the minor will be adequately supervised, and c) employment does not interfere with the minor's education.

206.3 Procedures:

This policy outlines the legal requirements concerning the employment of minors. Hood College employees are expected to comply with this policy, as well as all applicable local, state and federal laws not specifically listed in this policy. Restrictions under the child labor provisions of the Federal Fair Labor Standards Act may be greater than State Standards. *In all cases*, the higher or more restrictive standard prevails. Information regarding the Federal Fair Labor Standards Act is listed below. It is also available at the Baltimore office (410-962-2265) or <http://www.opm.gov/flsa/main.htm>.

Federal Fair Labor Standards Act

The U.S. Federal Government, in accordance with the Federal Fair Labor Standards Act of 1938 (WH Publication 1088, Revised October 1996), mandates the following provisions for the employment of minors:

An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:

- 3 hours on a school day or 18 hours in a school week,
- 8 hours on a non-school day or 40 hours in a non-school week.

Also, work may not begin before 7 a.m. or end after 7 p.m. except from June 1 through Labor Day, when evening hours are extended to 9 p.m.

Occupations Forbidden for Minors under 18 Years of Age:

Certain occupations are declared to be hazardous by the U.S. Secretary of Labor and have been adopted by reference by the Commissioner of Labor and Industry for the State of Maryland. Minors 14 and 15 years old are forbidden to be employed at these occupations. Minors 16 and 17 years of age are also forbidden to be employed at these occupations with certain exceptions. The following list includes, but is not limited to, occupations that the Federal Government and the State of Maryland have declared hazardous:

- 1) Occupations of motor-vehicle driver and outside helper.
- 2) Occupations involved in the operation of power-driven woodworking machines.
- 3) Occupations involved in the operation of elevators and other power-driven hoisting apparatus.
- 4) Occupations involved in the operation of power-driven, metal forming, punching, and shearing machines.
- 5) Occupations involved in the operation of circular saws, hand saws, and shears.

In addition to the hazardous occupations as declared by the U.S. Secretary of Labor and adopted by the Commissioner of Labor and Industry, the following list includes, but is not limited to, occupations forbidden for minors under 18:

- 1) Blast furnaces.
- 2) Erection and repair of electrical wires.
- 3) The manufacturing of dangerous or toxic chemicals or compounds.
- 4) Cleaning, oiling, or wiping of machinery.
- 5) Any occupation forbidden by any local, state or federal law.

Areas of Employment Restricted for Minors 14 and 15 Years of Age

- 1) Manufacturing, mechanical or processing occupations including occupations in workrooms, workplaces, or storage areas where goods are manufactured or processed.
- 2) Operation, cleaning, or adjusting of any power-driven machinery other than office machines.
- 3) Occupations in, about, or in connection with the following (except office or sales work not performed on site):
 - a) scaffolding
 - b) construction
 - c) acids
 - d) dyes
 - e) gases
 - f) occupations causing dust or gases in injurious quantities.

(For a information on occupations forbidden for minors, please contact the Department of Human Resources.)

State of Maryland Laws

General Information:

The State of Maryland mandates the following provisions for the employment of minors:

A minor under the age of 14 may not be employed or permitted to work. Minors 14 through 17 years of age may only work with a *work permit*. This permit must be in the employer's possession *before* the minor is permitted to work. Applications for work permits are available in high schools throughout the State.

Certain activities are not considered employment for purposes of this law if performed outside of the prescribed school day and the activity does not involve mining, manufacturing or hazardous occupations. If you have questions about a particular activity, contact the Department of Human Resources.

The Commissioner of Labor and Industry may grant exceptions to hours and occupations. Contact the Department of Human Resources for assistance with this process.

Permissible Hours of Employment:

The State of Maryland mandates provisions for the employment of minors. Restrictions under the child labor provisions of the Federal Fair Labor Standards Act may be greater than State Standards. *In all cases*, the higher or more restrictive standard prevails.

Minors 14 and 15 years of age may not be employed or permitted to work more than:

- 1) 4 hours on any day when school is in session.
- 2) 8 hours on any day when school is not in session.
- 3) 23 hours in any week when school is in session for five days.
- 4) 40 hours in any week when school is not in session.

A minor 14 or 15 years of age may not be employed or permitted to work before 7:00 a.m. or after 8:00 p.m. A minor may be employed or permitted to work until 9:00 p.m. from Memorial Day to Labor Day. The hours worked by a minor enrolled in a bona fide work-study or student-learner program when school is normally in session may not be counted towards the permissible hours of work prescribed above.

Minors 16 and 17 years of age may spend no more than 12 hours in a combination of school hours and work hours each day. They must also be allowed at least 8 consecutive hours of non-work, non-school time in each 24 hours period. Minors 14 through 17 years of age may not be employed or permitted to work more than 5 hours continuously without a non-working period of at least ½ hour (i.e., the

State of Maryland requires that minors be given a ½ hour lunch period for every 5 hours worked.)

207 – Re-Instatement & Re-Employment

207.1 Statement:

Hood College recognizes the value of past service to the organization and is committed to re-employing qualified former employees who have served the College with distinction. Former employees with at least five years of prior continuous regular service and who have been separated for less than one year may be treated as re-hires. Former employees with more than one year break-in-service will be considered new employees.

207.2 Philosophy:

The intent of this policy is to give credit for prior service for benefit eligibility to qualified former employees who are offered employment with the College. Generally, former Hood College employees will be considered in the same manner as other external job applicants for employment. In the event that a former employee is selected for a job opening, the termination and new hire dates will be used to calculate the break-in-service.

207.3 Procedures:

Rehire vs. New Hire:

Rehire: Former employees with at least five years of service and less than one year break-in-service may be considered as rehired and may be eligible for benefits that would apply to that FTE and/or grade level as currently available.

New hire: Former employees with less than five years of service and/or more than one year break-in-service will be considered as newly hired and will be eligible for benefits that normally apply to that position as currently available.

Retirees:

Former employees, who have previously retired and are collecting Social Security benefits, may want to contact the Social Security Administration prior to re-employment. The additional compensation and/or benefits may impact current and future retirement benefits.

Layoffs:

The College may find it necessary to lay off regular employees due to financial constraints, lack of work, reorganization, job elimination or other considerations. In such cases, the College may make effort if possible to find an existing, appropriate, open position for the displaced employee elsewhere within the College. In the event that such an opening does not exist, the employee will be laid off.

During lay off, the displaced employee may apply for re-employment, providing that her/his qualifications match the available opening(s) at the discretion of the College.

If the College determines that conditions have changed, eligible, qualified former employees may be notified of openings for which they may apply. The College is under no obligation to notify or re-hire former employees.

Introductory Period:

Former employees who are re-hired in prior or new positions will be required to serve an introductory period in accordance with the policy as outlined in [204 Introductory Period](#).

Benefit Eligibility Upon Rehire:

Former employees who are re-hired will be subject to the current re-employment policies in effect at the time of rehire for years of continuous and break-in-service time limits for reinstatement of benefits eligibility.

208 – Verification of Employment

208.1 Statement:

Hood College will provide appropriate information to legitimate entities and maintain the confidentiality of employee records. For this reason, it is the policy of Hood College to provide certain information regarding employment verification for a past or present employee at the written request/ authorization of the employee or as a result of and in compliance with legal requirements.

208.2 Philosophy:

The intent of this policy is to establish employment verification procedures that protect against inappropriate dissemination of confidential personal or personnel information.

208.3 Procedures:

The Department of Human Resources is responsible for all employment verifications and may provide information to legitimate business entities upon written approval from the employee or in compliance with legal requirements. It is the policy of Hood College to confirm the following data:

- Date of Hire
- Date of Termination
- Position Title
- Full-Time or Part-Time Status

The Department of Human Resources is authorized to release this information once written approval from the employee has been received. Companies or organizations requesting telephone verifications will be asked to forward a copy of the employee's written authorization, prior to any information being released.

Ordinarily, no information will be released by telephone.

The College will only confirm salary information when an employee is involved in a credit transaction with a legitimate financial services provider. The College may also release additional information, provided the employee submits a written and signed authorization with a "hold harmless" release deemed adequate by the College. (The College may require the use of a particular form for release.) This release must specifically name Hood College, and it must outline the specific information to be released.

209 - New Hire Information

209.1 Statement

Hood College will acquaint new employees with their new working environment and will introduce the individual to the tools available to perform job functions.

209.2 Philosophy

Supervisors will determine which College-provided services (such as email and phone activation) will be necessary for the new employee. Human Resources will work with various departments to pre-authorize services and to provide the information to new employees on the first day of employment.

209.3 Procedures

Forms for New Employees:

Tax Forms: The new employee will complete Federal and State Tax forms to advise the College of tax withholding information.

I-9 Form: The new employee will need to provide, regardless of citizenship, documentary evidence of their current eligibility to work in the United States on or within three (3) business days of the commencement of her/his employment by completing an I-9 Employment Eligibility Verification Form establishing her/his permanent or temporary right to work in the United States. At that time, the employee must produce any required document or combination of documents that are listed on the I-9 form.

Direct Deposit Form: The new employee, who wishes to use direct deposit, will complete an authorization form for direct deposit. The employee may designate up to three financial institutions for direct deposit amounts to be made into checking or savings accounts. Other forms of direct payment/transfer are not available.

Parking Registration Form: The new employee will complete a request for a Hood College parking sticker.

Employee Identification Card Form: The new employee will complete a form to request a Hood College Employee Identification Card.

Benefit Enrollment Forms: The new employee will receive benefit enrollment forms during the benefits orientation.

Benefits Orientation:

Benefits Orientations are held Tuesday mornings and Wednesday afternoons. The Department of Human Resources assigns appointments. This information is contained in the offer letter for the new employee.

Employees receive a briefing on current benefit offerings and have the opportunity to ask questions in regards to individual situations.

New Employee Orientation:

The hiring supervisor and department will develop a plan to orient the new employee to the organization, department and job functions. A sample orientation plan is housed at [Hood Orientation Plan Guidelines](#).

Campus Tour/Map:

Human Resources will provide a copy of the most recent campus map. The hiring supervisor will provide a tour of campus. The Hood Web page provides a [Walking Tour of Campus](#).

Parking Registration and Traffic Guidelines

The new employee will receive a form to register a primary vehicle for parking privileges on campus from the Department of Human Resources. The completed form will be taken to the Office of Campus Safety.

The Office of Campus Safety, located in the Whitaker Campus Center, will process the registration form and give a parking sticker to the new employee. The Security Officer will provide parking information and other pertinent traffic guidelines. Employees will obey all parking and traffic regulations. Failure to do so will result in disciplinary actions.

For information on parking tickets, please contact the Office of Campus Safety.

Identification Cards

The new employee receives an identification card form from the Department of Human Resources. The completed form is taken to the Office of Campus Safety.

The Office of Campus Safety processes the request and generates a photo ID card for the new employee.

E-mail/Phone Activation/Post Office

The Human Resources Department notifies Security, the campus Post Office and the IT Department via a web-form that a new employee is starting. At this time, the supervisor receives an e-mail that links to a web page that allows the supervisor of the new employee to request any services needed from the IT Department. IT will assign a Voice Mail account and E-mail Account if appropriate for the employee's position.

The Post Office receives notification from the web-form and makes preparation for processing mail for the new employee.

210– Non Discrimination Policy Statement

210.1 Statement

Hood College does not discriminate on the basis of sex, race, color, national origin, sexual orientation, marital status, pregnancy, disability, religion, age, or any other protected classification under applicable federal, state, or local law, in recruitment, admission and access to, or treatment, or employment in its programs, services, benefits, or activities as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and their implementing regulations.

Hood College complies with applicable laws regarding reasonable accommodation for disabled students and employees. Applicants requiring reasonable accommodation in order to participate in the application process, or to have access to a program, service, or activity of Hood College should contact the Executive Director for Human Resources.

210.2 Philosophy

Hood College is committed to cultivating and maintaining a workplace in which faculty and staff can thrive. The College is committed to cultivating and strengthening a diverse, tolerant, multi-cultural, and intellectually open community with equal opportunity for all.

It is our goal to have a respectful and nurturing academic and work environment that affirms the inherent worth and dignity of every individual. This philosophy is key to helping us attract and retain the best and brightest faculty and staff. We will strive to value each person for her/his uniqueness and difference and to encourage her/him to reach her/his own potential as appropriate. The College affirms that the work environment in academia is a wonderful place to develop the skills which can enrich an individual's life and work experience in an increasingly diverse and multi-cultural society.

210.3 Procedures

EEO Officer, Title IX and Section 504 Coordinator:

The Executive Director for Human Resources serves as the chief EEO Officer and the Title IX and Section 504 Coordinator. The Human Resources office is located at 401 Rosemont Avenue, Frederick, MD, 21701, in Alumnae Hall (AD 316) and can be reached at (301) 696-3592 and humres@hood.edu.

Additional resources can be found at:

http://www.hood.edu/adminservices/humres.cfm?pid=humres_nonDiscriminationNoticeProspectives.html

Inquiries or complaints regarding discrimination or accommodation under this policy

Individuals who have a concern or complaint regarding discrimination or accommodation under this policy should refer to Hood College's grievance process described in Board Policy 55, which is included in this Staff Manual at Section 301 Prohibition on Discrimination and Harassment and can be also found on the Human Resources pages of the Hood College Web site at http://www.hood.edu/documents/pdf/humanresources_Policy55Revised.pdf.

300 Employee Relations

301 - Prohibition of Discrimination and Harassment

301.1 Statement:

Hood College fully supports and reaffirms its commitment to equal employment opportunity in an environment free from any inappropriate or unlawful harassment. The College is further committed to the dignity of the individual.

It is our policy to recruit, hire, train, and promote individuals, as well as administer any and all personnel actions without regard to race, color, religion, creed, age, sex, sexual orientation, national origin or ancestry, marital status, status as a disabled or Vietnam era veteran, or other qualified individual with a disability, in accordance with applicable laws.

The College will not tolerate any unlawful discrimination or harassment and any such conduct is prohibited.

301.2 Philosophy:

The intent of this Policy is to establish guidelines governing the prohibition of discrimination and harassment by members of the Hood College community. The College affirms the principle that its faculty, staff and students have the right to be free from discrimination and harassment by any member of the Hood College Community. The College is committed to the creation and maintenance of an academic and work environment in which all persons who participate in College programs and activities can do so in an atmosphere free from all forms of discrimination and harassment on the basis of the characteristics described above.

There will be no adverse action against any individual for reporting an incident of discrimination or harassment, or for participating in or cooperating with an investigation of an alleged incident.

Any individual who believes that she/he has been subject to discrimination or harassment should report such conduct promptly, using the appropriate problem resolution procedure outlined below. All complaints of discrimination or harassment will be investigated appropriately. Confidentiality will be preserved consistent with applicable laws and the College's responsibility to investigate and address such complaints.

It is the intention of the College to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy. Any individual who is determined to have committed actions of discrimination or harassment will be subject to appropriate disciplinary action, as described below.

It is the responsibility of every supervisor and manager to recognize acts of discrimination and harassment and take necessary action to ensure that such instances are addressed swiftly, fairly, and effectively, including reporting such incidents to the appropriate College officials designated under this policy. Any supervisor or manager who receives a complaint of discrimination or harassment shall be cognizant of and responsible for, effectively implementing the complaint resolution procedures established in this policy. Failure of a supervisor or manager to comply with these requirements will be treated as a failure to fulfill supervisory duties and may result in counseling and/or discipline as appropriate.

Complaints of discrimination and harassment are treated as very serious matters by the College. Accordingly, anyone who files a complaint which is knowingly false is subject to discipline. This provision is not intended to discourage in any way the reporting of complaints by individuals who believe he or she is the victim of discrimination or harassment.

Persons given positions of responsibility in an academic community have an obligation to use discretion and professional judgment in their dealings with other members of the community. The College considers intimate relationships between staff members and students under their supervision, or participating in activities under the direction of the staff member (such as a coach and student-athlete), to be unprofessional and inappropriate. Further, the College does not condone---indeed, discourages---such relationships between members of staff and students. Such relationships between a supervisor and an employee under her/his supervision are also strongly discouraged. The College expects the members of the College community to exercise sound judgment in this regard. Below is the link which will provide the full text from Board of Trustee Policy 55 on Prevention and Resolution of Discrimination and Harassment.

301.3 Procedures:

The Hood College Board of Trustee Policy 55 on Prevention and Resolution of Discrimination and Harassment details the specifics on the definitions of discrimination and harassment, actions that may be construed as such, resources for concerns about discrimination and harassment, a framework for handling complaints about incidents of harassment and discrimination and a grievance appeal process.

To learn more about the procedures, please go to Policy 55 found on the HR web page at
http://www.hood.edu/adminservices/humres.cfm?pid=humres_policy55.html
and the Consumer Information page at
http://www.hood.edu/adminservices/humres.cfm?pid=humres_consumerInformation.html.

302 – Individuals with Disabilities

302.1 Statement:

Hood College complies with all local, state and federal laws that apply to qualified individuals with disabilities, such as the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. The College prohibits discrimination on the basis of disability in regard to all employment practices or the terms, conditions, and privileges of employment. In accordance with applicable law, upon an employee's request, the College will make reasonable accommodation to the known physical or mental limitations of qualified applicants or employees who are able to perform with or without accommodation the essential functions of the job, unless the accommodation would cause undue hardship on the College.

302.2 Philosophy

Hood College and its employees value and are committed to creating a discrimination-free environment for qualified individuals with disabilities. This policy demonstrates that commitment by establishing procedures to assist such individuals within the Hood College community.

302.3 Procedures:

Definitions:

Disability is any physical or mental impairment that substantially limits one or more major life activities for an individual. These activities include, but are not limited to, caring for oneself, standing, walking, seeing, hearing, speaking, breathing, learning, etc.

Qualified Individual is any person who satisfies the requisite skill, experience, education, and other job-related requirements of a position and can perform the essential functions of the position with or without a reasonable accommodation.

Reasonable Accommodation is any change, adjustment, or modification to a work environment or job duties that permits a qualified applicant or employee with a disability to participate in the job application process, perform essential functions of a job, or enjoy the benefits and privileges of employment equal to those enjoyed by employees without disabilities.

Essential Functions are those job duties that are fundamental to the position the individual holds or desires such that he/she cannot do the job without performing them.

Undue Hardship means significant difficulty or expense and focuses on the resources and circumstances of the College in relationship to the cost or difficulty of providing a specific accommodation.

Confidentiality of Records:

To the extent possible and practicable and in accordance with applicable law, the College and its employees will maintain confidentiality of an employee's disability or other medical information. Supervisors and Human Resources may provide information on a "need-to-know" basis to facilitate accommodations.

Accessibility of the College:

In accordance with applicable law, the College makes its facilities and programs accessible to individuals with disabilities. Individualized access issues or requests will be addressed and responded to on a case-by-case basis by the Department of Human Resources and/or the Vice President of Finance.

How to request accommodations:

- *Applicants* who need an accommodation for the employment process should contact the Department of Human Resources. Accommodation requests can be submitted via e-mail. The Department of Human Resources has a link on the College's web site, and that link can be used to contact the Department of Human Resources.
- *Employees* who have a disability and need accommodations should inform their supervisor or contact the Department of Human Resources.
- *Visitors or individuals with accessibility issues* should contact the Department of Human Resources or the Vice President of Finance.
- *Students with accessibility issues* should contact Tom Kranz, Disability Services Coordinator, Apple Building, 401 Rosemont Avenue, Frederick, MD 21701 (AP 07) (301) 696-3421

Job-Related Accommodation Requests:

The College engages in an interactive process to address any job-related accommodation requests. Individuals seeking job-related accommodations are required to participate in the interactive process and provide the College with appropriate and necessary information. In accordance with applicable law, the College may require that an individual seeking a job-related accommodation provide information from an appropriate health care provider to his/her supervisor and/or the Department of Human Resources. Information that may be required includes an evaluation of the specific disability and recommended accommodations. The College may also in accordance with applicable law have a health care provider that it designates evaluate the individual and assess appropriate accommodations. The College utilizes information provided by the individual and the information provided by the health care provider to assess any requested accommodations.

The College is not required to provide an accommodation that:

- is personal in nature (such as hearing aids, glasses, wheelchairs, etc.);
- eliminates an essential function from the existing position; and/or
- lowers performance and/or conduct standards.

Reassignment to a vacant position for which the individual is qualified may be, under certain circumstances, a reasonable accommodation.

Notification:

The supervisor or the designated Human Resources representative will provide written notification of the determination of the request as soon as practical. If the notification includes an accommodation, the expected implementation date will be specified.

Appeals:

If the request is denied or the individual is dissatisfied with the decision, he/she may appeal the decision to Vice President for Finance, who will then review the documentation submitted and issue a final determination.

Grievance Procedure:

Individuals who have a concern or complaint regarding discrimination or accommodation under this policy should refer to Hood College's grievance process described in Board Policy 55, which is included in this Staff Manual at Section 301 Prohibition on Discrimination and Harassment and can be also found on the Human Resources pages of the Hood College Web site at http://www.hood.edu/documents/pdf/humanresources_Policy55Revised.pdf.

Hood College has designated the following individuals to answer questions and coordinate the College's efforts to comply with Section 504 of the Rehabilitation Act: Carol M. Wuenschel, Executive Director for Human Resources, Equal Employment Officer/Title IX and Section 504 Coordinator Alumnae Hall, 401 Rosemont Avenue, Frederick, MD 21701 (AD 312) (301) 696-3592.

303 – Communicable Diseases

303.1 Statement:

Hood College recognizes the challenges that communicable diseases present to both the individual and the community. The College fully supports and reaffirms its commitment to equal employment opportunity in an environment free from inappropriate or unlawful discrimination. The College is further committed to the privacy and health of the individual, while demonstrating equal concern for the safety of the community.

The College will not tolerate any unlawful discrimination or harassment, and any such conduct is prohibited.

303.2 Philosophy:

It is the intent of this Policy to establish guidelines governing the prohibition of discrimination and harassment by members of the Hood College community against individuals with communicable diseases. The College is committed to working with individuals who may be currently or may become infected by a communicable disease. In accordance with applicable laws, Hood will make appropriate, necessary, and reasonable accommodations for individuals with communicable diseases to perform essential job functions; will work with health care providers to protect the community from unnecessary risks; and will maintain the confidentiality of the information.

303.3 Procedures:

Definitions:

Communicable diseases: for this policy are medical conditions that can be transmitted to other persons through airborne or bloodborne pathogens. Examples of these diseases are Tuberculosis, Spinal Meningitis, Chickenpox, Mumps, Measles, HIV, AIDS, Hepatitis, etc.

Disability: is any physical or mental impairment that substantially limits one or more major life activities for an individual. These activities include but are not limited to, caring for oneself, sitting, standing, walking, seeing, hearing, speaking, breathing, learning, etc.

Reasonable Accommodation: is an adjustment or modification to a work environment or job duties that an employer makes to enable a qualified individual with a disability to perform essential job functions and does not result in undue hardship.

Communicable diseases will be treated as health matters and health care professionals will provide consultation and guidance on ways to reasonably

accommodate the individual. Hood College is committed to providing confidential and compassionate consideration to the job-related needs of individuals with disabilities. The College will consider appropriate public health service recommendations for protecting the individual and the community.

Confidentiality of Records:

The College and its employees will maintain confidentiality regarding an employee's disability or other medical information. Supervisors and Human Resources will provide information on an "need-to-know" basis to facilitate accommodations.

Education and Prevention

The College's primary efforts and responsibility with issues related to communicable diseases are education and prevention. Information on communicable diseases can be obtained from the [Wellness Center](#). The Employee Assistance Program provides individual and family counseling sessions to employees and their families. See Policy [718 - Employee Assistance Program](#).

Employees with Communicable Disease(s):

Employees who have or contract a communicable disease during employment at the College may continue regular employment activities and benefits without restriction, provided the individual can perform essential job duties and does not pose a direct threat to the health and safety of others.

Employees who have or contract a communicable disease during employment at the College may request accommodations as outlined in [302 – Individuals with Disabilities](#).

The College is committed to providing appropriate, necessary and reasonable accommodations for individuals with communicable diseases.

Employees who refuse to work with individuals with Communicable Disease(s):

Supervisors of employees who refuse to work with individuals with communicable disease will discuss factual information regarding risks in the workplace. After reasonable steps have been taken to allay the fears of the employees who refuse to work with individuals infected with communicable disease(s), other steps may be taken. These steps may include but are not limited to, referral to the EAP, training, or progressive discipline.

Benefit Consultations:

Human Resources will be available to provide information on College responsibilities, and how to effectively manage paid and unpaid leaves and/or other benefits.

Vaccinations

The College may elect to contract with outside healthcare providers to give employees the option of being vaccinated in the event that a public health issue arises that might warrant action. For example, as in the case of spinal meningitis episodes at local Maryland Colleges, the College offered third party vaccination service to employees at the employees' expense.

304 – Workplace Safety

304.1 Statement:

Hood College recognizes the importance of maintaining a safe working environment. Appropriate and reasonable steps will be taken by the College to address safety issues. The College is committed to providing proper equipment, procedures, and training in safe practices to aid in awareness and prevention of potential individual and community safety issues. The College will comply with all applicable laws pertaining to workplace safety.

304.2 Philosophy:

It is the intent of this policy to establish guidelines and responsibilities for individuals and supervisors to work in accordance with accepted safety practices and follow all safety regulations. It is the responsibility of all employees to promptly report all safety violations, unsafe conditions, or other safety concerns to the appropriate administrative function.

If an employee believes that they are the subject of or aware of unlawful harassment based on race, color, religion, age sex, national origin, ancestry, marital status, sexual orientation/preference, disability or any other classification protect by applicable laws, she/he should report the conduct immediately in accordance with policy [301 Prohibition of Discrimination and Harassment](#).

Although private property, the campus is accessible to the public and it is incumbent on Hood community to work closely with the Office of Campus Safety by observing and reporting suspicious activities. The Office of Campus Safety responds according to established protocol depending on the type of situation.

Verbal or physical threats will not be tolerated and will be subject to appropriate disciplinary action.

304.3 Procedures:

Definitions:

Disorderly conduct: can be the basis for civil citations, criminal action and/or progressive discipline and/or termination of employment. For the purposes of this policy, it may include but is not limited to, the using abusive or obscene language or gestures to members of the campus community, refusing to follow directions of Campus Safety Officers, publicly intoxicated behavior and/or impeding or obstructing members of the community from use of, or passage through the campus area.

Stalking: for the purposes of this policy refers to a repetitive and persistent pattern of behavior that includes but is not limited to the following: contacting,

approaching, or pursuing an individual that is unwelcome or causes alarm or annoyance to the individual.

Abusive: for the purposes of this policy refers to a repetitive and persistent pattern of behavior that includes but is not limited to the following: shouting or using loud, angry tones, or obscene or threatening touching, gestures or language, or other behavior(s) that causes alarm or annoyance of the individual.

Office of Campus Safety

See [Departments of Campus Safety and Human Resources booklet](#) for complete information on services provided.

In brief, the booklet states, “The Department of Campus Safety provides law enforcement and protective services to the campus.”

- **Personal Responsibility:** “Each of us must take personal responsibility for our own safety, as well as for the safety of those around us.”
- **Escort Service:** In the event that an employee is working late and would like an escort to their vehicle, call the Office of Campus Safety and an escort to an on-campus parking lot will be arranged.
- **Self-Defense Training Classes:** The Office of Campus Safety periodically facilitates classes on self-defense known as Rape Aggression Defense (R.A.D.). Information regarding these classes is available from that office.
- **Safety Bulletins:** The Office of Campus Safety periodically sends safety bulletins to the Hood community. These bulletins provide practical tips on a number of safety issues that affect employees on and off campus.

Campus Crime:

Employees will promptly report all criminal incidents occurring on campus to the Office of Campus Safety.

Workplace Violence:

Disruptive or abusive visitors:

- Ask the visitor to stop the behavior(s). If the individual fails to comply with the request, notify the supervisor or Office Campus Safety immediately.
- If the visitor exhibits physically threatening behavior, contact the Office of Campus Safety.

Disruptive or abusive students:

- Follow [Code of Student Conduct](#) procedures.
- Ask student(s) to leave the area if she/he exhibits physically threatening behavior. If the individual fails to comply, contact the Office of Campus Safety.
- Report the behavior to the Dean of Faculty and Dean of Students.

Disruptive or abusive co-worker/supervisor:

- Request that co-worker stop the behavior(s). If the individual fails to comply with the request, notify the supervisor. In the event that the individual is the supervisor, notify the Division VP or Human Resources.
- If after the supervisor intervenes, the behavior persists, the supervisor will contact the VP of the Division.
- If the individual exhibits physically threatening behavior, the supervisor will contact the Office of Campus Safety.
- The supervisor and VP of the Division in consultation with Human Resources will determine the appropriate disciplinary action as necessary to eliminate future occurrences.

Repetitive abuse by co-worker/supervisor:

- Report subsequent incident(s) to supervisor. In the event that the individual is the supervisor, notify the Division VP or Human Resources.
- If after the supervisor intervenes, the behavior persists, the supervisor will contact the VP of the Division.
- If the individual exhibits physically threatening behavior, the supervisor will contact the Office of Campus Safety.
- The supervisor and the VP in consultation with Human Resources will determine course of disciplinary action to stop behavior and prevent recurrence.

Dangerous Chemicals/Articles:

The College may authorize certain individuals employed by the College to use, possess and/or store dangerous chemicals and/or articles.

Dangerous Chemicals – Legal: The College recognizes that science laboratories, Marriott Food Services, and the Facilities departments (and in connection with their work with third party contractors) may have legitimate authority to use and store chemicals which are highly flammable, toxic, unstable, etc., while following Occupational Health and Safety (OSHA) requirements. In other cases, the College requires written pre-authorization and prohibits the use and storage of dangerous chemicals without prior written authorization by the VP of Finance.

Dangerous Articles: The College prohibits the possession of firearms, except by authorized police and law enforcement authority, weapons, ammunition, gunpowder, explosives, fireworks, or other such dangerous items on campus property.

Disorderly Conduct:

- Report incident(s) of Disorderly Conduct to Office of Campus Safety immediately.
- Persons who are visibly intoxicated or disorderly will be cited for violation.

Domestic Violence:

- **Office of Campus Safety can issue No Contact Orders.** In the event that the notification is issued, the individual receiving the order, will not have any verbal or non-verbal with the named employee and will be required to stay 50 feet away from the named employee. Violations of this order will be promptly reported to the Office of Campus Safety. The Office of Campus Safety will follow prescribed protocols for these types of situations.
- The College offers free counseling through the Employee Assistance Program (EAP) for employees and their family members. See Policy [718 Employee Assistance Program](#).

Sexual Assault and Rape:

- Review the [Crime Prevention and Sexual Assault and Rape](#) sections of the [Hood College Departments of Campus Safety and Human Resources](#) booklet.
- The College offers free counseling through the Employee Assistance Program (EAP) for employees and their family members. See Policy [718 Employee Assistance Program](#).

Stalking:

- In the event that an individual is stalking an employee, the employee should contact the Office of Campus Safety immediately at the emergency number of 3111.
- Review the [Crime Prevention and Sexual Assault and Rape](#) sections of the [Hood College Departments of Campus Safety and Human Resources](#) booklet.

Telephone Threats

- Obscene or threatening telephone calls should be reported to the Office of Campus Safety immediately.
- Other harassing calls should be reported to the Office of Campus Safety.
- If you receive such a call, remain calm and hang up.
- For more information, [Hood College Departments of Campus Safety and Human Resources](#) booklet.

Bomb Threats

- Take the threat seriously, remain calm and attempt to gather as much information as possible. Use the form from [Hood College Departments of Campus Safety and Human Resources](#) booklet under Bomb Threats.
- Follow the instructions listed in the booklet identified above.

Fire Safety:

- Be familiar with the fire exits and escape plan for your department.
- Review the information in [Hood College Departments of Campus Safety and Human Resources](#) booklet under Fire Safety or see section [904 Fire Prevention and Safety](#).

Hazardous Materials:

- Be familiar with the hazardous materials (i.e. chemicals) used in your area.

- Review the procedures on Hazardous Materials spills in [Hood College Departments of Campus Safety and Human Resources](#) booklet under Hazardous Spills.
- In the event of a hazardous material spill follow the procedures outlined above.

Safety Equipment and Procedures:

- Follow all manufacturers' instructions on the use of office and other equipment.
- Use safety equipment such as goggles, hearing protection, etc., as required by work-related activity.
- Report unsafe conditions to the Office of Campus Safety and Facilities Inspector immediately.

Workplace Injury:

- The Office of Campus Safety is available for emergency medical situations. Officers have First Responder training for reacting to many types of medical emergencies.
- For any injury, a [First Report of Injury/Accident Report](#) will be completed within the first twenty-four hours of the injury. See policy [719 Worker's Compensation](#) and [901 Injury on the Job](#).
- The supervisor should make arrangements for transport to a Medical Facility as appropriate.

305 – Problem-solving and Resolution Process

305.1 Statement:

Hood College encourages supervisors and employees to communicate in ways that build positive employee-employer relationships. Employees should bring questions and concerns that affect their work to their supervisor. The College is committed to participating with employees in resolving problems that affect their work.

305.2 Philosophy:

Open communication styles and early intervention efforts are keys to successfully managing potential problems. Informal problem solving is preferred. However, the College cannot resolve issues of which it is unaware. The College requests that employees bring matters to its attention with the goal of mutual sharing and problem-solving.

305.3 Procedures:

Process:

Hood College provides a resource chain to obtain a review of issues raised by employees. Our goal is for timely and thorough review by the most appropriate resources to help resolve the issue.

Problem solving and resolution resource chain:

Resource 1: Within a week of the occurrence of problem or question, the employee may request a conference with her/his supervisor.

Resource 2: In the event that the supervisor does not resolve the employee's problem or answer the employee's question, the employee may request a meeting with the Division VP to discuss the issues.

Resource 3: In the event that the Division VP does not resolve the employee's problem or answer the employee's question, the employee may request a meeting with the Department of Human Resources, which will work with the individual to resolve the issue or answer the question. If necessary, Human Resources may in its discretion, refer the employee to the President or other appropriate administrator for final resolution.

In the event that an issue is of such a personal nature or , for some other reason, the employee may prefer not to discuss the matter within her or his department or division, the employee may take issue directly to Human Resources.

Issues of Discrimination and Harassment:

The College considers these matters to be serious and has policies and procedures to address them. Please refer to policy [301 Prohibition of Discrimination and Harassment](#).

Ombudsperson:

As noted above in the *Problem solving and resolution resource chain*, the immediate supervisor is the primary person to contact on all subjects when you have a question or problem. However, to insure that employees have alternative means of communication for complaints or suggestions, the Ombudsperson is available to all staff members. The Ombudsperson provides confidential counseling to employees and can at the direction of the employee seek corrective measures or to expedite action, where appropriate, in the Ombudsperson's judgment.

Employee Assistance Program:

The College's Employee Assistance Program offers an additional resource that can provide assistance in a resolving conflict. Please refer to Policy [306 Employee Assistance Program](#).

306 – Employee Assistance Program (EAP)

306.1 Statement:

Hood College recognizes that staff members occasionally may have personal problems that impact their ability to adequately perform their job duties. The College offers a free, confidential, and professional counseling resource to staff members and their dependents. Employees are encouraged to use this resource for assistance with issues such as crisis intervention, family problems, financial difficulties, substance abuse, traumatic events, and grief counseling.

306.2 Philosophy:

Hood College is interested in the well being of employees and their families. The College believes that professional assistance may be very helpful to employees during difficult times. A purpose of this policy is to make available assistance to employees who are experiencing performance problems due to personal problems. The College is interested in providing an effective and confidential resource to help resolve performance issues related to personal problems.

306.3 Procedures:

Definitions:

Employee Assistance Program: A program in which *short-term* counseling services* are offered for crisis intervention, personal problems, family or marital difficulties, grief counseling, emotional difficulties, mental health problems, drug/alcohol abuse, and financial issues. Issues requiring more intensive resources may be referred to appropriate medical personnel or other resources. * See [718 - Employee Assistance Program](#) for detailed benefit information

Referral Process:

The Employee Assistance Program (EAP) is designed to provide a wide range of services to assist employees who may be experiencing personal problems. The EAP will screen employees (and/or family members) to assess the level of service needed and to identify an appropriate provider as required. The EAP will work within the College's medical plan guidelines for referral to long-term care.

Employees and family members are encouraged to confidentially contact the EAP. In addition, supervisors may become aware of an employee's personal problems and may suggest that the employee contact the EAP. In these circumstances, the employee makes the decision on whether or not to utilize resources recommended by the EAP.

In certain circumstances, a supervisor in consultation with Human Resources, may make a mandatory referral. In this situation, the referred employee will be unable to return to campus as an employee until the EAP notifies Human Resources that contact and appropriate follow-up has been made and maintained by the employee. In its discretion, the College may provide time off from regular duties to assist the employee to keep scheduled appointments as necessary.

Confidentiality:

The records kept by EAP counselors are confidential and will not become part of the employee's personnel file.

The EAP will obtain written approval from the employee before making a referral that identifies the individual and the nature of the health or personal issues. The EAP may contact the College if during the course of assessment or treatment, the counselor discovers that the referred employee may jeopardize the health and safety of the employee, coworkers, or others; or if the employee's conduct may jeopardize the College's operations; or if the employee has committed an illegal act.

Time Off for Participation:

Employees are encouraged to schedule appointments outside of regularly scheduled hours so as to minimize disruption to their department. Employees who voluntarily contact the EAP or who are referred by a supervisor may arrange to attend initial assessment appointments during regularly scheduled hours if approved by the supervisor and with the appropriate leave designated.

Employees who are given a mandatory referral may be granted release time depending upon the circumstances and approved by the supervisor for an initial assessment by the EAP. Follow-up appointments should be scheduled outside of normal working hours as possible.

Discipline:

The College will administer appropriate disciplinary action for performance problems notwithstanding an employee's referral to the EAP. If a referral to the EAP arises out of a disciplinary issue, the supervisor may document that the employee was offered the assistance of the EAP.

In cases when a mandatory referral is made, the employee may be subject to adverse action, including termination, for the following reasons:

- Refusing to keep an appointment with the EAP counselor
- Refusing to accept the recommendation of the EAP counselor for a strategy to improve performance

- Failing to improve performance within predetermined timeframes and guidelines consistent with the recommendation of the EAP counselor

307 – Layoffs

307.1 Statement:

Hood College recognizes the importance of an employee's job to her/his security and the College will seriously consider all employment actions of this nature. However, there may be times in which the College will initiate layoffs in response to a variety of circumstances. Hood College may at its discretion, provide information and job counseling to employees who are laid off by the College.

In the event that layoffs are required, the College will follow the procedures outlined in this policy to administer the employment actions in a respectful and appropriate manner, and in compliance with all applicable laws.

307.2 Philosophy:

Layoffs may result from a variety of circumstances that may include budget constraints, lack of work, the elimination of one or more positions, material changes in duties within a position or within the organizational structure of a department, program, or other administrative unit.

When appropriate, the College may make an effort to find an existing, appropriate, open position for the displaced employee elsewhere within the College. In the event that such an opening does not exist, the employee will be laid off.

The College will utilize procedures that promote respect for the individual while meeting the needs of the organization.

307.3 Procedures:

Definitions:

Layoff: For the purposes of this policy, layoff is a temporary or permanent loss of active employment status brought about by a decision of the College to restructure or reallocate its workforce to meet its changing needs.

Comparable position: A position in which the salary is not less than ninety percent of the employee's current salary; offers similar number of working hours for full or part-time status, qualifies the employee for the organization's benefit package, and encompasses duties or responsibilities that are substantially the same as what the employee performed at the College.

Elimination of Position(s)/Department:

The College may find it necessary to eliminate positions or units due to a variety of reasons such as the changing needs of our constituents, technological change and budget restraints.

If regular employee positions are eliminated in a department or unit as the result of layoff, the displaced employee may apply for re-employment, providing that her/his qualifications match the available opening(s) at the discretion of the College.

Lack of Work:

When the College changes a regular employee's status from "active" to "inactive," or "terminated" due to a lack of work, the employee is considered laid off. "Inactive" status will be a specified term not to exceed two weeks.

If the College determines that conditions have changed, eligible, qualified, former employees may be notified of openings for which they may apply. The College is under no obligation to notify or re-hire former employees.

Outsourcing Contracts:

If regular positions are eliminated in a department or unit as a result of outsourcing and a regular employee whose position is eliminated is offered a position with the outsourcing company, then the employee shall not be deemed to have been laid off and the provisions of the lay off policy will not be applicable.

If the company offers the employee a comparable position, and the employee declines the offer, then the employee will be considered to have voluntarily separated from the College.

If the company does not offer the employee a comparable position, then the employee will be considered "laid off" by the College and the provisions of the layoff policy will apply.

Notice to Employee(s):

Ordinarily, written notification of the layoff will be given to affected employees at least two weeks before the effective date of the layoff and/or the employee will be provided with at least two weeks salary as determined by the Vice President of the affected division.

The Vice President (or her/his designee) and current supervisor will discuss details of the layoff with the affected employee(s).

Resources for Laid-off Employee(s):

Employees who are laid off from the College may be eligible to use the [Catherine Filene Shouse Career Center](#) and the [Beneficial-Hodson Library](#) for career counseling and job searches for a period of six months after the lay off date. The College reserves the right to revoke this eligibility at its discretion.

Re-Instatement and Re-employment:

See Policy [207 Re-Instatement & Re-Employment](#) for details about being returned to active employment status.

Benefits during Layoff:

The effective date of the layoff will be considered the date employment status changes from “active” to “terminated” status. The termination will be a triggering event for continuation of coverage under COBRA. [See 733 - Health Insurance Continuation \(COBRA\).](#)

Right to Review of Decision for Layoff:

An employee who is eligible to use the Problem-solving and Resolution process is entitled to discuss reasons why the lay off should be reviewed with the supervisor and/or Vice President of the affected department/division. See Policy [305 – Problem-solving and Resolution.](#)

308 – Performance Improvement and Progressive Discipline

308.1 Statement:

Hood College desires to work together with its employees as a caring community, committed to excellence and outstanding service. The majority of Hood College employees are committed professionals who desire to make a valuable contribution. The College has established standards of conduct for working together professionally and for achieving business plan goals and objectives. Where an employee's performance is substandard, the College may determine that performance improvement or an appropriate disciplinary action is necessary. The College reserves the right to work through performance improvement plans or to administer progressive disciplinary actions, as it deems appropriate.

Hood College wants to develop and maintain a highly productive and effective workforce. Supervisors are encouraged to provide on-going feedback to assist staff members in achieving appropriate performance levels and to act as a resource during times of performance difficulty.

308.2 Philosophy:

The purpose of this policy is to create an environment for performance excellence and to demonstrate the College's commitment to staff members. Ordinarily, the College will work with staff members whose performance is substandard to improve the employee's success in achieving job goals and objectives. The College encourages supervisors and employees to participate in open, candid dialogue about progress and expectations. Whenever appropriate, the College may provide resources such as the Employee Assistance Program, additional training and/or access to the Career Center to assist in Performance Improvement Plans.

Certain violations and infractions, such as insubordination or major violations of College or departmental procedures (e.g., theft, physical assault, breach of confidentiality, failure to comply with safety rules, etc.) may be deemed sufficiently serious to suspend the normal progressive discipline process. Under these circumstances, any step in the disciplinary process may be used, including immediate dismissal. For more information, see [404- Disciplinary Actions and Dismissals](#).

308.3 Procedures

Definitions:

Performance Improvement Plan: A plan developed by the employee and approved by the supervisor that outlines specific strategies for addressing performance related issues.

Employee Requests for Assistance with Performance Issues:

An employee who is experiencing performance difficulties may request meetings with her or his supervisor at any time. The individual does not have to wait for the supervisor to make the initial contact.

An employee who is experiencing difficulty with meeting performance standards is encouraged to speak to her or his supervisor *early* and *often* regarding questions or concerns. The College wants employees to consider the supervisor as a resource to assist in meeting performance expectations.

Performance Improvement Plans (PIPs):

If an employee fails to meet departmental standards for job performance, the supervisor may recommend and assist the employee in the development of a Performance Improvement Plan. The supervisor will discuss implications of the substandard performance or ineffective work habits with the employee. The employee will generate options with the supervisor to effectively address the performance issues. The employee will develop a written plan and give it to the supervisor for approval. An approved copy will be forwarded to Human Resources for placement in the employee's file. The supervisor may provide resources as appropriate and will use the written plan to monitor progress with the employee.

If the employee fails to develop a plan as requested by the supervisor or if the employee fails to execute the items in the plan to the supervisor's satisfaction, the employee may be subject to disciplinary action, up to and including dismissal.

An employee that is in a PIP will be considered to be in a "probationary" status. This status reflects the College's concern about the individual's progress and the need for improved performance to justify continued employment at Hood.

Ordinarily, a PIP will last for 60-90 days, depending on the nature of the performance issue. However, the College reserves the right to extend the term of the PIP or to terminate the PIP at any time and proceed with disciplinary action if the College deems such action appropriate.

Elements of a PIP:

The PIP is a formal memo from the employee to the supervisor, in which the employee accepts responsibility for performance improvement and provides an achievable course of action to address the problem areas. The PIP should be delivered within one week from the supervisor's request for the plan. The memo should include the following sections.

Issue: In this section, the employee identifies and explains the existing performance issue(s) and the impact of these issues on the department and College.

Strategy: The employee identifies the strategies for improving his or her performance and discusses how the strategies chosen will address the issue(s) and minimize the negative impact of these issues on the department and College.

Resources: If the employee desires specific assistance in accomplishing the strategies, the individual will detail those requests in this section. The College may consider some resource requests inappropriate, and the supervisor will inform the employee of the College's decision in a written response to the plan.

Timeline: The employee will identify specific improvement milestones during the plan period.

Accountability: In this section, the employee will explain how the supervisor will know that the identified improvement milestones have been met.

Supervisor Response to PIP:

The supervisor will review the PIP and give feedback as appropriate. If the PIP does not meet the supervisor's expectations, the supervisor may provide the employee an opportunity to revise the plan. The revised written plan should be in the supervisor's possession within one week of the request for changing the PIP. If the supervisor determines that the plan and the employee will not be able to meet the supervisor's expectations, the supervisor can decide to cancel the PIP process and move to an appropriate disciplinary action.

During the PIP process, the supervisor may schedule formal or informal discussions for monitoring progress.

Successful Completion of PIP:

When an employee satisfies the requirements of the PIP as assessed by the supervisor, the supervisor will provide to Human Resources written documentation reflecting the employee's successful completion of the PIP to and directing HR to change the employee's "probationary" status to "regular" employment status. A copy will be placed in the employee's personnel file.

Disciplinary Actions and Dismissals:

In the event that the supervisor determines that a disciplinary action or dismissal is required in lieu of a PIP, the supervisor should follow the procedures in Policy [404 – Disciplinary Actions and Dismissals](#).

309 – Suspension of Employment

309.1 Statement:

Hood College understands the importance of salary continuance to employees. The College recognizes that employees expect to receive their salary for service to the College. However, the College reserves the right to suspend employees with or without pay as the College deems appropriate in response to conducting an internal investigation or performance issues. Hood College will treat these situations with appropriate concern and respect for the employee and in accordance with all applicable laws.

The use of progressive discipline or the conduct of an internal investigation is at the discretion of the College and is based on relevant factors. By establishing these procedures regarding suspension, Hood College does not waive or limit its right to discharge employees with or without prior notice or cause.

309.2 Philosophy:

Normally, employees will be informed of performance problems or work habit issues and given the opportunity to develop strategies for improvement in these areas. In some cases, the supervisor may determine that the situation is sufficiently serious that it merits suspension of individual's employment with or without pay. In other situations, further information needs to be obtained through an internal investigation before an appropriate resolution can be reached. An employee may be suspended with or without pay pending an internal investigation. The purpose of this policy is to outline the guidelines for these suspensions.

309.3 Procedures:

Length of Suspension:

Ordinarily, employees whose actions have warranted suspension will receive a suspension of two to five days, depending on the severity of the problem. The supervisor will make the decision as to the length of the suspension and may, in certain circumstances, impose a period of suspension longer than five days.

Suspension With or Without Pay:

The supervisor will use all relevant factors to determine the severity of the situation for deciding whether or not to suspend the employee with or without pay.

The supervisor will forward a written notice to Human Resources for processing the suspension, and this notice will become part of the employee's personnel file.

Reasons for Suspension:

An employee may receive a disciplinary suspension with or without prior notice, counseling, or warning when the violation is so serious that more severe disciplinary action is warranted. For more information refer to Policy [404 – Disciplinary Actions and Dismissals](#).

In cases, where an internal investigation is initiated to obtain additional information, an employee may be suspended with or without pay.

Expectations for employees who are suspended:

The College expects suspended employees to leave the campus after being informed of their suspension. Suspended employees will be advised as to the date of her/his expected return to campus. The College recommends that the employee not return to campus prior to the end of the suspension to avoid further disciplinary action, up to and including dismissal.

Review of Decision for Suspension:

An employee who is eligible to use the Problem-solving and Resolution process may utilize that process to discuss the suspension with the supervisor and/or the Vice President of the affected department/division.

Benefits during Suspension:

Elected benefits will be continued during the suspension, whether the employee is suspended with or without pay.

Return of employee from suspension:

A suspended employee is expected to return from suspension on the date and at the time indicated by the supervisor. Ordinarily, the employee returning from suspension will meet with the supervisor to review expectations for resolving the performance issues or for participating in the internal investigation.

Employees who refuse to return from suspension:

An employee who notifies a supervisor that she/he refuses to return from suspension or does not show up at the pre-determined date and time, will be deemed to have separated from the College. The College will forward appropriate continuation of coverage information under COBRA [See policy [733 – Health Insurance Continuation \(COBRA\)](#)] and exit interview information [See [Policy 311- Exit Interviews](#) and Policy [310 – Separations from Employment](#)]

310 - Separations of Employment

310.1 Statement:

Hood College is an at-will employer and does not have to provide advance notice for separations. The College expects individuals who are separating to extend the professional courtesy of providing adequate notice to the College. Individuals are required to return all College property, and satisfy financial or other obligations before the last workday. The College will pay employees who are separating any unused, accumulated vacation leave according to this policy.

310.2 Philosophy:

Separations from the Hood College, whether voluntary or involuntary, will be handled in a professional manner. The goal of this policy is to provide guidelines for the transition process.

310.3 Procedures:

Notice of Separation:

Voluntary Separations – Employees who leave the College are expected to provide written advance notice. Staff positions should give at least the following advance notice:

Grades 1-4	Two weeks
Grades 5-8	One month

Retirement:

An employee may elect to retire from the College. The College recommends that you contact the Human Resources Department at least four months prior to your retirement date. A meeting can be scheduled to discuss your benefit status. See [731 Retirement Benefits](#).

Outprocessing Meeting with Human Resources:

Individuals that separate from the College will be scheduled for an outprocessing meeting with Human Resources. The Human Resources Officer will discuss continuation of healthcare coverage rights, determine any payroll issues, validate completion of financial and other obligations and offer the opportunity to participate in an exit interview.

Exit Interview:

Employees who separate voluntarily or involuntarily will have the opportunity to participate in an Exit Interview. See policy [311 Exit Interviews](#).

Return of College Property and Satisfying Financial Obligations:

Individuals who separate from the College are expected to return all College property to the appropriate supervisor and to satisfy other obligations as agreed upon with the proper College official. Examples include, but are not limited to:

- College credit, telephone and other cards
- College identification cards, access keys, door keys, etc.
- College Computers (laptops, etc.), communication equipment (beepers, pagers, cell phones, etc.) and other assigned equipment or tools
- Library books, videos, cds, and other material owned by the College
- Tuition outstanding, library and parking fines, travel and expense reimbursement receipts
- College uniforms
- College vehicles

Access to College Computing Resources:

Upon notification of pending separation, Human Resources will make appropriate arrangements to discontinue an employee's password and access to all College information systems.

Payment of Leave:

Individuals that separate will be paid for unused, accumulated vacation time as outlined in [703 Vacation Leave](#). No payment will be made for other, unused paid leave.

Final Pay:

Any outstanding financial obligations for fees and fines may be deducted from final paychecks issued to a separating employee as directed by the employee or as part of an agreement to satisfy these requirements. Outstanding tuition bills will be handled as per the normal operating policies for students.

311- Exit Interviews

311.1 Statement:

An exit interview is a tool used by the College to collect and assess important information from separating employees regarding the climate within the College Community and the affected department, employee morale, supervisory effectiveness, feedback on policies, procedures, benefits, compensation and other issues.

311.2 Philosophy:

Hood College recognizes that employees that separate can provide helpful information for improving the College. It is the goal of this policy to provide support that encourages individual that are leaving the College to be open and candid about providing feedback about her or his experiences at Hood.

311.3 Procedures:

Confidentiality:

The College will use information received from individuals to take appropriate action and will make every effort to safeguard the individual from retaliation. Information will be shared with parties on a need-to-know basis and may be generalized with information from other individuals who have separated in report format.

Voluntary:

The College encourages all employees who separate to participate in this data collection process. Individuals may waive the right to participate in this exercise.

312 - Internal Investigations

312.1 Statement:

The College may, in its discretion, investigate alleged misconduct, violations of policies and procedures, on-the-job accidents or injuries, or other situations as necessary. An investigation may be initiated to collect data and does not itself indicate that any wrong-doing has occurred. The College will conduct investigations in a professional manner consistent with all applicable laws.

312.2 Philosophy:

Investigations can be routine or initiated as a result of situation or a set of circumstances. Non-routine investigations will be conducted discreetly and in a manner that respects the employee. Employees are encouraged to participate in investigations as requested.

312.3 Procedures:

Conducting the Investigation:

Investigations will be conducted by an appropriate manager with the assistance of the Human Resources Department.

Investigations will be conducted as required by applicable laws. See, e.g., Injury on the Job 901 and 719 Workers Compensation.

Participating in the Investigation:

Employees may be requested to provide information during routine or other internal investigations. These employees will be expected to participate in a professional manner providing accurate and timely information and maintaining the confidentiality of the investigation.

Confidentiality:

The College will maintain the confidentiality of an investigation as appropriate. The College may, in its discretion, share information with the proper outside authorities or others on campus as necessary. Employees that are asked to participate will be required to maintain the confidentiality of the investigation.

Workplace Searches:

An employee's work area may be searched as part an internal investigation. The College may search an employee's work area including, but not limited to: employee's office, desks, files, computer files, e-mails, telephone voice mails, and other areas assigned to the employee as part of their duties at the College.

Failure to submit to a search or if an employee is found to be in possession of illegal contraband or unauthorized College property, may lead to disciplinary action and/or criminal prosecution.

313- A few words about Unions

313.1 Statement:

As consistent with federal law, Hood College staff have the legal right to join a labor union and also have the legal right NOT to join a labor union. The College does not discriminate against any of our staff or applicants based upon support for unions or lack of support for unions.

The College prefers to work with staff members informally, personally, and directly, rather than through third party outsiders intervening between the College and its staff.

313.2 Philosophy:

The College will strive to respect the rights of employees to vote for or against union representation without retaliation, intimidation or other types of pressure in accordance with applicable laws.

Hood College commits to working with staff members to resolve issues. The College believes that concerns can be adequately and appropriately addressed without the intervention of third-parties.

314 - Ombudsperson

314.01 Statement:

Hood College is committed to a positive working relationship among and between all constituencies of the College community. As part of this commitment, the College maintains an Ombudsperson to provide the campus community with confidential, neutral, informal assistance in navigating options for solving problems, conflicts, and/or disputes that arise in our organization. The Ombudsperson is dedicated to developing and implementing fair and equitable resolutions to individual or organizational concerns. The Ombudsperson is an objective third party who acts a resource for members of the College community with respect to College rules, regulations, policies, procedures, and academic issues. The Ombudsperson is available for consultation throughout the year. This position reports directly to the President and receives support from the Department of Human Resources.

314.02 Philosophy:

Any member of Hood College may bring forward any concern or complaint regarding the College or individuals within the campus community. These issues can be brought to the Ombudsperson for confidential assistance in resolving the situation. The Ombudsperson will receive complaints, explain available options, and may recommend a course of action. During the course of the resolution process, the Ombudsperson may utilize a variety of College resources. However, the parties to the particular situation will be kept confidential as appropriate. In the event that the situation is of such a nature that it warrants notification of other parties to resolve the conflict by legal requirement or organizational policy – as in cases of physical violence, racism, or sexual harassment – the parties will be informed of the Ombudsperson’s duty-bound obligation to notify appropriate authorities.

314.03 Procedures:

Appointment of Ombudsperson

The President will receive nominations from the Executive Director of Human Resources for the position and approve the final candidate. The Ombudsperson serves at the discretion of the President; the term is normally for one year, renewal annually as appropriate.

Role of Ombudsperson

The Ombudsperson is bound by a national code of ethics and is therefore obligated to be highly professional, trustworthy, and confidential. He/she acts as a designated neutral resource in the College [Problem-solving and Resolution Process](#) as described in Policy 305 and strives for objectivity and impartiality. The Ombudsperson will receive and respond to complaints received from the College community in a fair and equitable manner while considering the concerns of all parties involved.

As part of the [Problem-solving and Resolution Process](#), the Ombudsperson helps to generate a range of responsible or appropriate options and facilitates discussion to identify the best options. When possible, the Ombudsperson helps people find ways to solve problems themselves.

While serving in his/her official capacity, the Ombudsperson serves as an information and communication resource, upward feedback channel, advisor, dispute resolution expert, and change agent. The Ombudsperson does not serve as an advocate for any person in a dispute within the College; rather, he/she advocates for fair processes and fair administration of these processes.

The Ombudsperson will not testify in any formal judicial or administrative hearing about concerns brought to his/her attention, except when required to do so by law or as necessary to defend claims made against the Ombudsperson function.

The Ombudsperson will exercise discretion before entering into any additional affiliations, roles, or actions that may impact the neutrality of the function within the College community.

The Ombudsperson is primarily an informal resource. Formal investigations-for the purpose of adjudication-are to be performed by the appropriate administrative or other College designated function. The Ombudsperson does not accept notice on behalf of the College. He/she will always refer individuals to the appropriate place where formal notice can be made.

Confidential Complaint Process

Individuals may call for a confidential appointment to discuss the issue(s) of her/his complaint. The Ombudsperson is compelled by the College to act in an expeditious manner to handle all inquiries.

If during the inquiry process, it becomes evident that there may be a clear and imminent danger to any individual party, that there is evidence of abuse of a minor, or other illegal activity that would require such notice, information will be shared with the appropriate College or other legal authorities.

Official Records

Because the principal of confidentiality binds the activities of the Ombuds office, records of meetings with the Ombudsperson are kept confidential. The Ombudsperson will take all reasonable steps to protect any records and files pertaining to confidential discussions from inspection by all other person, including management.

Normally information is not shared publicly without the consent of the parties involved. Information that does not identify involved parties may be shared on an as-needed basis to resolve issues or in response to certain legal or policy requirements as outlined above in the [Confidential Complaint Process](#).

Conflict of Interest

In the case of an actual or perceived conflict of interest, the Ombudsperson shall declare the potential conflict and refer the matter as appropriate.

Review of College/Administrative Decisions, Policies, or Procedures

The Ombudsperson may conduct regular and independent review(s) of decisions, policy, or procedures or as the result of a specific request of an individual. Individuals, who have already attempted to find resolution through a formal policy and are dissatisfied with the outcome, may request the Ombudsperson to review the decision. The Ombudsperson will review the decision to determine if the complaint was pursued under the appropriate Hood College policy, that the policy and procedure were applied in a fair and equitable manner, and that the resulting decision was fair, reasonable, and consistent with similar cases at the College.

Anonymous Complaints

Anonymous complaints will be forwarded to the appropriate administrative body to commence fact-finding and resolve appropriate issues.

College Support for the Ombudsperson

Hood College provides appropriate mediation and conflict resolution training for the Ombudsperson.

315– Domestic Violence

315.01 Statement:

Domestic Violence (DV) is a very real national issue and its resulting problems sometimes spill over to the workplace. DV occurs between people of all racial, economic, educational, religious backgrounds in heterosexual and same sex relationships, living together or separately, married or unmarried, and in short- or long-term relationships.

According the Maryland Network Against Domestic Violence: “Domestic Violence is abusive behavior used by one person in an intimate relationship to maintain power and control over another. It is exerted through physical, psychological and/or economic means” (*Domestic Violence and the Workplace: It’s Everyone’s Business*, brochure 05/03)

Domestic violence may be a workplace issue. DV is not a private family matter but a major societal issue. It often follows victims to the workplace. DV can cause a drop in productivity, high absenteeism, and injuries may result in increased costs to the employer’s healthcare plan. DV may impact the health and safety of the victim and co-workers.

Hood College attempts to provide a safe working environment for all employees. (See [Workplace Safety – Policy 304](#)) The College is also committed to providing an appropriate level of support to employees who are victims of DV or other violence.

315.02 Philosophy:

Any person can be a victim of DV. DV may have an adverse impact on an employee’s job performance, health and well-being, and on the work environment. The College will attempt to make reasonable efforts to provide a supportive work environment for the employee who is a victim of DV.

315.03 Procedures:

Confidential Inquiry/Reporting Process at the College

Individuals may call for an appointment to discuss the issue(s) of her/his concern regarding herself/himself or a co-worker with the Ombudsperson, the immediate supervisor, Human Resources and Campus Safety and Security. The above named representatives of the College will handle inquiries with **compassion, and with confidentiality** as appropriate. If an employee reports that he or she is a victim of DV, the College will take reasonable steps to respect the confidentiality and autonomy of the reporting employee, informing others on a need-to-know basis, and to the extent reasonably necessary to protect the safety of the employee and co-workers to comply with various laws and regulations.

If during the process, the College believes that there may be a clear and imminent danger to any individual party, that there is evidence of abuse of a minor, or other illegal activity that would require such notice, information may be shared with the appropriate College, legal, or other authorities.

It is the intent of the College to support victims of domestic violence within the bounds of College policies and legal guidelines and to make appropriate referrals.

Examples of Assistance At The College That May Be Available to Victims of Domestic Violence

- Ombudsperson
 - referral to Employee Assistance Program (See [Policy 718 Employee Assistance Program](#))
 - referral to Human Resources
 - other community resources
- Human Resources
 - referral to Employee Assistance Program (See [Policy 718 Employee Assistance Program](#))
 - assistance with blocking of phone calls and e-mails
 - removing name from automated and printed telephone lists
 - relocation of a workspace as appropriate and feasible
 - other community resources
 - **providing time off to seek safety and protections, attend court appearances, arrange for new housing, attend counseling, receive medical care, or take care of other appropriate matters**
- Campus Safety and Security
 - escort service to and from parking lot to workplace
 - assistance with development of a personal safety plan
 - issuance of a “Do Not Trespass on No Contact Orders” citation to abuser
 - working with local law enforcement to enforce protection orders, restraining orders, or other legal remedies
 -

How to help a co-worker or employee who you suspect is a victim of DV

- If you feel comfortable, you can communicate your concern for her/his well-being
- Let the individual know what assistance is available to her/him at the College

316– Drug Free Workplace

316.1 Statement:

Hood College prohibits the unlawful possession, distribution, manufacture, use or supply of illegal drugs or controlled substances, or abuse of alcohol on campus, in College vehicles, while conducting College business, or any College-sponsored or College-supervised activity or event, either on or off campus. Abuse of drugs and alcohol in the workplace endangers the health and safety of students, faculty, staff and other constituents. Hood College strives to maintain a drug-free workplace and provides educational resources on the dangers of drug and alcohol abuse in compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989 and all other applicable Federal, State and local laws and regulations.

316.2 Philosophy:

A fundamental purpose of Hood College is to support and encourage the pursuit and dissemination of knowledge. All members of the College community---students, faculty, staff---share the responsibility for protecting an environment that supports the goal, and all are expected to exemplify high standards of professional and personal conduct.

It is the intent of this policy to establish guidelines and responsibilities for individuals and supervisors to work in compliance with Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 in accordance with all applicable regulations. It is the responsibility of all employees to promptly report all illegal drug and controlled substance abuse violations, unsafe conditions arising from the use or possession of these items, or other safety concerns to the appropriate administrative function.

316.3 Procedures:

Standards of Conduct

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or of controlled substances, the impairment of job performance resulting from the abuse of drugs or alcohol, and the use or possession of alcohol by anyone under 21 years of age are prohibited at all of the College's locations, within any of its facilities and vehicles, and at any College-sponsored or supervised activity, on or off campus.

Condition of Employment

As required by the Drug-Free Workplace Act of 1988, and as a condition of employment, employees must:

- Abide by the terms of this policy
- Notify the Human Resources Department in writing, of any criminal conviction for a violation involving a controlled substance and occurring in the workplace (including any place where duties are performed), no later than five calendar days after such conviction. Within ten days after

such notice, the College will report this information to the appropriate federal agency, when and as required by law.

Lack of compliance with these requirements may subject the employee to discipline, up to and including termination, pursuant to College disciplinary procedures (consistent with local, state and federal law). The College may require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program.

College and Legal Sanctions

Hood College's interest in identifying violators of this policy is not intended to be punitive, but rather to establish clear limits of conduct for members of the campus community and protect the safety of all members of the College community. The policy is designed to encourage those persons habituated to drugs and/or alcohol to seek rehabilitation, where appropriate.

Conscientious efforts to seek such help will not jeopardize an employee's job, and all information related to such efforts will be kept confidential to the extent possible, except as may be necessary to protect the health and safety of the employee or other persons. However, efforts to obtain assistance will not preclude other disciplinary actions for any reason, including violation of this policy or other policies, or unacceptable job performance. Employees seeking or receiving assistance are subject to all College policies and procedures.

Any member of the College community who violates the standards of conduct will be subject to disciplinary proceedings by the College, and may be referred for prosecution by civil authorities. Depending upon the severity of the offense (and consistent with local, state and federal law), the College will impose one or more of the following disciplinary sanctions as may be appropriate: reprimand, warning, suspension with or without pay, or discharge from employment. The College may also require the completion of an appropriate rehabilitation program.

Employees may also be subject to applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol, as described at

http://www.hood.edu/campuslife/safety.cfm?pid=safety_drugAndAlcohol.html.

Substance Abuse Prevention Program and Notification to Employers

Hood College has established an on-going substance abuse prevention program using a variety of education and prevention strategies. One of the goals of this program is to heighten the awareness of faculty and staff about:

- The dangers of substance abuse in the workplace
- The College's policy of maintaining a drug-free campus
- The health risks associated with drug and alcohol abuse
- The availability of substance abuse counseling, rehabilitation and of employee assistance programs

- The penalties that may be imposed upon employees for substance abuse violations

In addition, the College will issue annual written regarding this policy. Information related to these services, which include addiction counseling, is made available to all employees by the Department of Human Resources (See Staff Manual Policy [718 Employee Assistance Program \(EAP\)](#), Department of Campus Safety and Security, and/or the Health and Wellness Center as part of the substance abuse awareness program.

Getting Help

The College provides resources and referral services for all employees confronted with a problem of drug and/or alcohol abuse. Information related to these services, which include addiction counseling, is made available to all employees by the Department of Human Resources (See Staff Manual Policy [718 Employee Assistance Program \(EAP\)](#), Department of Campus Safety and Security, and/or the Health and Wellness Center as part of the substance abuse awareness program.

Records

The Health and Wellness Center (medical services) will be the office of records for the following:

- Policy Statement and related informational materials
- Statistics pertaining to referrals and other services provided under this policy

Review Process

The College will conduct a biennial review of its program to:

- Determine the effectiveness and implement changes if they are needed
- Ensure that the sanctions outlined are consistently enforced

Information on Drugs and their effects

Every drug, including alcohol, is a potential poison which may cause disability and death if it is taken incorrectly into the body, consumed in wrong amounts or mixed indiscriminately with other drugs. Drugs cause physical and emotional dependence. Drugs and their harmful side effects can remain in the body long after use has stopped. The extent to which a drug is retained in the body depends on the drug's chemical composition, that is whether or not it is fat-soluble. Fat-soluble drugs such as marijuana, phencyclidine (PCP), and lysergic acid diethylamide (LSD) seek out and settle in the fatty tissues. As a result, they build up in the fatty parts of the body such as the brain and reproductive system. Such accumulations of drugs and their slow release over time may cause delayed effects weeks, months and even years after drug use has stopped. There are many health risks associated with the use of illicit drugs, abuse of prescription drugs, and the abuse of alcohol including organic damage; impairment of brain activity, digestion, and blood circulation; impairment of physiological processes and

mental functioning; and, physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. Additionally, the illicit use of drugs increases the risk of contracting hepatitis, AIDS and other infections. If used excessively, the use of alcohol or drugs singly or in certain combinations may cause death.

Hood College maintains a list of various illegal drugs and their specific effects on individuals. This information can be found at:

http://www.hood.edu/documents/pdf/09_Controlled%20Substances%20Chart.pdf.

Drug and Alcohol Counseling, Treatment and Rehabilitation Programs

Hood College maintains a list of various resources that employees can choose to use for assistance with drug or alcohol related problems. This information can be found at:

http://www.hood.edu/adminservices/humres.cfm?pid=lifeSupport_healthandWellness.html.

The employee may use appropriate paid and/or unpaid leave to take advantage of treatment programs as found in the Staff Manual Policy: [709 Medical \(Sick\) Leave](#), [710 Family and Medical Leave](#), [703 Vacation Leave](#) and/or [702 Personal Days](#). A request for a unpaid medical leave of absence also may be available as found in [707 Leave Without Pay](#).

Office of Campus Safety and Security

See the [Campus Safety and Security Guidebook](#) and/or the department website at <http://www.hood.edu/campuslife/safety.cfm> for complete information on services provided.

Health and Wellness Center

Information on the services provided by the Health and Wellness Center can be found at <http://www.hood.edu/campuslife/wellness.cfm>.

317– Mandatory Reporting Process for Clery Act, Title IX, and COMAR Regulations Law, Title 5-Children, Subtitle 7-Child Abuse and Neglect, Section 5-704 (Md. Code Ann. Fam. Law § 5-701)

317.01 Statement:

There are two federal laws (Clery Act, Title IX of the Education Amendments Act of 1972) and the Code of Maryland (COMAR) Law, Title 5-Children, Subtitle 7-Child Abuse and Neglect, Section 5-704 (Md. Code Ann. Fam. Law § 5-701) that establish affirmative duties to report information to the appropriate College and/or law enforcement officials. Hood College expects all employees to comply with mandatory reporting requirements as outlined in the procedures below. Human Resources will be available to consult with departments, supervisors and individuals to ensure compliance with all applicable laws and regulations for mandatory reporting. It is important to note that all employees who hear, see, or suspect something are expected to act upon that information as quickly as possible by bringing it forward to the appropriate “Responsible College Official” as outlined in Policy 55: Prevention and Resolution of Discrimination, Harassment and Sexual Misconduct.

317.02Philosophy:

Hood College is committed to providing a safe, discrimination-free and harassment-free living, learning, and working environment while complying with the various federal and local laws and regulations. Employees will be provided information on what types of crimes and or incidents must be reported to protect students, faculty, staff, visitors, and other members of the campus community from criminal and discriminatory or harassing behavior.

317.03Procedures:

Definitions of affirmative duties to report:

Clery Act creates a duty for colleges and universities who receive federal aid to disclose information about crime on and around campus and to publish the data in an annual security report to the college community and to the U.S. Department of Education.

Title IX of the Educational Amendments Act of 1972 (Title IX) Title 20 U.S.C. Sections 1681-1688 create a duty for the reporting of complaints of discrimination, harassment, and sexual assault to responsible college officials by designated employees. The statistics are maintained by the Title IX coordinator and trends are reported to the Title IX Committee. The Title IX Committee reviews the trends and makes

recommendations as appropriate to the Title IX Coordinator and the President of the College.

Code of Maryland, Family Law, Title 5-Children, Subtitle 7-Child Abuse and Neglect, Section 5-704 (Md. Code Ann. Fam. Law § 5-701) creates a duty for the reporting of child abuse, child sexual abuse, and/or child neglect through an oral and written report to the local department of social services or, in abuse cases, to the local law enforcement department and the local State's Attorney, not later than 48 hours after the contact, examination, treatment or other circumstances that lead you to believe that the child has been subjected to abuse or neglect.

Mandatory reporters:

Clery Act: A Campus Security Authority (CSA) is defined in the law as having significant responsibility for student and campus activities.

Reporters:

- Vice Presidents, Deans, Associate Deans, and the Provost.
- Employees in supervisory or management roles
- Residence Life employees
- Faculty members responsible for supervising any activities or programs, whether on or off campus, that include direct contact with students outside of the classroom (such as academic advisors, sponsors of student groups, etc.)
- Campus safety officers and communications staff

Confidential Resources:

- Dean of the Chapel, Doctors, Wellness Center staff, or Counselors in the Counseling Center, who only provide care to individual students should report incident data without victim-identifying information.

Non-Reporters

- Administrative staff not responsible for students (e.g., payroll, accounts payable, administrative assistants, facilities)
- Individual faculty who do NOT serve as advisors to registered student organizations

Title IX: A mandatory reporter is one who has responsibility to address and remedy sexual misconduct and gender-based discrimination and harassment; also, those whom a student or another employee would reasonably believe have such authority or obligation are designated as Reporters.

Reporters:

- Vice Presidents, Deans, Associate Deans, and the Provost.
- Employees in supervisory or management roles
- Residence Life employees

- Faculty members responsible for supervising any activities or programs that include direct contact with students outside of the classroom (such as academic advisors, sponsors of student groups, etc.)
- Campus safety officers and communications staff

Confidential Resources:

- Dean of the Chapel, Doctors, Wellness Center staff, or Counselors in the Counseling Center, who only provide care to individual students should report incident data without victim-identifying information.

Non-Reporters

- Administrative staff not responsible for students (e.g., payroll, accounts payable, administrative assistants, facilities)
- Individual faculty who do NOT serve as advisors to registered student organizations
- In the event that a non-reporter receives information regarding any such incident, the individual must notify his/her immediate supervisor.

Md. Code Ann. Fam. Law § 5-701: A mandatory reporter is required to do both external and internal reporting to appropriate social agencies and law enforcement, as well as to the Director of Campus Safety and other appropriate Responsible College officials, as delineated below under “Internal Reporting.”

Reporters

- “Educator or human service worker” means any professional employee of any correctional, public, parochial or private educational, health, juvenile service, social or social service agency, institution, or licensed facility.
- “Educator or human service worker” includes: any teacher; any counselor; or any social worker;

Internal Reporting:

1. Sexual Assault or other Sexual Misconduct (See Policy 55 for definitions). Information should be reported to the Director of Campus Safety or his/her designee and the Executive Director for Human Resources (or in his/her absence), the Vice President for Student Life or the Vice President for Finance in accordance with Policy 55 and with the victim’s direction and following the appropriate protocol for confidentiality. In the event that the victim may be subject to further harm (either by the alleged offender or the victim’s intent for self-injury) the veil of confidentiality is lifted and Hood College is required to respond to promote victim safety. Please preserve any evidence that has been brought to your attention and give it to the Director of Campus Safety or his/her designee.

2. Discrimination or harassment (See Policy 55 for definitions). Information should be reported to the Executive Director for Human Resources (or in his/her absence), the Vice President for Student Life or the Vice President for Finance in accordance with the victim's direction and following the appropriate protocol for confidentiality. In the event that the victim may be subject to further harm (either by the alleged offender or the victim's intent for self-injury) the veil of confidentiality is lifted and Hood College is required to respond to promote victim safety. Please preserve any evidence that has been brought to your attention and give it to the Executive Director of Human Resources (or in his/her absence), the Vice President for Student Life or the Vice President for Finance in accordance with Policy 55 requirements.
3. Child Abuse, Child Sexual Abuse or Child Neglect (See COMAR Fam. Law § 5-701 for definitions). Information must be reported in an expedient manner to the Director of Campus Safety (or his/her designee). Also, an employee must notify the appropriate external authorities within 48 hours. (Information regarding external reporting follows below). Please preserve any evidence that has been brought to your attention and provide it to the Director of Campus Safety for appropriate chain of custody requirements. This information also must be reported to the Executive Director of Human Resources (or in his/her absence) the Vice President for Student Life or the Vice President for Finance in accordance with Policy 55 requirements.

External Reporting:

1. Sexual Assault or Sexual Misconduct. The victim will be encouraged to report the alleged incident(s) or events to appropriate legal authorities and to use counseling services. The information will be included in both the Clery Annual Security Report and the statistics for Title IX trends report.
2. Discrimination or Harassment. The victim will be encouraged to report the alleged incident(s) or events to the Executive Director for Human Resources or (in his/her absence) to the Vice President for Student Life or the Vice President for Finance in accordance with Policy 55. The data will be reported in the Title IX trends report.
3. Child abuse, Child Sexual Abuse, or Child Neglect. Information must be reported within 48 hours both orally and in writing to Frederick Police Department (301) 600-2100 or Frederick County Sheriff's Office (301) 600-1046 and Child Protective Services (DDS) at (301) 600-2464 or Frederick County Department of Social Services (301) 600-4555. This data will be reported in the Clery Annual Security Report and the Title IX trends report.

Reporting Guidelines:

You may initially be able to withhold personally identifiable information (the name of the victim, the name of the accused individual, and other identifying details about witnesses, location, etc.) in cases where the alleged victim is hesitant to have a formal report made. However, Responsible College Officials may need additional information from you and it is your job to cooperate fully with these campus officials to provide the requested information. These Responsible College Officials will share information on a “need to know” basis and will be required to take steps to stop the behavior, assist the victim, inform the accused, and prevent future recurrence of the identified issues.

Speaking with Victim Witnesses when you are not a designated confidential resource:

In speaking with a victim or a witness, you should not promise confidentiality. Faculty and staff do not have a special privilege or ability to maintain the confidentiality of the reports shared with them unless provided by law. If someone would like to discuss an incident of sexual misconduct, discrimination or harassment with you, you should provide the following information to that individual:

“I appreciate your desire for confidentiality and I want you to know that I will help in any way I can. However, you need to be aware that if you would like to file a formal complaint with Hood College, I will help you connect with the responsible college official who can begin investigating this matter and take appropriate steps to intervene as necessary. It is important that you understand that I cannot promise to keep what you share confidential, although the College will make every effort to maintain appropriate privacy of the information by only sharing the report on a “need to know” basis. The College will continuously work for the protection of your rights. If you are still comfortable speaking with me, I am here to listen and to help you plan your next steps by sharing internal and external resources that you may want to use. If you are not comfortable in continuing to share this information, let me connect you a confidential resource. You may speak to any of the following individuals who are confidential resources: Dean of the Chapel at ext. 3436, Director of the Counseling Center at ext. 3440, or the Director of the Wellness Center at ext. 3439. Please know that the College and I take your concern very seriously and we want to be of assistance to you.”

Prohibition of Retaliation:

Hood College is committed to protecting individuals from unlawful retaliation for good faith actions in reporting or participating in an investigation pertaining to alleged violations of laws and regulations.

400 – Professional Conduct

400.1Statement:

Hood College is an institution of higher education that is committed to creating and maintaining a work environment built on the principles of professional behavior, scholarship, competence, and integrity. As a diverse and inclusive community, all employees are expected to embody the characteristics of responsibility, honesty, respect, acceptance, collaboration, trust, and fairness in the workplace. The College expects all employees to maintain high standards of civility and collegiality while performing their duties and responsibilities in ethical manner whether on or off campus.

Behavior contrary to the College's policies may undermine the College's vision and values for "celebrating diversity and inclusiveness" in our workplace, destroy teamwork, damage working relationships, hamper communication, and offend reasonable individuals whether they are students, parents, alumni, friends of the College, faculty, staff or board members. Unprofessional conduct makes it difficult for people to effectively work together, robs individuals of motivation to achieve, shows a lack of respect for this institution and its people, may cause people to leave or not contribute, and, in some cases, may expose the College to legal action.

400.2Philosophy:

The intent of this policy is to provide guidance on minimum standards of professional conduct in order to build collaborative relationships between individuals and departments. An integral philosophy of Hood College is its commitment to building an environment where everyone can thrive. This is best achieved by encouraging a positive and productive work environment built on appropriate work habits and behaviors. Everyone is accountable for exhibiting professional conduct in all interactions.

400.3Procedures:

Definitions:

Professional Conduct is behavior that creates, promotes, and maintains a learning and work environment that is open to and welcomes all persons.

Examples include but are not limited to:

- Treating all individuals with courtesy, dignity, and respect
- Welcoming all constituencies to the campus community
- Responding to all constituents with a service orientation
- Demonstrating collaboration and teamwork on all work related projects, initiatives, and responsibilities
- Taking a problem-solving approach during conflict
- Recommending new policies and procedures
- Sharing work related concerns with appropriate individuals

- Responding to situations taking into account legal, moral, and ethical and sound business principles
- Maintaining appropriate confidentiality
- Demonstrating appropriate care and concern for all constituents
- Avoiding conflicts of interest
- Supporting College initiatives
- Demonstrating a commitment to providing quality advice, assistance, and work products
- Avoiding the appearance of and actual impropriety
- Presenting a professional image to all constituencies
- Committing to this code of Professional Conduct

Unprofessional Conduct is behavior that may be offensive, disruptive, disrespectful or otherwise unproductive.

Examples include but are not limited to:

- Teasing
- Calling names
- Practical jokes
- Telling inappropriate jokes
- Putting people down
- Making fun of others
- Negative, derogatory, or disparaging remarks about the institution
- Offensive slang
- Cussing or profanity
- Defacing or vandalizing College property

Prohibited Conduct is behavior that is not permissible as outlined in organizational policies and that is contrary to the College's vision and values for "celebrating diversity and inclusiveness."

Examples include but are not limited to:

- Unprofessional conduct
- Making assumptions based on ethnicity or national origin
- Perpetuating stereotypes
- Spreading rumors about the College or individuals
- Gossiping
- "[T]reating an individual differently from another individual with respect to terms and condition of employment." (Policy 55)
- "[D]emean[ing], intimidate[ing] or abus[ing] another individual to create a hostile or offensive environment on the basis of another's sex, race, color, sexual orientation, religion, age, disability, national origin, or any classification currently protected under federal, state or local anti-discrimination statutes." (Policy 55)
- Unauthorized sharing or releasing of College Confidential Information (Policy 402)

Illegal Behavior is conduct that violates laws, regulations, or statutes.

Examples include but are not limited to:

- Illegal discrimination in employment related decision
- Harassment and sexual harassment
- Slander and libel
- Theft
- Fraud
- Threats
- Assault and/or battery
- Child pornography
- Stalking

Professional Behavior and Attitude Required:

Faculty and staff are expected to exhibit a wholly professional approach in their work as they serve their various constituencies. Their behavior and attitude must be professional at all times. They will demonstrate strong commitment coupled with the college's values in daily efforts aimed at achieving the mission and focusing on the priorities of the college without seeking personal gain. One of the most important responsibilities that faculty and staff have at Hood College is to demonstrate professional behavior in executing their job functions according to departmental or College procedures.

Professional Appearance Required:

Because the College serves a variety of important constituents on a daily basis (e.g., distinguished visitors, students, etc.), each employee is expected to appropriately tailor his/her dress and appearance to his/her position, especially his/her job functions and the established performance standards established for the position. The College expects, in accordance with applicable law, all employees are expected to maintain an acceptable level of grooming and hygiene. An employee should consult with his/her supervisor with any questions regarding what constitutes appropriate dress or appearance for a particular position.

Professional Communications Required:

Hood College staff members are expected at all times to speak and/or write in a professional, respectful, and courteous manner. Employees are also expected to be honest and non-misleading in their work-related communications. If an employee receives an inappropriate communication from a colleague, current or prospective student or student's parents, vendor, alumni/alumnae, or other person, the employee should contact his/her supervisor immediately for assistance.

Questions About Behavioral Issues:

In the event that you have questions about another person's behavior, please use the following guidelines to assist you in addressing the situation:

Student Issues

Students are bound by the honor code and the Student Handbook. For assistance in addressing student behavior, please refer to the honor code and the Student Handbook or contact the Dean of Student Affairs office.

Staff and Faculty Issues

Questions regarding appropriateness of staff and faculty behavior can be addressed to the ombudsperson, appropriate senior officer and/or the Department of Human Resources. You may also refer to the Faculty Code and/or Handbook, as well as the Staff Manual.

Visitor Issues

Inappropriate or illegal behavior exhibited by visitors should be addressed immediately. Please share the particulars with your supervisor, the appropriate senior officer, human resources representative, and/or campus safety official.

401 – Attendance and Punctuality

401.1 Statement:

Hood College is a student-centered organization that serves many constituencies. Each office plays an important role in direct constituency service. Therefore, the College requires employees to be punctual and to maintain satisfactory attendance. An employee will provide advance notification to his or her immediate supervisor for anticipated tardiness or absenteeism and may be required to obtain approval from his or her supervisor (in accordance with departmental procedures). Frequent or unscheduled absences, repeated lateness, and/or repeated early departures may result in disciplinary action and/or termination of employment.

401.2 Philosophy:

The intent of this policy is to establish guidelines for employees to report absences and tardiness. Hood College provides various types of paid and unpaid leave to employees and encourages employees to utilize such leave, in accordance with leave policy (*). At the same time, however, Hood College is committed to reaching its objectives and operational needs.

To successfully accomplish its business objectives and operational needs, the College depends on employees reporting to work on time and with regularity. As a result, an employee is expected to inform his or her supervisor of any absence during his or her scheduled shift, preferably prior to the beginning of the shift.

(*) For information regarding leave policy, refer to [Section 700: Benefits](#).

401.3 Procedures:

The College acknowledges that there are times when an employee needs to be absent from, is delayed getting to, or needs an early dismissal from the workplace. An employee should notify his or her supervisor of an expected absence, delay or early dismissal, in accordance with the guidelines listed below. The College determines whether an absence is considered to be “excused” as such. In addition, departments may establish specific procedures concerning absences and/or tardiness to meet operational needs. Chronic, habitual, or excessive absenteeism or lateness, as judged by the College in its discretion, may result in disciplinary action, up to and including termination.

Scheduled Absences:

An employee will notify his or her immediate supervisor in advance to request approval for an expected absence. Ordinarily notice should be provided 30 days in advance if the need for leave is known at that time. Scheduled absences include vacation, personal days, scheduled health maintenance or medical procedures, or other anticipated absences and may be taken in full-day or partial-day increments.

An employee should also follow appropriate departmental notification procedures, if applicable.

Unscheduled Absences:

When advance notice is not possible (e.g., due to sudden illness or an emergency), an employee will call his or her immediate supervisor as soon as possible on the first day of absence. The employee will provide a reason for the absence and an expected return date. An employee should also follow appropriate departmental notification procedures, if applicable.

If an employee is physically unable to contact his or her supervisor (e.g., due to illness or unforeseen circumstances), he or she will have someone else contact the supervisor/department and provide the information outlined above.

Subsequent Notification:

An employee who is absent (without prior approval) for more than one day will contact the immediate supervisor on a daily basis to report the status of his or her absence, unless notice of an extended absence has been provided. The supervisor may waive this requirement or designate another contact person for absence reporting. (Note: This is at the discretion of the supervisor.)

Absence without Notification:

An employee will notify his or her supervisor of an expected absence prior to the beginning of his or her shift. An employee who does not notify his or her supervisor of an unscheduled absence may be disciplined. If an employee misses three or more consecutive workdays and does not provide prior nor subsequent notification to his or her supervisor, this may constitute job abandonment. The department may terminate the employee at the close of business on the third day. Job abandonment is a voluntary termination.

Lateness Notification:

An employee will notify his or her supervisor of an expected delay and an expected arrival time prior to the beginning of his or her shift. If an employee is unable to give advance notice, he or she will contact the supervisor as quickly as possible. An employee is also expected to follow departmental call-in procedures.

Recording Absences:

All absences (scheduled and unscheduled) will be recorded on the appropriate request for leave form and submitted, with the supervisor's approval, to Financial Services for processing. Failure to record absences may be a violation of the Attendance and Punctuality policy and may be subject to progressive discipline procedures.

Upon obtaining approval for an absence from his or her supervisor, an employee may use vacation leave, medical leave, or other appropriate and applicable paid leave – provided he or she has such leave available. If an employee's request for

unscheduled paid leave is not approved or if an employee has no paid leave available to cover an absence, leave without pay will be used to account for the absence.

Leave without pay is not to be used excessively. Excessive leave without pay may be a violation of the Attendance and Punctuality policy and may be subject to progressive disciplinary procedures.

Recording Tardiness:

Tardiness will be addressed on a departmental level. It is expected, however, that employees will either “make up” missed time, use available paid leave to cover prolonged or excessive tardiness, or utilize leave without pay for prolonged or excessive tardiness. Leave without pay is not to be used excessively. This may be a violation of the Attendance and Punctuality policy and be subject to progressive disciplinary procedures.

Chronic, Habitual or Excessive Absences/Delayed Arrivals/Early Departures:

The College provides generous paid time-off benefits to be used by employees in accordance with appropriate leave policies.(*). However, frequent short-term absences, late arrivals, and/or early departures may be a violation of the Attendance and Punctuality Policy and may be subject to progressive disciplinary procedures, including termination of employment.

(*) For information regarding leave policy, refer to [Section 700: Benefits](#).

402 – Confidentiality

402.1 Statement:

Hood College and its employees are committed to maintaining the highest level of confidentiality. Employees of the College (unless duly authorized) will not, for any reason, access confidential information, disclose confidential information, or use confidential information for his or her or anyone else's gain or benefit. Furthermore, the College and its employees will comply with all legal requirements concerning confidentiality.

402.2 Philosophy:

In support of the College's commitment to excellence, College employees may not access nor disclose confidential information unless their positions within the College authorize them to do so. Any employee who knowingly accesses confidential information for personal gain or willingly transmits confidential information obtained in the course of College-sponsored activities is in breach of his or her duty of trust and confidentiality to the College.

402.3 Procedures:

Restrictions and Violations:

A conflict occurs between an employee's obligations to the College and his or her personal interests when there is a misuse of privileged information for personal or private gain or for any other unauthorized purpose. Confidential information includes, but is not limited to, any information concerning student records, employee personnel files (e.g., employment history, salary, insurance data, etc.), and/or College-related business, finances, or operations.

If an employee is not authorized to access and/or disclose information, he or she should seek guidance from a supervisor before responding to a request for confidential information. Employees who violate this policy are subject to disciplinary action. The College may elect to follow the steps of the Progressive Discipline Policy. Unauthorized accessing or disclosure of legally protected information may also result in civil liability or criminal prosecution.

Media Contacts:

Employees may not release information regarding College business to representatives of the press (radio, television, or print media) without authorization from the Director of Communications and Public Relations, the President, or the appropriate Vice President. Incoming inquiries from the media will be referred to the appropriate department head (or higher level of management). Employees may not represent themselves as spokespersons for the College unless authorized to do so.

Subpoenas:

Subpoenas and any other request or demand for the release of information for a legal proceeding involving an employee will be referred to the Office of Human Resources.

403 – Conflict of Interest

403.1 Statement:

Hood College and its employees are committed to conducting themselves and College activities in accordance with the highest standards of integrity and ethics. In doing so, employees have a duty and a responsibility to conduct business matters solely for the benefit of the College.

403.2 Philosophy:

A conflict of interest occurs when an employee compromises professional judgment in carrying out the mission of the College because of an external relationship that directly or indirectly affects the financial or business interest of the employee, an immediate family member, or an associated entity. Employees may not engage in activities in which a conflict of interest occurs.

Employees shall exercise the utmost good faith in all transactions and shall be held to a strict rule of honest and fair dealings between themselves and the College. Employees shall not use their positions, or knowledge gained therefrom, in such a way that a conflict of interest might arise between the interest of the College and that of the employee. It is the purpose of this policy to set forth principles for identifying the potential for conflicts and the procedures for reviewing and addressing potential conflicts that may arise.

403.3 Procedures:

If an employee or the College determines that a conflict of interest exists, the employee must disqualify himself or herself from the decision-making process immediately. More clearly stated, the employee must refrain from participating in any decision-making proceeding related to the conflict of interest and must not use his or her position, or knowledge gained therefrom, to influence any other person with respect to the matter. If an employee violates this procedure, the College may elect to follow the steps of the Progressive Discipline Policy.

The following list includes, but is not limited to, ways in which a conflict of interest might arise:

Business Interests:

A conflict of interest occurs when an employee or immediate family member holding an executive position in a business engages in commercial activity with the College or has a financial interest in activity with the College.

Professional Referrals:

A conflict of interest occurs when an employee, acting on the behalf of the College, makes professional referrals to a business in which the employee, an

immediate family member, or an associated entity knowingly has a financial or business interest.

Inappropriate Use of College Name or Resources:

A conflict may arise if an employee seeks to use the College's name or resources, such as its facilities or equipment, to advance his or her own personal interests. The College's name, facilities, and equipment are to be used for the furtherance of College goals and not for the benefit of, or to imply the College's support of, a non-College activity.

Purchase/Lease of Goods and Services:

Acquisitions (i.e., contracts, leases, and/or purchases) by the College from any entity in which a College employee has a significant business interest are prohibited. More specifically, no employee in direct contact with suppliers or potential suppliers to the College, or who has direct or indirect influence over purchasing decisions or contracts, or otherwise has official involvement in the purchasing or contracting process may:

- (a) have any financial, business, or personal interest directly with contracts, purchases, or leases of goods or services used by the College; or
- (b) accept, directly or indirectly, a gift, contribution, gratuity, or special favor from a person or business to which a contract, purchase, or lease of goods or services has been or may be awarded.

Definitions:

The following definitions further explain several key phrases contained within this policy. For clarification on any items not listed below, please contact the Office of Human Resources.

1. Associated Entity – Any trust, organization, or enterprise over which the employee, alone or in conjunction with an immediate family member, exercises a controlling interest.
2. Business – Any corporation, partnership, sole proprietorship, firm, franchise, association, organization, holding company, joint stock company, receivership, business or real estate trust, or any other non-governmental entity organized for profit, non-profit, or charitable purpose.
3. Business Interest – Holding any executive position or membership on a board, regardless of compensation.
4. Contribution – A donation of assets to the College. Assets may be in the form of cash, securities, tangible personal property, partnership interests, or pledges for acceptable assets that are assigned to the College.
5. Executive Position – Any position that includes the responsibilities for a significant segment of the operation or management of a business.
6. Financial Interest – Anything of monetary value as defined below:
 - (a) an interest in a business consisting of any stock, stock option, or similar ownership interest in such business, but excluding any interest arising

solely by reason of investment in such business by a mutual pension, or other institutional investment fund over which the employee does not exercise control; or

- (b) receipt of, or the right or expectation to receive any income from such business in one or more of the following forms: a consulting fee, honoraria, salary, allowance, forbearance, forgiveness, interest in real or personal property, dividend, royalty derived from the licensing of technology or other processes or products, rent, capital gain, or any other form of compensation.
7. Immediate Family – Unless otherwise noted, immediate family refers to spouse or same sex domestic partner, parents, brothers, sisters, children, in-laws, grandparents, uncles and aunts.

404 – Disciplinary Actions and Dismissals

404.1 Statement:

The purpose of discipline, in most cases, is to help employees improve poor or declining job performance, time and attendance problems, or conduct problems. Hood College normally follows a system of progressive discipline to correct such problems. In the event that an employee fails to correct a deficiency despite the progressive discipline process, he or she may be separated from his or her position.

Certain violations and infractions, such as insubordination or critical violations of College or department procedures (e.g., theft, physical assault, breach of confidentiality, failure to comply with safety rules, etc.), may be ruled sufficiently serious to suspend the normal progressive discipline process. Under these circumstances, any step in the disciplinary process may be used, including immediate dismissal.

404.2 Philosophy:

Hood College strives for the highest standards of excellence. In doing so, the College sets expectations for employees on job performance, time and attendance, and professional conduct. Employees and supervisors work together to establish appropriate performance goals. Employees are responsible for meeting those expectations. Failure to do so will result in disciplinary action, up to and including dismissal.

404.3 Procedures:

If an employee fails to follow College or departmental standards, the College will take appropriate steps to correct the situation and prevent further occurrences. Appropriate discipline may vary depending on related factors, including but not limited to, the seriousness of the offense, the circumstances under which it occurred, prior problems, duties of the employee, and/or overall work record at the College. Potential disciplinary actions may include but are not limited to (a) counseling, (b) written warning, (c) suspension, and/or (d) dismissal.

The use of progressive discipline is left to the College's discretion based on relevant factors. In some cases, the College may decide that a demotion is appropriate. The College may omit or revise any or all of the following steps, as it deems appropriate. By establishing these procedures for disciplinary actions and dismissals, the College does not waive or limit its rights to discharge an employee with or without notice or cause. However, a supervisor should obtain the approval of the Equal Employment Opportunity (EEO) Officer prior to dismissal of an employee.

Reasons for Discipline or Performance Improvement:

- Poor time and attendance records.
- Poor work performance and/or work habits.
- Inappropriate conduct (such as a violation of an established College or departmental policy, rule, or regulation), insubordination, or professional misconduct.

Problem Identification and Resolution:

Early and open communication between supervisors and employees helps to identify and resolve misunderstandings. Both parties are encouraged to avert potential problems by initiating open discussions. The goal of problem identification and resolution is to help maintain stable and cooperative relationships in the workplace.

Such communication may take place before initiating disciplinary action. Often, such discussions are sufficient to correct workplace problems. If the problem is not satisfactorily resolved by such communication or there is disagreement as to the nature or extent of the problem, it is recommended that the parties consult with Equal Employment Opportunity (EEO) Officer for resolution.

Principles for Governing Discipline Problems:

Normally, disciplinary actions will be taken when there is just cause. For repeated incidents of substandard performance or misconduct, disciplinary action may be progressive and may be initiated reasonably soon after the substandard performance or misconduct occurs. Each step in the disciplinary process should be used to seek resolution of the problem. Progression to each step is to be taken seriously.

The amount of time between each step and the number of times a particular step is repeated will depend upon the circumstances of each case. Such circumstances may include the seriousness of the offense or substandard performance, any mitigating circumstances, and/or the length of time since the last incident. Termination may be considered after all other avenues have been thoroughly explored or if the violation is ruled sufficiently serious, thereby suspending the normal progressive discipline process.

Counseling:

Normally, when the supervisor first identifies a discipline problem, the supervisor should privately counsel the employee, review the history of the problem, and outline the steps necessary to correct the problem. The supervisor should also inform the employee that any further problems might result in more severe discipline.

At the completion of the counseling session, the supervisor should summarize the counseling session in writing. The summary should be signed by the supervisor and the employee to verify that the information is accurate. A copy of the

summary goes to the employee and another copy is kept in the employee's personnel file. The employee should be encouraged to respond in writing to the written statements of the supervisor. This, too, should be placed in the employee's personnel file.

If continued problems persist in this area, supervisors should proceed to the next level of progressive discipline. If a new "Reason for Discipline" arises, the supervisor should counsel the employee in the new area before proceeding to the next level of discipline. Under certain circumstances the problem may be sufficiently serious, thereby warranting a written warning without prior counseling. Supervisors should use the utmost discretion in such situations.

Written Warnings:

A warning may be issued if an employee fails to follow College and departmental guidelines and/or has been previously counseled on the matter. Under certain circumstances the problem may be sufficiently serious to warrant a written warning without prior counseling. Supervisors should use the utmost discretion in such situations.

A written warning should include the following items: the reason for the warning and related facts; reference to previous counseling about the problem (if relevant); the necessary steps to correct the problem; and the next disciplinary step to be taken if the problem is not corrected. The written warning should be signed by the supervisor and the employee to verify that the information is accurate. A copy of the summary goes to the employee and another copy is kept in the employee's personnel file.

If continued problems persist in this area, supervisors should proceed to the next level of progressive discipline. Under certain circumstances the problem may be sufficiently serious to warrant disciplinary suspension or even separation without prior counseling or written warnings. Supervisors should use the utmost discretion in such situations.

Disciplinary Suspension:

Disciplinary suspension may occur if a problem persists, despite counseling and/or written warnings. An employee may also receive a disciplinary suspension without prior notice, counseling, or warning if the violation is so serious that more severe disciplinary action is warranted. The supervisor *must* consult with the Office of Human Resources before a disciplinary suspension is issued.

Dismissal after Progressive Discipline:

If a problem persists, despite counseling, warnings, and/or disciplinary suspension, the employee may be separated from his or her position.

Dismissal Without Prior Discipline:

Under certain conditions, an employee may be dismissed without prior discipline and without notice or pay in lieu of notice. An employee's performance or conduct must justify such dismissal. Grounds for immediate termination include, but are not limited to, a level of performance or conduct that is significantly harmful to the College or causes damage to the College, its reputation, its students, and/or its employees.

Examples of conduct justifying immediate dismissal include, *but are not limited to*, the following:

- Evidence of dishonesty, theft, vandalism, or other illegal activity;
- Sleeping, appearing to sleep, or preparing to sleep on the job during work hours, unless authorized to do so (e.g., during times of inclement weather).
- Violating any policy or rule concerning alcohol or illegal or controlled substances, including being under the influence of alcohol or illegal or controlled substances when reporting to work, while on the job, or when carrying out College responsibilities; possessing or selling illegal or controlled substances while on the job or when carrying out College responsibilities; or violating the Drug Free Workplace Policy or Controlled Substances Policy.
- Gross misconduct (including severe performance problems), disorderly conduct or gross insubordination;
- Falsification of time and attendance records or other College records;
- Unauthorized use, possession, or storage of firearms, dangerous weapons, explosives, lethal materials, or other potentially dangerous items on College premises or at College-sponsored events.

405 – Code of Ethics

405.1 Statement:

Hood College employees will always conduct themselves honestly and with the highest ethical standards. They are expected to behave in a professional, business-like manner at work, on College premises, and whenever representing the College. Employees are also responsible for behavior outside of work that has a negative impact on the College itself or on the individual's ability to perform his or her responsibilities at work.

405.2 Philosophy:

An integral philosophy of Hood College is its commitment to the highest ethical standards. The mutual respect and confidence that is gained as a result of adherence to these high standards encourages a positive and productive work environment. To maintain the integrity of Hood College and to protect the rights of its employees, its students, and the College itself, employees are expected to conduct themselves honestly, professionally, and ethically.

405.3 Procedures:

Each employee is responsible for conducting him or herself in a professional and ethical manner. Conversely, each individual has an obligation to disclose knowledge of unethical and/or illegal activity. Employees who witness a breach in policy and/or unethical conduct have a responsibility to inform their supervisors. All information, including the identity of the source, will be kept in strictest confidence.

Since it is impossible to list guidelines for every situation, the following list includes, but is not limited to, examples of unethical activities that are prohibited by Hood College:

- a) breach of confidentiality;
- b) falsification of records;
- c) conflict of interest;
- d) slander of the College;
- e) misrepresentation of persons;
- f) inappropriate operating procedures;
- g) defacing or damaging College property;
- h) stealing from the College or an employee;
- i) gambling or bookmaking on College property;
- j) evidence of dishonesty, theft, vandalism, or any other illegal activity.
- k) inappropriate use of College resources, including email and telephone service;
- l) acting in an obscene manner or using obscene, abusive, or threatening language.

If an employee behaves in an unethical manner or conducts business in an unethical manner, he or she will be disciplined in accordance with College policy, which may include immediate dismissal. For information regarding Disciplinary Actions and Dismissals, refer to Section 404.

406 – Solicitation and Distribution Policy

406.1 Statement:

An employee shall not use the College name, its offices and grounds, its facilities, or its resources – including mail service, computers and telephones – to solicit employees and/or distribute materials that do not pertain to College business during an employee's working time. In addition, employees are prohibited from using the College name or any of its facilities or property in support of or in opposition to any political candidate. Likewise, persons who are not employees of the College are not permitted at all times to distribute materials or solicit employees, on College grounds, in offices or facilities.

406.2 Philosophy:

To avoid unnecessary interruptions of College services and interference with fundraising efforts of the College or student organizations, solicitation and distribution of written materials by employees of Hood College is prohibited during an employee's working time or by outsiders at any time.

406.3 Procedures:

Definition:

Solicitation and/or distribution include, but are not limited to, raffles, sale of merchandise, posting or distribution of written material or notices, solicitation for membership in organizations, and/or requests for support of social, community, or other organizations during work time.

Bulletin Boards:

Staff members may post notices on designated physical or on electronic bulletin board(s) and may buy ads in Hood Today in order to solicit business. Sales and delivery of services may not be conducted on College time.

Persons who are not employed by Hood College

Individuals, groups, or businesses that are not members of the College Community may not solicit or conduct business on campus, unless sponsored by a student organization in a profit-sharing manner.

Such entities may buy ads in Hood Today.

Refer all visitors who do not have prescheduled appointments or business with College offices to the Office of Campus Safety.

407 – Use of College Resources

407.1 Statement:

College resources are intended to be used for educational purposes and to carry out the legitimate business of the College. The College name, logo, facilities, equipment, employees, and any other assets or resources should not be used to promote non-academic, non-business-related activities or personal interests, unless authorized by the appropriate College administrator. Likewise, persons who are not employees of the College are not permitted to use College resources for external activities or personal interests, unless authorized to do so.

407.2 Philosophy:

To avoid unnecessary interruptions of College services, solicitation and distribution of written materials by employees of Hood College or outsiders is prohibited, unless authorized by the appropriate College administrator.

407.3 Procedures:

This policy applies to all Hood College employees, family members of employees, vendors, representatives, or any other individual or external organization.

Restricted Activities:

Solicitation and/or distribution include, but are not limited to, raffles, sale of merchandise, posting or distribution of written material or notices, solicitation for membership in organizations, and/or requests for support of social, community, or other organizations.

Approval:

Solicitation and/or distribution, as outlined in “Restricted Activities,” is strictly prohibited unless an employee obtains advance approval from the appropriate College administrator (i.e., the President or a Vice President/Dean) or unless it constitutes a legitimate business contact with a bona fide, authorized sales representative. In such instances, there is no violation of this policy.

408 – Telecommunications and Voice Mail

408.1 Statement:

Hood College provides state-of-the-art telecommunications and voice mail for its employees. These tools are intended to be used for educational purposes and to carry out the legitimate business of the College. Employees are expected to be familiar with and adhere to the guidelines for use of telecommunications and voice mail. Furthermore, employees are expected to utilize telecommunications and voice mail in a manner consistent with the College's Code of Ethics.

408.2 Philosophy:

The intent of this policy is to provide guidance in the acceptable use of telecommunications and to provide helpful hints regarding the use of voice mail. All telecommunications and voice mail are considered to be private property of the College and should be treated with due care since they are subject to the same requirements of ethical behavior that apply to all College resources. The College will make reasonable efforts to maintain the integrity and effective operation of its telecommunications and voice mail.

408.3 Procedures:

All employees of Hood College are expected to adhere to this policy and to conduct themselves in a manner consistent with the College's Code of Ethics. Abuse of telecommunications and voice mail privileges may result in disciplinary action in accordance with the Progressive Discipline Policy.

Acceptable Use of Telecommunications and Voice Mail:

Telecommunications and voice mail are intended to be used for educational purposes and to carry out the legitimate business of the College. It is unacceptable for anyone to use College resources, including telecommunications and voice mail, to perform unethical or unlawful academic or business acts or to violate any law.

Unauthorized and/or fraudulent use of the College's telephone system is strictly prohibited. Unauthorized use includes, but is not limited to, political, religious, commercial (moneymaking for individuals or groups unaffiliated with the College), or other non-academic, non-business-related purposes.

The College understands that employees periodically need to make personal phone calls while at work. Such behavior is not a violation of this policy, as long as these calls do not hinder the employee from performing his or duties and as long as the employee does not abuse nor misuse this privilege. The College does not normally monitor the use of telecommunications for personal calls. However, a record of all outgoing and incoming calls is accessible to the

Telecommunications Department, and may be accessed if a misuse or abuse of this privilege occurs.

Telephone Harassment:

Threatening, abusive, obscene, or anonymous telephone calls constitute telephone harassment. It is unacceptable for employees to engage in harassing telephone calls. Such behavior violates College guidelines and is a crime under Maryland State Law (Article 27, Section 121A. Harassment) and federal law.

If an employee receives such calls, he or she should hang up immediately. The employee should not talk to the caller or give out information about him or herself. The employee should not let the caller know if he or she is alone either. If an employee receives harassing telephone calls, he or she should contact the Department of Safety (ext. 3131) immediately.

Telephone Fraud:

Legitimate telephone employees and the Hood College Telecommunications Department will never ask you to transfer them to an outside operator. If someone claims to be a telephone company or Hood College employee and asks you to do this, either hang up or transfer the call to the Telecommunications Department at ext. 3928.

Access:

Hood College grants access to each employee for telecommunications and voice mail. If an employee does not have access, he or she should contact the Telecommunications Department at ext. 3928 for activation. Access can be suspended or denied in the event of inappropriate and/or unethical usage.

Helpful Hints for Voice Mail:

Voice messaging gives employees the ability to communicate effectively from any touch-tone phone, 24 hours a day.

Getting Started with Voice Mail:

- To obtain direct access to voice mail from any campus phone, dial ext. 3444 and listen to the prompts for instructions.
- To obtain access to voice mail from off-campus, dial (301) 696-3444 and listen to the prompts for instructions.
- To forward or transfer a telephone call, dial ext. 5444 and listen to the prompts for instructions.
- The default password for each extension is the extension # itself; an employee can change his or her password once the Telecommunications Department has activated his or her voice mail.
- It is highly recommended that an employee change his or her password frequently to protect his or her privacy and the security of the system.

The maximum number of messages (old or new) that an employee can receive in his or her voice mail is 20. For example, an employee can receive 20 new messages. Once he or she reaches 20 messages, the voice mail system does not accept any additional messages for that extension until some of the existing messages are deleted. If an employee has 10 old messages stored on the voice mail system, he or she will only be able to receive 10 new messages, for a total of 20 messages. To obtain additional messages, the employee must delete some of the existing messages.

How to Personalize your Voice Mail Box:

- Dial the direct access number, ext. 3444.
- When phone mail answers, you have 2 options: a.) press # if you are at your own extension, or b.) dial your extension number, followed by #, if you are at a different extension.
- At the prompt, dial your password (same as the extension #, if you have not changed it yet) and press the # key.
- The system will prompt you and give you a set of menu choices from which to choose. To record your name, choose 8 (for answering options), then 4 (to record your name).
- To record your personal greeting, press 8 (for answering options), then 1 (for your personal greeting).
- Listen to the prompts for instructions on how to record the “regular” greeting (personalized external & internal greeting) and the “alternate” greeting (automated greeting with name only).

Calling Another Employee's MailBox:

To leave a message on another employee's voice mail, dial ext. 5444. Listen to the prompts for instructions. The instructions will direct you to dial the extension

of the person with whom you wish to speak. After entering the employee's extension, you will hear his or her greeting. Afterwards, you will be able to record a message.

To Forward/Unforward Your Phone:

- To forward your phone directly to voice mail, dial # 91. At the dial tone, dial ext. 5444 and then hang up. If someone calls you, your phone will automatically default to voice mail.
- To forward your phone to another extension, dial # 91. At the dial tone, dial the extension of the phone to which you are forwarding your call. For instance, if you are forwarding your phone to ext. 3592, dial # 91, then 3592. If someone calls you, your phone will automatically forward to ext. 3592.
- To cancel either type of call forwarding, dial # # 91. You must enter the # sign twice for the cancellation to work.

Phone Mail Shortcuts:

While RECORDING the message:

- Press 1 to skip instructions.
- Press *, 6, 1 to stop and re-record.
- Press *, 6, # to cancel the message.
- Press *, 1 to pause (stop/continue recording).
- Press *, 7, 8 to replay the last few words of the message.

While LISTENING to the header:

- Press 3 to skip the header (and play the message).
- Press 2 to skip to the next header.
- Press 7, 2 to skip to the previous header.

While LISTENING to the message:

- Press *, 3 to pause (stop/continue listening).
- Press *, 7, 7 to replay the header.
- Press *, 7, 3 to replay the message.
- Press *, 7, 8 to replay the last words of the message.
- Press *, 9, 8 to skip the next few words of the message.
- Press *, 9, 3 to skip to the end of the message.
- Press *, 2 to skip to the next message.
- Press *, 7, 2 to skip to the previous header.

After LISTENING to the message:

- Press 4 to save.
- Press 6 to delete.
- Press 1 to record your answer.
- Press 9 to forward the message.
- Press 7, 0 to transfer to sender.

Additional Shortcuts:

- Press 7 to decrease the speed of a message.
- Press 9 to increase the speed of a message.
- Press 8 to decrease the volume of a message.
- Press 5 to increase the volume of a message.

AND REMEMBER...

Be diplomatic and professional when creating the outgoing message; reply to messages in a timely manner; and don't misuse or abuse telecommunications equipment or voice mail.

409– Electronic Communications and Computing

409.1 Statement:

Hood College fully supports and wholly encourages innovative and creative academic use of College-owned computing resources consistent with local, state, and federal law, College policy, and a respectful, responsible, productive working environment. Our academic community consists of a wide variety of views and values; therefore, users are expected to consider the appropriateness of all material transmitted, downloaded or stored on College-owned resources.

Hood College provides College-owned electronic communication and information system resources for staff of the College to support its primary roles of education, scholarly research and service to the College community. Electronic technologies are powerful tools for communication and productivity. Freedom of expression, scholarly inquiry, and information sharing are encouraged, supported and protected by Hood College.

This policy governs the use of computers and related information technology owned, operated and affiliated with Hood College. This policy is intended to maintain an environment that serves the needs and protects the welfare of both individual members and the entire Hood College community. The College will enforce its policies regarding privacy, harassment, safety of individuals, protection of College assets, and to comply with all applicable laws that may apply. Use of Hood College computing facilities constitutes agreement by the user to the policies outlined below. Hood College reserves the right to change or revise this policy at any time.

409.2 Philosophy:

The intent of this policy is to provide guidance in the acceptable use of electronic communications and information systems. Hood College provides access to and use of College-owned computing resources to staff as a privilege of affiliation with the College and consistent with all laws and other College policies. All equipment, software and access connections are considered to be private property of the College and should be treated with due care since they are subject to the same requirements of legal and ethical behavior that apply to all other College resources.

The College will make reasonable efforts to maintain the integrity and effective operation of its electronic communication and information system resources. The College does not condone censorship; however the College may inspect electronic mail or computer files if it is deemed necessary to ensure system integrity, security, effective operation(s), or to uphold its policies. (See 409.3 Security and Privacy Rights)

Hood College recognizes that staff members may use their email account for reasonable personal communications. Employees, who use email for personal use, will still apply the same standards of behavior that guide professional use. Users should be aware that Hood College cannot guarantee that its electronic communications resources are secure media for transmitting sensitive or confidential information. Hood College cannot assure the privacy of an individual user's computer files, electronic mail or the confidentiality of messages that may be transmitted or received.

409.3 Procedures:

Access:

Access to computers and computing resources is a privilege granted by the College to its Students, Faculty, and Staff. The College reserves the right to suspend the privilege of access to and use of these assets for abuse or inappropriate use by any authorized user. The decision to suspend or deny access will be made by the appropriate Vice President. Suspension of access rights may be appealed in accordance with the established problem resolution procedures at the College. See Section [305 Problem-solving and Resolution Process](#).

Access to some computer programs, features, information, and networks may require a written request to the appropriate Vice President and Chief Technology Officer. Requests for changing access shall be forwarded to End User Computing with the proper authorization. End User Computing will schedule appointments with the individual to discuss the best ways to meet the needs of the individual and the authorizing party.

Passwords:

Access to most on-campus computers and to external networks requires a means to authenticate a user's identity. Usually that is accomplished by assigning a user account protected by a password. Accounts are "on loan" to authorized users, and at all times remain the property of the College. The user, or account owner, is responsible for all actions originating from his or her assigned account. Do not loan or disclose your account password to anyone else.

Guidelines for Appropriate Use:

Employees are expected to follow generally accepted guidelines for electronic communication to protect you, the user, when writing and transmitting electronic communications. For more information, see www.hood.edu/doiit. Every message should be constructed as if it would be read publicly. Once the send button is pressed, the user cannot take back the message or make it disappear. The message may be read inadvertently by others, or be forwarded to others without the user's knowledge. Anytime that information is transmitted through electronic media, the possibility exists that the message may be intercepted without the sender's knowledge.

Unacceptable Use of College Computing Resources:

The following are examples of serious violations that will be subject to action under the Progressive Disciplinary Policy or other College Policies that may apply:

1. Forging messages or otherwise altering electronic communications for the purpose of trying to hide identity of the user or impersonate another person.
2. Accessing or using a protected computer account assigned to another person, or sharing a password to a protected account with another person.
3. Attempting to access data, computer systems and/or networks on or off the College's campus for which there is no authorization, or other "hacking" activity.
4. Attempting to alter system software or hardware configurations without authorization.
5. Misusing, using excessively, or abusing computer equipment, software or supplies.
6. Acting in ways that deny or interfere with the access and utilization rights of others.
7. Using any computer network or computing resources to access or transmit material or participate in activities that include but are not limited to, obscenity, child pornography, defamation, solicitations and theft.
8. Using or forwarding offensive or obscene, language or other communication.
9. Violating copyright laws, including the unauthorized reproduction of and using copyrighted images and text.
10. Violating software licenses through unauthorized use, copying, and/or disseminating of software applications.
11. Using any computer network or service for a purpose other than scholarship (research and/or learning) or limited personal communication. For example, utilizing the College's resources on behalf of any commercial, political, religious or other non-academic organization is prohibited.
12. Being involved in software theft or piracy, data theft, or other action, which violates the intellectual property or privacy rights of others.

Security and Privacy Rights:

The College will take reasonable steps to ensure the security and integrity of information kept in or on, or transmitted by its equipment. At the same time, the College also reserves the right to protect the integrity of its computing enterprise. The privacy rights of individuals using College-owned equipment are limited.

In particular, the College may:

1. Enforce all policies including but not limited to, harassment, the safety of individuals, protection of College assets, and other legal requirements.
2. Ensure that electronic communication or information system activities are consistent with the user's job responsibilities at the College.
3. Monitor and access the system and individual user files as appropriate and to maintain, operate, and provide security to computing resources.
4. Monitor the volume of information communicated on campus networks.
5. Audit computing equipment for the presence of installed commercial software packages.
6. Examine the content of data, text, images, and/or executable computer files, where the College has reason to believe that a violation of computing use regulations has occurred.
7. Implement procedures to protect the integrity of the systems and networks (e.g. virus scans).
8. Make backup copies of files that are important and relevant to the operation of the College.
9. Identify files to locate information related to College business.
10. Disclose the contents of electronic communications and/or computer files in the course of an investigation triggered by indications of misconduct, to protect health and safety, to prevent interference with the business of the College or to fulfill the College's obligations to third parties (such as law enforcement agencies, legal representatives, and government agencies).
11. Restrict, limit or deny access to the College's computing resources and to remove or limit access to material posted on College-owned computers or networks.

The College cannot guarantee the security of individual offices, nor can it guarantee any piece of equipment against failure. It is therefore the responsibility of the user to ensure that data and other valued information assets are adequately backed up and secured.

Computer networks are NOT SECURE. Although it is violation of policy for an unintended recipient to deliberately read another person's electronic communications, the College cannot guarantee that an electronic message will not be read or examined by an unintended recipient, either on or off campus. It is therefore recommended that computer networks not be used to transmit information which is confidential, sensitive, or for which privacy rights might be a concern.

Information to be found at www.hood.edu/doit

Electronic Communications Etiquette

- Use grammatical guidelines for upper and lower case text. Text that uses all uppercase letters is considered SHOUTING and can be considered offensive to the reader.
- Identify yourself to the receiver. Signing the message and providing the e-mail address will be helpful to the receiver.
- Address all messages carefully and respectfully. Send the message only to those individuals who need to see the communication.
- Be diplomatic when creating the message. Written criticism appears harsher and can be easily forwarded.
- Be calm in responding to messages that are received. Do not reply hastily or angrily. The intent of the sender may have been misunderstood. Try asking questions to get more clarification before responding to a message that initially causes concern.
- Be sensitive to the receiver and allow appropriate time for response.
- Watch out for viruses in attached files.
- Be aware of normal rules of courtesy when using public computer or library labs. Remember that information transmitted through Hood College's electronic communications systems can be construed to represent the institution, even when disclaimers are used. Students, faculty and staff are encouraged to always use appropriate language, behavior and style in all written communications.

Unacceptable Uses of Electronic Communications:

The following are examples of violations of College policies that will be subject to action under the College's Progressive Discipline Policy and other policies that may apply.

- Generating or forward chain mail or junk mail. These messages are a nuisance and can slow down networks; thereby, wasting valuable and limited resources.
- Sending unwanted e-mail. This action can be regarded as a form of harassment that is governed by College policies.
- Creating panic when receiving Internet hoaxes and computer virus myths. Check with End User Computing to determine the validity of these items.
- Using loud volumes on speakers for sound found in videos, games, etc., in public computer and library labs.

410 - Telecommuting Guidelines

410.1 Statement:

Telecommuting is a voluntary work alternative (unless specifically stated as a condition of employment) that may be appropriate for some employees and some jobs. It is not an entitlement; it is not a college-wide benefit; and it in no way changes the basic terms and conditions of employment with Hood College. All College employees, including telecommuters, are subject to the College's policies and procedures.

410.2 Purpose:

Hood College considers telecommuting to be a viable alternative work arrangement in certain circumstances which, when properly implemented and administered, benefits both the College and the telecommuter. The College defines telecommuting as "a work arrangement in which some part of the regularly scheduled work is performed at an off-campus worksite such as the home, on the road, or in an office space near home."

410.3 Procedures

The following guidelines will define allowable telecommuting arrangements:

Initiation of Telecommuting

- Either the employee or a department may initiate the request for telecommuting. In either case, the overall department needs are to be taken into consideration in evaluating the request.
- Individuals requesting telecommuting as an alternative work arrangement will be evaluated according to specific criteria. The employee's supervisor or manager, with the assistance of the Director of Human Resources and the Director of Information Technology, will evaluate the suitability of such an arrangement. This evaluation may include analysis of:
 - a) Employee Suitability - assessment the needs and work habits of the employee, in relation to traits customarily recognized as appropriate for successful telecommuters.
 - b) Job Responsibilities – assessment of the job responsibilities to determine if the job is appropriate for a telecommuting arrangement.
 - c) Equipment needs, workspace design considerations and scheduling issues.
- The final determination of whether a telecommuting arrangement is appropriate will be made by the manager.

Telecommuting Agreement

- If telecommuting is deemed appropriate, a detailed Telecommuting Agreement will be prepared and signed by all parties and a trial period will commence.
- The Telecommuting Agreement will specify work details including but not limited to:
 - hours per day/week (core hours defined)
 - quality of work
 - quantity of work
 - time tracking mechanism
 - minimum communication standard
- Hood College will not provide any monetary support to the telecommuter to hire any professional or clerical help to provide the agreed upon services.
- The manager will establish the number of days of telecommuting allowed each week, the work schedule the employee is customarily expected to maintain, and the manner and frequency of communication with the College. The employee agrees to be accessible by phone or modem within a reasonable time period during the agreed upon work schedule.
- Telecommuting is not designed to be a replacement for appropriate dependent care. Although an individual employee's schedule may be modified to accommodate dependent care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss these expectations of telecommuting with family members and supervisor prior to entering into a trial period.
- Employees entering into a telecommuting agreement may be required to forfeit use of an on-campus personal office or workstation in favor of a shared arrangement to maximize the College's office space utilization.
- Hood College will determine the appropriate equipment needs (including hardware, software, modems, phone and data lines, facsimile equipment or software, photocopiers, etc.) for each telecommuting arrangement on a case-by-case basis. The Human Resources and Information Technology departments will serve as resources to determine these needs. The College will maintain equipment supplied by the College by ITS staff (employee will be responsible for transporting computer to the College for maintenance/support). The employee will maintain equipment supplied by the employee, and the College accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the College is to be used for business purposes only and should not be used by other members of the employee's family or anyone else. The telecommuter must sign a statement attesting to the College-owned property in his/her possession and pledge to protect the items from damage or theft. Upon

termination of employment or the telecommuting agreement all College property must be returned to the College, unless other arrangements have been made.

- The employee is responsible for establishing an appropriate work environment within his/her home for work purposes. The College will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture or lighting, nor will it be responsible for repairs or modifications to the home office space. The telecommuter is responsible for meeting all fire and zoning code requirements for establishing the home-based workspace.
- Hood College will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. The College will also reimburse the employee for all other business-related expenses such as phone calls, shipping costs, etc. that are reasonably incurred in accordance with job responsibilities and which have been approved by the supervisor.
- The College will not reimburse the telecommuter for travel expenses to and from the campus for required meetings nor for any home related expenses such as construction, renovations, heating/air conditioning, lighting or electricity.
- The employee has the responsibility to determine tax and other legal implications for the business use of the employee's home based on IRS and state and local government restrictions.
- An appropriate level of communication between the telecommuter and supervisor will be defined during the discussion process and will be formalized during the trial period. After the conclusion of the trial period, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.
- The availability of telecommuting as a flexible work arrangement can be discontinued at any time at the discretion of the College.
- Telecommuting does not change the terms and conditions of employment with the college, and telecommuters remain at-will employees at Hood College and subject to all policies of the College.

411 – Whistleblower Policy

411.1 Statement:

Hood College strives to operate in ways which reflect the highest integrity and safety in all operations; and therefore, expects all its trustees, faculty, staff, volunteers, and students to operate in the utmost ethical, honest, and lawful manner while conducting all activities in accordance College policies and federal, state or local laws and regulations. The College strongly encourages all faculty, staff, volunteers, trustees, applicants for employment, and students to report suspected or wrongful conduct by Hood College trustees, faculty, staff, volunteers, or students through the channels that the College has established for such reporting. No Hood College student, volunteer, trustee, faculty or staff member may interfere with the good faith reporting of suspected or actual wrongful conduct; and, no individual who makes such a good faith report shall be subject to retaliation, including harassment or any adverse employment or academic consequence as a result of making a report. It is specifically prohibited to take retaliatory action against any individual with respect to the implementation of any policy or procedure regarding reporting of criminal activity or statistics, and individuals are encouraged to forward information of any kind as related to crime on campus without fear of retaliation. The College will review all good faith reports and take appropriate action to stop and prevent wrongful conduct including that which is harmful to the College's reputation and that put College assets or people at risk, while providing appropriate protection to the whistleblower.

411.2 Philosophy:

Hood College has an obligation to protect people, safeguard all assets, protect funds from theft and misappropriation, and to minimize and/or eliminate when possible the risk of improper access or inappropriate utilization of financial and other resources. To that end, the College has developed prudent policies and practices in accordance with generally accepted safety practices, accounting principles and current laws and regulations, including those related to reporting of crimes. In the event that the policies and practices are not being followed, the College should be notified immediately of the suspected noncompliance or fraudulent activity.

It is the intent of the policy to protect any employee, applicant for employment, trustee, volunteer, or student who engages in good faith disclosure of wrongful conduct to a designated College official or public body. Persons reporting suspicious activity or wrongful conduct will be provided appropriate protection from retaliation as outlined in the procedures below.

411.3 Procedures:

Definitions:

The following definitions further explain several key phrases contained within this policy. For clarification on any items not listed below, please contact the Office of Human Resources.

8. Whistleblower – An employee, applicant for employment, trustee, student, or volunteer who discloses evidence of wrongful conduct.
9. Wrongful conduct – A serious violation of College policy or procedures; a violation of applicable state and federal laws; the use of College property, resources, or authority for personal gain or other non college-related purpose; an abuse of authority, gross mismanagement, or gross waste of College money; conduct resulting in substantial and specific danger to public health or safety; or, unethical activities.
10. Protected Disclosure(s) – Reporting actual or suspected wrongful conduct engaged in by a College trustee, employee, student, volunteer, agent or contractor (who is not also the disclosing individual) based on a good faith and reasonable belief that the conduct has both occurred and is wrongful conduct to a public body, a law enforcement officer, or a Whistleblower Administrator, identified below.
11. Retaliation – Adverse action, including harassment, intimidation, adverse employment actions such as termination, compensation decreases, or poor work assignments, adverse academic consequences, harassment, intimidation, threats of physical harm, or any other form of retaliation, against a whistleblower because she/he has made a protected disclosure or has participated in an investigation, proceeding or hearing involving a protected disclosure.
12. Whistleblower Administrator – College official designated to receive and investigate good faith reports of wrongful conduct, investigate the report and determine an appropriate response including corrective activity.

Reporting Suspected Abuse and Other Wrongdoing:

1. As soon as an employee suspects illegal or dishonest activity, he/she should report it immediately to his/her supervisor or the appropriate Whistleblower Administrator(s).
 - a. Provost and Vice President for Academic Affairs – shall receive notifications of student and academic issues.
 - b. Vice President for Finance – shall receive notifications of financial misconduct, fraud, or other business administrative issues.
 - c. Director for Facilities Planning and Special Projects – shall receive notifications of contractor(s), Hood College employee(s), or others who fail to comply with current safety requirements as determined by federal, state and local law or if life and/or health safety issues are a concern at any time or in any Hood College facility/activity.

- d. Director for Campus Safety and Security – shall receive notifications of any safety incident involving students, staff, volunteers, and faculty, and any concerns regarding reporting of crimes on campus.
 - e. Executive Director of Human Resources – shall receive notifications of issues involving employees and applicants for employment.
 - f. Whistleblowers may choose to communicate with any Whistleblower Administrator as appropriate.
2. The Whistleblower Administrator(s) may consult with outside authorities if the situation warrants.
3. Reports of suspected wrongful conduct and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality. The Whistleblower Administrator who received the report will manage such investigation, and request the assistance of other officers or trustees of the College, or other third parties as he or she deems necessary.

Protection of Whistleblower(s):

There are two types of Whistleblower Protection.

1. **Protection of the Whistleblower's identity – The College will maintain the confidentiality of the whistleblower as reasonably possible. However, the identity of the whistleblower may need to be disclosed during a thorough investigation to comply with the law and to provide the accused individual(s) his/her/their rights of defense.**
2. **Protection from Retaliation – The College will not retaliate against an individual bringing forward the information, nor will it allow any member of the College community to retaliate against the whistleblower.**
3. **The Whistleblower is not granted immunity for any personal wrongful conduct that is alleged and investigated. A Whistleblower who believes that he/she is being retaliated against must contact the President's Office immediately.**

Inaccurate Reports or Baseless Allegations:

Employees and/or students are expected to exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongful conduct will be subject to disciplinary action up to and including termination.

Periodic Review of Internal Controls and Operating Procedures:

Hood College's internal controls and operating procedures are intended to detect, prevent and/or deter improper activities. However, even the best systems of control cannot provide absolute safeguards against irregularities. The College uses an outside auditor to assist in a periodic review of these internal controls and operating procedures.

In the event, that an employee, trustee, student, or volunteer determines that these internal controls and operating procedures are inadequate or that someone is

engaged in improper activity, the person is encouraged to come forward in good faith to report his/her concern with the process or the suspected wrongdoing. This is an important part of the College's overall strategy to safeguard people and assets.

500 Employee Development

501 – Orientation, Training and Development

501.1 Statement:

Hood College strives to acquaint new employees with our organization and their responsibilities through an interactive orientation process. The hiring department and supervisor will develop a plan that fits each unique person and situation utilizing the College's orientation plan guidelines. Supervisors endeavor to work with the employees throughout their careers to identify training needs and support career development activities; however, the College can only support these activities to the extent that resources are available which would include time, budget dollars, staffing issues, etc.

501.2 Philosophy:

As an institution of higher learning, Hood College is committed to the growth and development of people, which begins at orientation and continues throughout their career at the College. Hood College recognizes that people need on-going growth and development opportunities for personal satisfaction and for continuing to develop skills vital to success of the College.

The College supports training and development activities that prepare the employee for current and future jobs at the College. Hood College also supports initiatives that enhance interpersonal, communication, and community-building skill acquisition. The College is a strong supporter of undergraduate and graduate education for employees.

501.3 Procedures:

Orientation:

The orientation process includes organizational, departmental, and job-specific information. For planning information, see [Hood Orientation Plan Guidelines](#). The Orientation process includes the following:

Organizational Information: This part of the orientation may include a virtual or walking Campus Tour, an Organization Overview, a Benefits Briefing, Departmental Visits, Telephone and Email Orientation, Technology Orientation, Purchasing and Bill Processing, and/or the Performance Appraisal System.

Departmental Information: Information may include the departmental vision and mission, and review departmental or College policies and procedures.

Job-Specific Information: A review of the Current job description and essential functions, and beginning the goal setting process for performance appraisal may

be part of this process as well as information regarding departmental or College policies and manuals that relate to the employee's job responsibilities.

Training and Development: Hood College ascribes to using the performance appraisal system as one means for determining training needs. Other training needs may develop in the normal course of activity due to changes in the laws or regulations, upgrades to computing systems, installation of new technology, etc. The College also recognizes the importance for on-going professional skill development for people skills, such as communication skills, interpersonal skills, and supervisory skills.

Tuition Assistance: The College supports continuing education through a tuition assistance program for active employees in which tuition is waived for Hood College classes. There are many programs that the College offers that are beneficial to building people skills and job-related skills. The College Catalog identifies current programs and the course descriptions. Refer to the current Schedule of Classes for course offerings. Employees may be eligible to take courses during the day. For more information regarding this benefit, see [723 Educational Benefit](#).

Internal Courses, Workshops and Seminars: Hood College may offer a course, workshop or seminar through an external training company, an internal department, vendors (such as Prime Employee Assistance Program), or other entities that is targeted toward our staff members. These may be provided with or without a fee to staff members. Human Resources and the Library have a number of audio programs available for employees to borrow. Contact the Library or Human Resources to determine if there are programs of interest for individuals or departments.

External Workshops and Seminars: Employees may be eligible to attend a class or training program off-site. The department depending on the job requirements and availability of resources may pay these training and development costs. Staff members will follow the procedures in [Travel Expense Guidelines and Reporting](#) Policy and Procedure Statement for registration and travel requirements.

502 - Performance Appraisal Process

502.01 Statement:

Hood College supports a consistent, continuous, and communicated performance management process for its employees. The performance management process is designed to encourage on-going constructive dialogue between staff members and their supervisors to build rapport, to identify College-wide values, to clarify job responsibilities, to discuss performance expectations, to highlight accomplishments, to identify career development opportunities and to make adjustments to performance as necessary. As part of this process, a formal periodic performance evaluation known as the Performance Discussion Summary (PDS) is used to provide written feedback on current performance levels, to set goals for the next performance period, and to discuss training or developmental needs of the employee.

502.02 Philosophy:

Hood College is committed to supervisors and employees participating in a process of performance appraisal that will benefit the employee, the supervisor and the College.

The College's PDS is a method for the College to ensure that information regarding current employee responsibilities and expectations is documented and mutually discussed for specific job functions and College-wide values. The assessment process is driven by the philosophy that every employee is uniquely responsible for contributing to the vision, value, and success of the College.

502.03 Procedures:

Eligibility:

Regular part-time and full-time employees are appraised, normally at least once a year. There may more frequent appraisals for new employees or for those who have changed positions during the year.

Process:

Employees are active participants in the PDS. Comprehensive information on completing the self-assessment can be found at [Hood College Human Resources Performance Appraisal Guidebook Section VI.](#)

Employees are encouraged to collect information throughout the year that demonstrates their performance level. The employee may receive many types of written feedback, which will be helpful in determining and substantiating the employee's self-assessment ratings.

Supervisors are expected to provide information on forms and schedule appointments with employees to plan, discuss and finalize the PDS process.

Periodic meetings between supervisors and employees throughout the year are highly recommended.

Annual Review Time:

Normally, the annual review time will be a fiscal year time frame that runs from July 1 through June 30. For this cycle, reviews are due in Human Resources by July 15 of the new fiscal year.

Other review cycles may be used if job goals are more compatible with another 12- month period. Reviews will be due in Human Resources two weeks after the end of the review cycle and if appropriate, increases will be retroactive to the end date of the appraisal period.

Merit Increases:

Hood College does support a merit-based compensation system. This system links performance assessment to compensation decisions. Therefore, it is incumbent on employees to be prepared to fully participate in this process throughout the year. For more information regarding merit increases, see [Section 800 Payroll Procedures](#).

503 – Memberships in Professional Organizations

503.1 Statement:

Hood College supports participation and leadership in a variety of organizations affiliated with higher education or other professional organizations. In its discretion, the College may support membership in professional organizations to the extent appropriate. This policy provides the guidelines regarding the organization's support of staff member participation in career-related, higher education or other types of organizations.

503.2 Philosophy:

As an institution of higher learning, it is imperative for Hood College to be active in a variety of venues to further the cause of post-secondary education and to provide opportunities for on-going staff development. The College is a strong supporter of participation in professional organizations to the extent that resources permit.

503.3 Procedures:

Eligibility:

A full-time regular employees may request the College to sponsor membership in an appropriate organization by submitting a request to his or her immediate supervisor. The employee should provide a description of the organization; explain how the membership will benefit the College and the employee; and describe the expected costs and time investments.

The appropriate Senior Officer will make the determination of the appropriate level of participation.

Fees and Travel Costs:

Membership fees and travel costs associated with meeting attendance should be processed per the College's policies for bill processing and travel expenses.

700 Benefits

700 - Benefits

Hood College is concerned about the well-being of employees and their families. There is a commitment to policies, practices, and programs that support staff members as they encounter personal and family issues throughout the lifecycle. The College encourages, at all levels, a working environment sensitive to and supportive of the needs of individuals and their families. As part of the proactive response to these concerns, the College provides a menu of choices to provide assistance to staff member needs that range from young adults, to family providers, to parent caregivers, to retirement planning.

The policies, practices and programs encourage personal choice to create the benefits package that best addresses the unique situation of every employee. Hood College understands that employees face a number of issues that can impact their daily lives. The College has assembled a generous collection of benefit offerings to assist employees in facing many of these challenges. Some benefits are totally funded by the College; the premium costs of other benefits are shared between employees and the College. Whenever possible, the College has provided the pre-tax option for employees to pay for their share of the costs. Information is provided for employees to use to make informed decisions as they create the benefits package that works best for their current situation. Open enrollment is held annually and provides the opportunity for employees to review choices and determine the best options for the next year.

The following pages contain summaries of the benefits that the College offers. This information is provided for the employee's convenience, but is not the official Summary Plan Description. The benefits are described as clearly as possible, with a minimal use of the technical words and phrases appearing in the legal documents. However, the official plan document remains the final authority. In the event of a conflict with a policy or a summary plan description, the official plan document will govern in all cases. Copies of plan documents may be obtained by contacting the Human Resources Department.

Hood College reserves the right to amend, reduce, suspend, or discontinue any or all of the benefit plans outlined below consistent with applicable law. The benefits described below are not part of any contractual obligation of the Hood College; rather, these benefits are provided as part of a total compensation package to staff.

701 - Holidays

701.1 Statement:

Hood College observes several holidays throughout the year by closing all offices and suspending operations, with the exception of areas where continuous operations are essential. Holiday pay for any College-recognized holiday is equal to an employee's regular compensation for that day. The College acknowledges that employees, who have sincerely-held religious beliefs, may want to request time off for holidays not observed by the College. Hood College supports the rights of these individuals to exercise their religious freedom.

701.2 Philosophy:

The College recognizes several holidays throughout the year and grants employees time off on these days to allow them to take a break from work and enjoy the holiday season. An employee also may request time off for religious observances that are not part of the College's holiday calendar.

701.3 Procedures:

College Observed Holidays:

All regular full-time employees and all part-time employees with an established Full-Time Equivalency (FTE) of 0.50 or greater are eligible for holidays. Employees are eligible to take holidays as scheduled by the College, unless they work in an area where continuous operations are essential and are required to work on those days.

Hood College recognizes the following paid holidays:

- Martin Luther King's Birthday
- Memorial Day
- Independence Day
 - When this holiday falls on a Saturday, the College will observe the holiday on the preceding Friday. When this holiday falls on a Sunday, the College will observe the holiday on the following Monday.
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving Day
- Winter Break
 - The College will be closed from December 23rd through January 1st for Winter Break. Employees will receive compensation for all regular workdays during the period in which the College is closed. Essential personnel will be compensated as outlined below.

For eligible hourly, non-exempt, part-time employees only, he or she will receive holiday pay for the number of hours normally scheduled to work if a holiday falls on a normally scheduled workday.

Employees, who work a shift other than days, also are eligible for holiday pay and are subject to the same guidelines as employees who work the day shift.

Holiday Policy for Essential Personnel:

Some departments on campus must continue to function, even on holidays. As a result, certain employees may be required to work on those days. The College will attempt to provide advance notice to employees who must work on holidays.

If a non-exempt employee is required to work on a holiday and the holiday falls on a normally scheduled workday, the employee will receive *holiday* pay plus holiday worked pay for this time. However, if an employee is required to work on a holiday and works any hours in excess of his/her normal schedule, he/she will receive holiday and holiday worked pay for the regularly scheduled time worked and holiday worked pay for any holiday hours worked in excess of his/her normal schedule. If the hours worked in excess of the employee's normal schedule fall on a non-holiday day, the employee will receive regular pay for those excess hours.

If a holiday falls on an employee's normally scheduled day off and the employee does not work that day, that employee may take the holiday on another normally scheduled workday within the work week or take holiday pay for that day. If a holiday falls on an employee's normally scheduled day off and the employee does work that day, that employee will receive holiday worked pay for this time.

Any employee working the 3rd shift (which begins at 11:00 p.m. one day and extends to 7:00 a.m. the next day), will be paid holiday pay and holiday worked pay for the entire regular shift which begins on the holiday date.

The winter break holiday schedule will be established each year to assure both that essential personnel receives their appropriate holiday compensation and the essential needs of the College are met.

For non-exempt employees, any hours *worked* in excess of 40 hours per week will be treated as overtime. Hours *worked* includes actual hours on the job and does not include holidays, vacation, sick leave, or any other type of leave.

Holiday Pay Upon Termination:

Employees who terminate employment will be paid only for holidays occurring prior to their last day of work. Employees cannot make a holiday their last day of work.

Non-Scheduled Religious Holidays:

Employees may request time off for religious observances that are not part of the College holiday calendar. Employees should provide supervisors with adequate notice regarding the request for time off. Employees also should discuss whether paid or unpaid leave will

be designated or arrange for a suitable schedule to make up the time missed, provided the job/position allows for such arrangements.

Supervisors will work with employees to allow time off for non-scheduled religious holidays. Leave may be denied depending upon the operational needs of the College or department.

702—Personal Days

702.1 Statement:

Hood College grants personal days to eligible full-time and part-time employees, as of their hire date. Personal days must be used prior to an employee's anniversary date and cannot be carried forward to the next year.

702.1 Philosophy:

The College understands that employees occasionally may need additional time off for personal business and/or extended vacation. As a result, the College provides eligible employees with personal days in proportion to their FTE status.

702.3 Procedures:

Eligibility:

All regular full-time employees and all part-time employees with an established FTE status of 0.50 or greater are eligible for personal days off with pay. All regular full-time employees receive two personal days per year, starting with their first year of employment. All part-time employees receive one personal day per year, starting with their first year of employment. Employees must use these personal days prior to their anniversary date. For example, if an employee is hired on August 15, 2000, he or she has until August 14, 2001 to use his or her personal day(s).

Personal days cannot be carried forward to the next year. Any personal days not used prior to an employee's anniversary date are lost.

Personal days are to be taken in full day increments and are to be scheduled in advance. They may be used to extend vacations or holidays or to take care of personal business.

Notification to Supervisor:

Employees are required to give supervisors advanced notice before taking a personal day so that adequate job coverage can be arranged during an employee's absence. [Hood College Leave/Time Off Request slips](#) should be given to supervisors with "Personal Day" clearly marked on the slip.

If an employee fails to notify the supervisor in a timely fashion of his or her intent to use a personal day, the supervisor may deny the absence as a personal day and the absence may be deemed an unexcused absence for which the employee will not be paid.

703—Vacation Leave

703.1 Statement:

Hood College recognizes the importance and value of vacation leave and grants such leave to eligible employees to give them a chance to rest and relax. Vacation leave is accrued on a per-pay basis and is available once it has been accrued by an employee.

703.2 Philosophy:

The College understands that employees need a break from work. Vacation leave allows employees an opportunity to get a way from their daily job responsibilities to rest and relax and then return to work refreshed.

703.3 Procedures:

Eligibility:

All regular full-time employees and all part-time employees with an established Full-Time Equivalency (FTE) of 0.50 or greater are eligible to accrue and use vacation leave.

Accrual:

All full-time employees accrue vacation leave at a rate of 20 days per year. Part-time employees who work at least one-half time or greater accrue vacation in proportion to their FTE status. For example, an employee who has an FTE status of 0.50 accrues 10 days per year, and so on. Eligible employees begin to accrue vacation upon hire and can use vacation leave once it has been accrued. Vacation leave is accrued on a per-pay basis.

Employees may not accrue more than 20 days of vacation leave. Once an employee reaches this maximum balance, vacation leave ceases to accrue until the employee uses a portion of her or his accrued leave, and the leave balance drops below the maximum limit. Once the balance drops below the maximum, the employee will begin to accrue vacation leave again, not to exceed a balance of twenty days.

When an employee transfers to a new department within the College, she or he retains any accrued vacation leave provided the employee's FTE status does not change to less than 0.50 FTE. If an eligible employee's FTE status becomes less than 0.50 FTE, leave accrual will cease and any vacation leave balance will be paid out.

1995 "Frozen" Balance:

This policy does not effect the administration of "frozen" balances from 1995. Where applicable, these balances will be retained by the payroll system until used by the employee or until the employee's termination. Any unused, frozen vacation leave will be paid out to the eligible employee at termination.

Scheduling:

Employees are required to arrange vacation in advance with the appropriate supervisor and/or senior officer. While supervisors should attempt to accommodate the needs of the employee while scheduling vacations, leave may be denied depending upon the operational needs of the College or department.

Documentation:

Employees are responsible for recording vacation leave in a timely, accurate and complete manner. Periodic review of leave notifications will be performed as part of the overall annual financial audit. If it appears that there has not been adequate accounting of time off, employee(s) may be notified of the deficiency and appropriate action, including disciplinary action, may be taken.

Compensation for Vacation Leave:

Compensation for vacation leave pay is equal to an employee's regular compensation for that day. An employee is not entitled to receive compensation for any unused portion of vacation leave, except on termination or when payment has been approved by the President.

Vacation Leave at Termination:

Upon termination from employment, any unused vacation leave will be paid to the employee. However, payment for unused vacation leave will not exceed 20 days, unless payment for frozen balances is included. In such cases, an employee will receive payment for "regular" vacation leave and for "frozen" vacation leave.

704 - Emergency or Compassion Leave

704.1 Statement:

Hood College grants emergency or compassion leave to eligible employees when a death or other extreme misfortune occurs in the employee's immediate family, or in the case of a natural disaster.

704.2 Philosophy:

The College understands that employees need time off for grieving and to conduct personal business related to the death of a family member. The College also recognizes the need for time off created by other types of extreme misfortune or natural disasters. As a result, emergency leave is granted to eligible employees in such circumstances.

704.3 Procedures:

Definition:

Immediate family: For the purpose of this policy, "immediate family" is defined as the employee's spouse or same sex domestic partner, parents, brothers, sisters, children, grandparents, aunts, uncles, legal guardian, in-laws or stepparents, step grandparents and stepsiblings.

Eligibility:

All regular full-time employees and all part-time employees with an established FTE status of 0.50 or greater are eligible for paid emergency or compassion leave.

Notification:

When possible, an employee should notify his or her supervisor regarding the use of emergency or compassion leave upon learning of the death of a family member or other triggering event. If this is not possible, an employee should notify his or her supervisor within a reasonable time frame to allow the supervisor to make appropriate staffing arrangements during the employee's absence.

Length of Leave:

An eligible employees may be granted up to five (5) working days of paid emergency or compassion leave for the death of an immediate family member or other extreme misfortune in the employee's immediate family. Upon request of the employee, days off may be intermittent or consecutive with the approval of the employee's supervisor. While supervisors are expected to make efforts to allow employees to take emergency or compassion leave, it may be necessary to limit the length of the leave or to deny the same depending upon the specific circumstances of the request.

If additional time is needed, the employee may use available paid leave or request leave without pay, provided satisfactory staffing arrangements can be made by the employee's supervisor.

Death of friends or family members who are not in the employee's immediate family
Hood College also allows eligible employees to use paid leave (such as personal days or vacation time) or unpaid leave to attend services or conduct personal business related to the death of friends or family members not in the employee's immediate family. As stated in the information above, an employee should provide advance notification to his or her supervisor of the request for time off. While supervisors are expected to make efforts to allow employees to take time off, it may be necessary to limit the length of the leave or to deny the same depending upon the specific circumstances of the request.

705 – Leave for Jury Duty or Court Appearances

705.1 Statement:

Hood College grants paid leave for jury duty or for court appearances that are required by a subpoena as a state's witness. Employees who appear in court without being subpoenaed or who are not subpoenaed to be a state's witness may use available and appropriate paid leave or leave without pay.

705.2 Philosophy:

The College supports an employee's obligation to fulfill her or his civic and legal duty as a juror or witness in court and, therefore, grants paid leave for jury duty and subpoenaed court appearances as a state's witness. Other court appearances may require an employee to use available and appropriate leave, leave without pay, or in situations where the supervisor pre-authorizes, time may be made up outside normal working hours.

705.3 Procedures:

Summons for Jury Duty or Court Appearances:

When an employee receives a summons to serve as a juror or is subpoenaed to appear in court as a state's witness, she or he should contact her or his supervisor and the Department of Human Resources (HR) as soon as possible. The employee also should forward a copy of the summons or subpoena to the supervisor and HR in a timely manner.

If an employee serves jury duty on a stand-by (or on-call) basis, the College expects the employee to report to work every day that she or he does not report for jury duty. If an employee on stand-by is asked to report for jury duty, the employee should contact his or her supervisor as soon as she or he receives notification. If an employee serves jury duty for an extended amount of time, she or he is expected to contact his or her supervisor on a regular basis to allow the supervisor to make adequate staffing changes and to provide assistance in coordinating work schedules.

If an employee is subpoenaed to appear in court, the employee should contact his or her supervisor as soon as possible to allow the supervisor to make adequate staffing changes and to provide assistance in coordinating work schedules. The employee should stay in contact with his or her supervisor and provide notification of an anticipated date of return to work.

Documentation:

When an employee serves on jury duty or appears in court, the employee must provide to his or her supervisor a copy of the summons or subpoena and forward a copy to HR.

Compensation:

An employee will receive compensation at his or her normal salary or hourly rate for any work time missed due to jury duty or subpoenaed court appearances as a state's witness. An employee summoned or subpoenaed to appear in court for any reason other than as a state's witness, may request to use accrued appropriate leave, leave without pay, or may request her/his supervisor's pre-authorization to make up hours outside of normal working hours.

706 - Military Leave

706.1 Statement:

Hood College grants military leave of absence to employees for service in the uniformed services of the United States and reemploys veterans in compliance with all applicable laws.

706.2 Philosophy:

The College encourages employees to fulfill their military service requirements and seeks to provide equitable treatment to employees with military obligations.

706.3 Procedures:

Eligibility:

All regular full-time employees and part-time employees, except those employed for a brief, nonrecurrent period, are eligible for military leave.

Notification:

An employee, who has been called for military training or duty, should contact Human Resources no later than 30 days prior to the report of service or training date. An employee called to military training or duty is responsible for providing all requested documentation in a timely manner. Where possible, a copy of the military orders should be given to Human Resources.

An employee may not be entitled to certain rights, including rights of re-employment, if he or she fails to give advance written or verbal notice of the service necessitating leave.

Compensation:

The College will pay to the employee on military leave the difference between the pay the employee receives from the United States for the service necessitating leave and his or her regular rate of pay, *up to a maximum of two weeks*.

The employee also may use any available personal days or vacation time that accrued prior to the commencement of his or her service. Any military leave in excess of designated personal days or vacation time will be unpaid.

At the conclusion of the period of service, an individual returning from leave must present a certified government accounting of compensation received to Human Resources.

Benefits during military leave:

During the military leave, the College will continue to fund all benefit plans as the employee elected for up to a maximum of 12 weeks. The employee will be responsible for all employee contributions in order to maintain current coverage levels.

If the person requesting leave participates in the College's health plan, the person may elect to continue such coverage during the period of service. The maximum period of coverage of a person and the person's dependents under such an election shall be the lesser of (1) the 18-month period beginning on the date on which the person's absence began or (2) the day after the date on which the person fails to apply for or return to a position of employment consistent with the

Reemployment/Reinstatement to active status provisions below. The employee is required to pay his or her share of the insurance premium during the first 12 weeks of leave. Thereafter, the employee is required to pay the full premium under the plan until coverage ceases in accordance with this paragraph.

Reemployment/Reinstatement to active status:

The College will reemploy employees who satisfactorily complete their military service consistent with all applicable laws.

Where an individual's period of service was less than 31 days, the individual is not required to submit an application for reemployment. However, the individual is required to report to Human Resources not later than the beginning of the second full regularly scheduled workday following the completion of the period of service, unless such reporting is impossible or unreasonable through no fault of the individual.

Where an individual's period of service was for more than 30 days but less than 181 days, the individual must submit an application for reemployment with the College not later than 14 days after the completion of the period of service, unless such submission is impossible or unreasonable through no fault of the individual.

Where an individual's period of service was for more than 180 days, the individual must submit an application for reemployment with the College not later than 90 days after the completion of the period of service.

Individual's hospitalized or convalescing from an illness or injury incurred in, or aggravated during, the performance of service shall report to Human Resources or submit an application for reemployment at the conclusion of the period of recovery as consistent with the above paragraphs. The period of recovery may not exceed two years, absent circumstances beyond the individual's control making reporting within the two-year period impossible or unreasonable.

Retention after reinstatement:

A person reemployed by the College pursuant to this policy shall not be discharged from employment, except for cause, (1) within 180 days after the date of reemployment if the person's period of service was more than 30 days but less than 181 days; or (2) within one year after the date of reemployment if the person's period of service was more than 180 days.

Potential Revisions to Policy:

The benefits provided in this policy pursuant to the Uniform Services Employment and Reemployment Rights Act and maybe subject to change consistent with future amendments to that statute.

707 – Leave Without Pay

707.1 Statement:

Hood College may provide leave without pay to employees when it is requested with proper notice. Leave without pay may be granted for a variety of reasons, including a serious medical condition, or birth or placement of a child as defined by Family and Medical Leave Act (FMLA), educational pursuits, and civic duties. Leave without pay is granted at the discretion of the **appropriate senior officer**.

707.2 Philosophy:

The College recognizes that an employee may need time away from work for personal reasons but may not have paid leave available for use. In such circumstances, the College, under the direction of the appropriate senior officer, may grant unpaid leave to the employee.

707.3 Procedures:

Leave without pay may be granted for a variety of reasons, such as educational pursuits, military obligations, other civic duties, or personal obligations. (Note: Certain military duties are paid in accordance with Military Leave. For additional information, refer to Section [706 Military Leave](#). Family and Medical situations are determined and administered in accordance with FMLA regulations. See Section [710 Family and Medical Leave \(FMLA\)](#)).

Eligibility:

Individuals who have been employed by the College as .5 FTE or greater for at least twelve (12) months are eligible to request an unpaid leave of absence. All unpaid leave is granted at the discretion of the College at the recommendation of the supervisor and Vice President of the affected department. For eligibility under the FMLA, see section [710 Family and Medical Leave \(FMLA\)](#).

College's Right to Fill Vacant Position:

Hood College provides leave without pay as a benefit and encourages eligible employees with appropriate needs to consider using this type of leave as circumstances may warrant. However, the College may determine that leaving a position vacant negatively impacts its ability to adequately service constituents, and the College may fill such a vacancy with a temporary or regular employee consistent with applicable law.

If an employee is away from assigned responsibilities for three days, and not out on an approved leave, the employee may be terminated for job abandonment, and the College may begin to recruit for the position or fill the position. Leave without pay taken pursuant to this policy must be approved *prior* to the employee's absence. The College will attempt to re-instate or re-employ the employee after a pre-approved leave of absence according to existing policies.

Educational Leave Without Pay:

An educational leave without pay may be granted when the leave will assist an employee in developing and/or renewing skills so that she or he will be able to perform her or his job more successfully. Requests for an educational leave without pay (up to a maximum of 2 years) must be submitted in writing to the employee's immediate supervisor, appropriate senior officer, and the Department of Human Resources.

The College is not required to provide a position to an employee who returns to work after an educational leave without pay.

Health-Related Leave Without Pay:

A health-related leave without pay requires a doctor's written statement and must qualify under FMLA guidelines for serious medical conditions. (For information regarding FMLA, refer to Section [710- Family and Medical Leave](#).) Requests for health-related leave without pay (up to a maximum of 1 year) must be submitted in writing to the employee's immediate supervisor, appropriate senior officer, and the Department of Human Resources.

Other Types of Leave Without Pay:

Leave without pay may also be granted for public service/civic duties, military leave not covered under the Military Leave policy, personal emergencies, and/or personal obligations.

Continuation of Benefits:

The individual *may* be able to continue fringe benefits, at the employee's expense, during the leave without pay. The employee must contact the Department of Human Resources, which will determine if the employee is eligible for the continuation of healthcare benefits. Contributions to the College's 403(b) will be suspended during the unpaid leave in accordance with applicable laws.

Individuals do not accrue vacation or sick leave while on Leave Without Pay and are not eligible for any other benefits unless approved by the senior officer and submitted in writing to the Department of Human Resources.

Return to Work Following Leave Without Pay:

Failure to return to work immediately after approved leave without pay will result in voluntary termination of employment.

708 – Long-Term Disability

708.1 Statement:

The College offers group long-term disability insurance to eligible employees. An eligible employee may apply for long-term disability benefits due to a personal illness or injury and if approved will receive long-term disability benefits after five (5) months of complete and continual absence due to that personal illness or injury. Employees will not accrue any paid leave during any absence from work that is covered by long-term disability insurance benefits.

708.2 Philosophy:

Long-term disability benefits are intended to provide continuation of income for periods of time when an employee is disabled and unable to work.

708.3 Procedures:

Eligibility:

All regular full-time employees and all part-time employees with an established Full-Time Equivalency (FTE) of 0.75 or greater with six months of continuous service at the College are eligible for long-term disability insurance.

Guidelines:

The policy pays a percentage of the employee's monthly salary, reduced by any other applicable benefits such as Social Security benefits (payable to the employee and the employee's dependents) or workers' compensation benefits. For a more detailed description of what benefits may reduce long term disability payments and how this reduction is applied, refer to the Long-Term Disability Plan Summary Plan Description.

The insurance carrier has the discretionary authority to determine whether a participant is disabled under the terms of the plan. This determination will include a detailed investigation into each claim. To be considered disabled, an eligible employee must meet the following requirements:

- ◆ Be under the regular care of a physician (other than certain relatives with whom the eligible employee resides);
- ◆ Earn less than 80% of one-twelfth of the eligible employee's Increasing Monthly Wage Base, as defined under the terms of the Plan;
- ◆ During the first 24 months, due to sickness, bodily injury or pregnancy, be unable to perform the material and substantial duties of the eligible employee's Normal Occupation, which only includes the essential functions that are performed for the same type of occupation and cannot be reasonably omitted or modified, and not perform any other occupation; and
- ◆ After the first 24 months, due to sickness, bodily injury or pregnancy be unable to perform the material and substantial duties of any occupation for

which the eligible employee is reasonably qualified by education, training or experience.

Benefits will continue while the eligible employee is disabled until the following age or time limit:

<u>Age When Disability Starts</u>	<u>Age or Time Limit</u>
Less than 60	to age 65
60 but less than 65	4 years and 7 months
65 but less than 68 and 7 months	to age 70
68 and 7 months and older	1 year

If a disability is due to alcoholism and/or drug abuse, no benefits will be payable for more than 24 months, unless the eligible employee is confined to a hospital or institution. For a more detailed description, refer to the Long-Term Disability Plan Summary Plan Description found at:

http://www.hood.edu/documents/pdf/humres/humres_Disability_Insurance.pdf

Notification:

Employees must contact the Department of Human Resources to apply for long-term disability benefits. An employee also must notify his or her department. An employee may continue to use accrued paid leave during the waiting period between applying for and receiving long-term disability benefits. The Department of Human Resources will inform the employee's department when the long-term disability benefits have been approved and then when the benefits have expired.

Coordination with FMLA:

An employee who is medically unable to work may be eligible for and may request leave under FMLA policies (Section 710), in addition to applying for disability benefits. Approval of FMLA leave does not guarantee that long-term disability benefits will be paid.

Termination of Employment:

An employee who is covered by long-term disability benefits and is absent from the job for a period of at least one year may be terminated from employment in accordance with applicable law.

For More Information: This policy is intended to provide a brief summary of the benefit plan in which you may be eligible to participate. The benefits are described as clearly as possible, with a minimal use of the technical words and phrases appearing in the legal documents. However, the official plan document remains the final authority and, in the event of a conflict with a policy or a summary plan description, will govern in all cases. Copies of plan documents may be obtained by contacting the Human Resources Department.

All coverage is subject to the terms and conditions of the carrier and may change from time to time or be discontinued at the discretion of the College or the carrier who administers the long-term disability benefits, in accordance with applicable law.

709 – Medical (Sick) Leave

709.1 Statement:

Hood College recognizes the importance and value of medical (sick) leave and provides such leave to eligible employees to use for: (1) personal illness or injury; or (2) for an illness or injury of a family member, which is defined as a parent, spouse, or child. Medical leave is accrued on a per-payday basis and is only available once it has been accrued by an employee.

709.2 Philosophy:

The College recognizes that, at times, employees may be unable to work due to personal illness or injury or due to the illness or injury of a family member. During such times, eligible employees may use accrued medical leave, if available.

709.3 Procedures:

Eligibility:

All regular full-time employees and all part-time employees with an established Full-Time Equivalency (FTE) of 0.50 or greater are eligible to accrue and use medical leave. Full-time employees accrue a maximum of 12 working days of medical leave each year. Medical leave is accrued each payday and accrues at an annualized rate of one day per month for full-time employees. Part-time employees accrue medical leave in proportion to their FTE status. Accrued, but unused medical leave may be carried over from year to year, and there is no limit to the number of days of medical leave that may be accrued by an employee.

No Cash Value:

Medical leave under this policy has no cash value and will not be paid out.

Guidelines:

Medical leave may be utilized when an employee is unable to work because of: (1) his or her own illness or injury; or (2) the illness or injury of a parent, spouse, or child.

When an employee has been absent for three consecutive work days for a health-related reason, the supervisor is required to notify Human Resources. The Department of Human Resources will provide information regarding Family Leave and Medical Leave Act rights to the employee as appropriate.

In accordance with applicable law, the College may require that an employee using medical leave submit a note from a health care provider verifying that the absence is or was for medical reasons.

Accrued medical leave may be utilized through five months of continuous absence due to an employee's illness or injury. After five months of continuous absence, an employee

should apply for and may receive benefits under the College's Long-Term Disability Plan (refer to [Section 708 Long-Term Disability](#) and/or contact Human Resources for more information). Accrued medical leave may be used for absences occasioned by occupational illness or injury, but payment for any such medical leave will be offset by any compensation payable to the employee under workers' compensation law.

Employees may be eligible under certain circumstances for social security disability benefits. Eligible employees should apply for social security benefits through the Social Security Office. The College will cease paying an employee for medical leave when social security disability benefits begin.

Medical Leave vs. Vacation or Holiday Leave:

If an illness or injury occurs during vacation, the employee may use accrued medical/sick leave for the time period during which she or he is sick, rather than use vacation leave. An employee should notify her or his supervisor when doing so. Appropriate medical documentation may be required. An employee who is sick on a holiday receives regular holiday pay for that day, and the day is not subtracted from medical leave, provided that the employee was not scheduled to work on the holiday. An employee who is scheduled to work on a holiday but is sick must use medical leave to cover their absence from work.

Absences of Less than Four Hours:

Absences of less than four hours for scheduled medical/dental appointments will not ordinarily be counted against earned sick leave entitlement. However, the immediate supervisor must be notified of such absences in advance. A Hood College Leave/Time Off Request form is not ordinarily required, but employees must be careful not to abuse this privilege. The College retains the discretion to require employees to complete the appropriate forms for absences of less than four hours.

Absences of less than four hours will be counted as FMLA leave as appropriate in accordance with applicable law. [\[See section 710—Family & Medical Leave \(FMLA\)\]](#).

Transfers, terminations, and reinstatements:

When an employee transfers to a new department within the College, she or he retains any accrued medical leave and is eligible to use such leave, provided the employee's FTE status does not change to less than 0.50 FTE. When an employee terminates employment, no payment for accrued, but unused medical leave will be made. If an employee returns to work within one year of his/her previous termination and is employed in a status covered under the eligibility requirements of this policy, any prior accrued, but unused medical leave will be reinstated.

Documentation:

Employees are responsible for using the Hood College Leave/Time Off Request form to record medical leave in a timely, accurate and complete manner. Periodic review of leave notifications may be performed and, if it appears that there has not been adequate accounting of time off, employee(s) will be notified and appropriate disciplinary action may be taken.

Compensation for Medical Leave:

Compensation for medical leave is equal to an employee's regular compensation for that day.

FMLA:

As appropriate, paid medical leave shall run concurrently with leave taken in accordance with the Family and Medical Leave Act (FMLA). For more information about FMLA, please refer to Section [710 Family and Medical Leave Act \(FMLA\)](#) or contact HR at ext. 3592.

710 – Family and Medical Leave (FMLA)

710.1 Statement:

Hood College believes that an individual's health or her/his family's health play an important role in the productivity of the employee in the workplace. In accordance with the federal Family and Medical Leave Act (FMLA), Hood College provides up to 12 weeks of **unpaid leave** every 12 months to eligible employees. The College complies with all applicable laws regarding FMLA.

710.2 Philosophy:

The College understands that there are times when an employee may need to care for a seriously ill family member or may have a serious health condition herself/himself. The College will make appropriate arrangements for an employee in such circumstance, in accordance with FMLA guidelines. The College reserves the right to determine the eligibility for designating FMLA leave for all absences of three or more days due to illness.

710.3 Procedures:

Eligibility:

An employee is eligible for FMLA leave if he or she has been employed by Hood College for at least 12 months and has worked at least 1250 hours in the 12-month period prior to the date of requested leave. The amount of FMLA leave available to an employee will be measured on a rolling, 12-month basis, effective August 05, 1993.

The College has the right to deny FMLA leave job protection for reinstatement to certain "key employees."

Circumstances Eligible for FMLA:

Eligible employees may use FMLA under the following circumstances:

- 1) To care for the employee's child after birth or placement for adoption or foster care;
- 2) To care for the employee's spouse or same sex domestic partner, son or daughter, or parent who has a serious health condition; or
- 3) For a serious health condition that makes the employee unable to perform her or his job.

Leave for birth or adoption (including foster care placement) must conclude within 12 months of the birth or placement.

When the College Employs both Husband and Wife:

Husband and wife employees of the College who are both eligible for FMLA leave may be limited to a **combined** total of 12 weeks of leave during any 12-month period if the leave is taken for: (1) birth of the employee's child or to care for the child after birth; (2)

placement of a child with the employee for adoption or foster care, or to care for the child after placement; or (3) to care for the employee's parent with a serious health condition.

Where the husband and wife both use a portion of leave for the reasons identified in the preceding paragraph, they would each be entitled to use their remaining FMLA leave for any other qualifying circumstance. For example, if each spouse or same sex domestic partner took six weeks of leave to care for a child placed with them for adoption, each could use their remaining six weeks of leave due to her or his own serious health condition or to care for a child with a serious health condition.

Employee Notice Requirements to Initiate FMLA:

Under the law, an employee is required to provide notice no later than 30 days prior to the first day of FMLA leave, provided the qualifying circumstance is foreseeable. The employee should provide the request to use FMLA in writing to the supervisor, who will forward the request to the Department of Human Resources. If the request is unforeseeable, notice should be given as soon as possible, but no less than two working days prior to the beginning of the leave period – except in cases of emergency. Failure to provide timely notice may result in the postponement or denial of approved FMLA leave.

Absences of three or more days due to illness:

In the event that an individual is absent three or more days due to illness, the Department of Human Resources should be notified. The HR Department will work with the employee and her/his supervisor to determine if a request should be submitted for FMLA.

Retroactive Designation of FMLA for an absence of three or more days due to illness:

When an employee returns from a work absence of three or more days and the reason for the absence qualifies for the purposes of FMLA, the College may count the absence against the employee's entitlement consistent with applicable law.

If the College is delayed in confirming the reason for the leave is a qualifying event, the requested medical certification is delayed, or second or third medical opinions have been requested, a retroactive designation may be made.

Submitting a Request for FMLA:

An employee seeking FMLA leave should submit a completed medical certification form to the Department of Human Resources. This form should be submitted at least 15 days prior to the first day of intended leave, unless the request for leave is unforeseeable. If the leave is unforeseeable, the employee should submit the form within 15 days of the date on which notice is given for unforeseeable or emergency conditions.

Medical Certifications:

The employee's health care provider should provide information to the College on the form provided which includes:

- Date on which the serious medical condition commenced;
- Probable duration of the serious health condition;
- Appropriate medical facts concerning the condition; and

- In the case of the employee caring for a covered family member, facts establishing that the employee needs to take leave to care for the family member and the estimated period of time to provide the necessary care.

If an employee refuses to provide medical certification substantiating her/his request for leave, the College may deny the leave request.

Second and Third Opinion Rights of the College:

The College reserves the right to refer the employee or designated family member to a health care provider of the College's choice and at the College's expense for a second opinion regarding the serious health condition. In the event of a dispute, the College and the employee will agree on a health care provider to conduct an examination at the College's expense. The opinion of this health care provider will be final and binding.

Employee Recertification Requirements:

The College may request periodic recertifications of the serious medical condition consistent with applicable law.

Employees are requested to provide frequent updates to supervisors concerning their status and their intent to return to work.

In the event that the employee fails or refuses to provide recertification, the employee may waive her/his right to the job protection afforded under the FMLA.

Coordination of FMLA Intermittent or Reduced Work Leave:

FMLA leave may be taken intermittently whenever it is **medically necessary** to care for a seriously ill family member or when an employee is seriously ill and unable to work. The employee should schedule the treatment in a manner that does not unduly disrupt the College's operations. In cases where this is unavoidable, the College may temporarily transfer the employee to an alternative job with equivalent pay and benefits that better accommodates the recurring periods of leave.

Compensation Guidelines for FMLA:

Under FMLA guidelines, all family and medical leave (federal, state, or local) is unpaid. However an employee on FMLA leave will continue to receive pay until all of the employee's available medical, personal and vacation leave has been exhausted.

Continuation of Benefits:

During approved FMLA leave, the College will maintain an employee's health benefits and other insurance benefits as if the employee continued to be actively employed. An employee remains responsible for paying her or his share of health premiums in order to maintain coverage while on FMLA leave. While an employee on FMLA leave continues to receive pay (i.e. through available medical, personal, and/or vacation leave), the employee's share of the premium will be deducted from her or his paycheck. If the employee is on unpaid leave status, she or he is responsible for paying the employee contribution directly to Human Resources for the remainder of the leave period.

Employee contributions are due by the first day of each month. Failure to pay within 30 days of the due date may result in loss of coverage.

An employee on FMLA leave is not eligible for COBRA coverage during the leave. If the employee does not return from the leave and terminates employment, she/he may be eligible for COBRA coverage.

Under the law, employees are ineligible to receive Unemployment Compensation for this period of unpaid leave.

Returning from Leave:

An employee returning from FMLA leave is required to submit a fitness for duty certification from her or his health care provider. Under normal conditions, an employee returning from an approved family/medical leave will be restored to the same position that he or she held when the leave started, or to an equivalent position. An employee will not be restored to the same position or an equivalent position under the following conditions:

- 1.) If the employee would not have been employed at the time of reinstatement due to job or shift elimination; or
- 2.) If the employee was hired for a specific time period (e.g., a one-year contract or summer employment).

Consistent with its policies governing the use of paid and unpaid leave, the College will deny reinstatement to any employee who engages in outside employment during a period of FMLA leave. Furthermore, the College reserves the right to exempt key employees from job restoration under the conditions set forth in FMLA.

Returning employees restoration to benefits coverage:

At the end of an approved FMLA leave, the College will restore the employee to the level of coverage and benefits under its group health plan and other applicable benefits equivalent to those the employee had selected prior to the commencement of the leave.

The employee will be restored to equivalent coverage prior to the commencement of the leave even if the employee elected not to continue benefits during FMLA leave.

If an employee fails to return to work:

If an employee fails to return to work from an approved FMLA leave, the employee is liable for the payment of health insurance premiums made by the College on behalf of the employee during the unpaid portion of the leave unless one of the following conditions apply:

- The continuation, recurrence, or onset of a serious health condition of the employee or the employee's family member which would otherwise qualify for FMLA leave;
- Circumstances beyond the employee's control (e.g., caring for a relative not otherwise covered by FMLA who has a serious health condition, the

employee is laid off while on leave, the employee is a key employee who was not reinstated); or

- The employee is on temporary disability or worker's compensation leave.

711 – Health Insurance

711.1 Statement:

The College offers group health insurance benefits to eligible employees, their spouse or same sex domestic partners, and their dependent(s). This benefit is bundled with the prescription insurance benefits.

711.2 Philosophy:

Hood College utilizes the services of a carefully selected, reputable third party provider to provide health insurance benefits for eligible employees. Together, the College and this provider strive to ensure that health care is rendered in the most appropriate setting and in the most appropriate way.

711.3 Procedures:

Eligibility:

All regular full-time employees and all part-time employees with an established Full-Time Equivalency (FTE) of 0.50 or greater are eligible to enroll in the health insurance plan. An eligible employee may elect to enroll herself or himself in this plan, as well as her or his spouse or same sex domestic partner and/or dependent(s).

Unmarried, dependent children are eligible for dependent coverage if they are 25 years of age or younger or if they are above 25 years of age and are disabled. The provider may require proof of any of these qualifications at any time.

Enrollment:

New, eligible employees may select coverage for themselves, their spouse or same sex domestic partner, and their dependent(s) at the time of employment. Ineligible employees who move into a benefits eligible status may select coverage as of the first of the month following the first day of their eligibility. Employees may join or make changes to this plan annually during the open enrollment period. Employees must complete the Health Insurance Enrollment Form at the time of enrollment and during Open Enrollment (if making changes). This form authorizes the College to make necessary changes to the employee's health benefits.

If, during the plan year, an employee marries or becomes a parent through the birth or adoption of a child, he or she is eligible to make changes to her or his health insurance plan. The employee must complete the Health Insurance Enrollment Form and submit it to the Department of Human Resources for processing. For more information regarding this policy, refer to Section [717 – Life Event Change](#). For a more detailed description of the circumstances under which an employee may change her or his elections, refer to the Employee Benefit Guide, which is available in the Department of Human Resources.

Coverage is effective on the first day of the month coincident with or next following the employee's date of employment, whichever comes first, provided the employee has completed all paperwork and submitted it to the Department of Human Resources within 30 days of the date of hire.

Coverage:

The provider contracts with providers throughout Maryland and the District of Columbia to be participating physicians in the provider's health insurance plan. The provider has contacted those same providers to request that they participate in a Preferred Provider Organization, or PPO. A PPO provider is a doctor or health care professional, or a facility such as a hospital or medical center, who has agreed to provide covered medical services for a reduced reimbursement fee schedule, or Allowed Benefit.

When the employee's care is received from a PPO provider, the employee is covered at the ***In Network*** level of benefits. As a member of the PPO, the employee has an option to see either a PPO provider or any other provider and still have coverage. If the employee receives care from a physician or health care professional that is not part of the PPO, the employee will have to meet an annual deductible, and pay her or his portion of the Allowed Benefit (called coinsurance) and any remaining costs charged for that care, by an ***Out of Network*** provider.

Costs:

There are different premium rates for health insurance. These rates depend upon which tier of coverage the employee selects. The different types of coverage include the following:

- Employee only
- Employee and spouse or same sex domestic partner
- Employee and child
- Employee and family

For a complete list of current rates, contact the Department of Human Resources.

Alternative Therapies:

The provider provides an innovative program with discounts on a wide variety of alternative therapies and wellness services. Employees who are enrolled in the health insurance plan automatically have access to these therapies. Alternative therapies include acupuncture, massage therapy, chiropractic care, fitness centers and personal trainers, spas, and yoga. This is a value-added program, which means that there is no additional premium rate for these services.

Claims Submission:

Claims must be submitted to the provider within twelve (12) months following the date services were rendered. If a member fails to submit a completed claim within twelve months, or a provider fails to submit a completed claim within twelve (12) months, the provider is relieved of any obligation to pay the claim.

However, failure to file a claim within the stated time period will not invalidate nor reduce any claim if it was not reasonably possible, as determined by the provider in its sole discretion, to file the claim within such time, provided that the claim is filed as soon as reasonably possible and in no event, except in the absence of legal capacity, later than one year from the time the claim is otherwise required to be filed.

Options to Waive Coverage:

Employees may elect not to participate in medical insurance coverage. If an employee chooses to waive all medical coverage, she or he must submit this choice in writing and forward it to the Department of Human Resources. Upon doing so, the employee will have no medical coverage of any type through the College. If an employee waives medical coverage because of coverage under a group health plan, such as a plan sponsored by her or his spouse or same sex domestic partner's employer, or other insurance, and such coverage ends, the employee (and her or his spouse or same sex domestic partner and dependents) may enroll in medical coverage within 31 days of coverage.

Termination and Disenrollment of Insurance:

Coverage under this plan may be terminated under the following condition:

- 1.) The provider may disenroll a member if he or she allows a non-member the use of her or his membership card to obtain covered services, or engages in fraudulent activity with regard to obtaining covered services.
- 2.) The provider may disenroll a member if he or she misrepresents any information required by CareFirst on any applications, forms or other written requests for data. Such information will include, but not be limited to, requests for medical information, coordination of benefits information, subrogation information, employment status and dependent eligibility status.
- 3.) The provider may disenroll a member if she or he terminates employment with the College. Coverage will terminate at the end of the month the member's eligibility ceases.

COBRA:

If a covered employee terminates employment, he or she may elect COBRA continuation coverage. For information regarding COBRA, refer to Section [733 - COBRA](#).

Contact Information:

Refer to Section [799- Contact Information](#)

For More Information:

This policy is intended to provide a brief summary of the benefit plan in which you may be eligible to participate. The benefits are described as clearly as possible, with a minimal use of the technical words and phrases appearing in the legal

documents. However, the official plan document remains the final authority and, in the event of a conflict with a policy or a summary plan description, will govern in all cases. Copies of plan documents may be obtained by contacting the Human Resources Department.

Additional information regarding the health insurance plan is detailed in the Employee Benefit Guide, which is available in the Department of Human Resources.

712 – Prescription Insurance

712.1 Statement:

The College offers group prescription insurance benefits to eligible employees, their spouses or same sex domestic partners, and their dependent(s). This benefit is bundled with the health insurance benefits.

712.2 Philosophy:

Hood College utilizes the services of a carefully selected, reputable third party provider to provide group prescription insurance benefits for eligible employees. Together, the College and this provider strive to ensure that health care is rendered in the most appropriate setting and in the most appropriate way.

712.3 Procedures:

Eligibility:

All regular full-time employees and all part-time employees with an established Full-Time Equivalency (FTE) of 0.50 or greater are eligible to enroll in the provider prescription insurance plan. An eligible employee may elect to enroll himself or herself in this plan, as well as her or his spouse or same sex domestic partner and/or dependent(s).

Unmarried, dependent children are eligible for dependent coverage if they are 19 years of age or younger, if they are a full-time student 25 years of age or younger who attends an accredited high school, college or university, or graduate school, or if they are above 19 years of age and are disabled. The provider may require proof of any of these qualifications at any time.

Enrollment:

New employees may select coverage for themselves, their spouse or same sex domestic partner, and their dependent(s) at the time of employment, and employees who move into a benefits eligible status may select coverage as of the first day of their eligibility. Employees may join or make changes to this plan annually during the open enrollment period. Employees must complete the Health Insurance Enrollment Form at the time of enrollment and during Open Enrollment (if making changes). This form authorizes the College to make necessary changes to the employee's prescription benefits.

If, during the plan year, an employee marries or becomes a parent through the birth or adoption of a child, she or he is eligible to make changes to her or his prescription insurance plan. The employee must complete the Health Insurance Enrollment Form and submit it to the Department of Human Resources for processing. For more information regarding this policy, refer to Section [717 – Life Event Changes](#). For a more detailed description of the circumstances under

which an employee may change her/his elections, refer to the Employee Benefit Guide, which is available in the Department of Human Resources.

Coverage is effective on the first day of the month coincident with or next following the employee's date of employment, whichever comes first, provided the employee has completed all paperwork and submitted it to the Department of Human Resources within 30 days of the date of hire.

Coverage:

The prescription plan has multiple tiers. There are different copayment amounts for each tier and there are different medications/prescriptions for each tier. In addition, the prescription plan has a maximum benefit per covered member per calendar year. The amounts of the copays and maximum benefit, as well as the list of medications, are subject to change. As a result, contact the Department of Human Resources for information regarding current copays, maximum benefits, and lists of medications.

All medically necessary prescription drugs are included in the prescription drug plan. "Medically necessary" (or medical necessity) is defined as including services and supplies rendered by a provider to prevent, diagnose, or treat an injury sustained or an illness that has been diagnosed or is reasonable suspected, and that are

1. consistent with:
 - a. the diagnosis and treatment of a condition; and
 - b. standards of good medical practice;
2. primarily required for other than cosmetic purposes or convenience; and
3. the most appropriate supply or level of service .

Also, your prescription does not have to be written by a PPO provider to be paid at the lower cost. No matter whom you go to for medical care, if the drug that is prescribed is on the formulary list, then you will pay the appropriate lower co-payment.

There are some prescription drugs that require prior authorization to be covered under the plan. The employee's physician must call for authorization before prescribing these medications. For a list of these drugs, contact the Department of Human Resources.

Costs:

There are different premium rates for prescription insurance. These rates depend upon which tier of coverage the employee selects. The different types of coverage include the following:

- Employee only
- Employee and spouse or same sex domestic partner
- Employee and child
- Employee and family

For a complete list of current rates, contact the Department of Human Resources.

Claims Submission:

Claims must be submitted to the provider within twelve (12) months following the dates services were rendered. If a member fails to submit a completed claim within twelve months, or a provider fails to submit a completed claim within twelve (12) months, the provider is relieved of any obligation to pay the claim.

However, failure to file a claim within the stated time period will neither invalidate nor reduce any claim if it was not reasonably possible, as determined by the provider in its sole discretion, to file the claim within such time, provided that the claim is filed as soon as reasonably possible and in no event, except in the absence of legal capacity, later than one year from the time the claim is otherwise required to be filed.

Options to Waive Coverage:

Employees may elect not to participate in prescription insurance coverage. If an employee chooses to waive all medical coverage, she or he must submit this choice in writing and forward it to the Department of Human Resources. Upon doing so, the employee will have no medical coverage of any type through the College.

Termination and Disenrollment of Insurance:

Coverage under this plan may be terminated under the following condition:

- 4.) The provider may disenroll a member if she/he or she allows a non-member the use of her or his membership card to obtain covered services, or engages in fraudulent activity with regard to obtaining covered services.
- 5.) The provider may disenroll a member if she or he misrepresents any information required by the provider on any applications, forms or other written requests for data. Such information will include, but not be limited to, requests for medical information, coordination of benefits information, subrogation information, employment status and dependent eligibility status.
- 6.) The provider may disenroll a member if she or he terminates employment with the College. Coverage will terminate at the end of the month the member's eligibility ceases.

COBRA:

If a covered employee terminates employment, she or he may elect COBRA continuation coverage. For information regarding COBRA, refer to Section [733 - COBRA](#).

Contact Information:

Refer to Section [799- Contact Information](#)

For More Information:

This policy is intended to provide a brief summary of the benefit plan in which you may be eligible to participate. The benefits are described as clearly as possible, with a minimal use of the technical words and phrases appearing in the legal documents. However, the official plan document remains the final authority and, in the event of a conflict with a policy or a summary plan description, will govern in all cases. Copies of plan documents may be obtained by contacting the Human Resources Department.

Additional information regarding the prescription insurance plan is detailed in the Employee Benefit Guide, which is available in the Department of Human Resources.

713 – Dental Insurance

713.1 Statement:

The College offers group dental insurance benefits to eligible employees, their spouses or same sex domestic partners, and their dependent(s).

713.2 Philosophy:

Hood College utilizes the services of a carefully selected, reputable third party provider to provide dental insurance benefits for eligible employees. Together, the College and this provider strive to ensure that dental care is rendered in the most appropriate setting and in the most appropriate way.

713.3 Procedures:

Eligibility:

All regular full-time employees and all part-time employees with an established Full-Time Equivalency (FTE) of 0.50 or greater are eligible to enroll in the dental insurance plan. An eligible employee may elect to enroll himself or herself in this plan, as well as his or her spouse or same sex domestic partner and/or dependent(s).

Unmarried, dependent children are eligible for dependent coverage if they are 19 years of age or younger, if they are a full-time student 25 years of age or younger who attends an accredited high school, college or university, or graduate school, or if they are above 19 years of age and are disabled. The provider may require proof of any of these qualifications at any time.

Enrollment:

New, eligible employees may select coverage for themselves, their spouse or same sex domestic partner, and their dependent(s) at the time of employment. Ineligible employees who move into a benefits eligible status may select coverage as of the first day of their eligibility. Employees may join or make changes to this plan annually during the open enrollment period. Employees must complete the Health Insurance Enrollment Form at the time of enrollment and during Open Enrollment (if making changes). This form authorizes the College to make necessary changes to the employee's dental benefits.

If, during the plan year, an employee marries or becomes a parent through the birth or adoption of a child, he or she is eligible to make changes to his or her dental insurance plan. The employee must complete the Health Insurance Enrollment Form and submit it to the Department of Human Resources for processing. For more information regarding this policy, refer to Section [717 – Life Event Changes](#). For a more detailed description of the circumstances under

which an employee may change her/his elections, refer to the Employee Benefit Guide, which is available in the Department of Human Resources.

Coverage is effective on the first day of the month coincident with or next following the employee's date of employment, whichever comes first, provided the employee has completed all paperwork and submitted it to the Department of Human Resources within 30 days of the date of hire.

Coverage:

The College has a choice of dental plans: one that includes orthodontia benefits and one that does not. The Buy-up (High Option) Dental plan includes orthodontia and covers services at a higher coinsurance than the Base (Standard) Dental Option. With the Base (Standard) Dental plan, the employee will pay more towards dental services but pay less through the employee premium contribution.

Costs:

There are different premium rates for dental insurance. These rates depend upon which tier of coverage the employee selects. The different types of coverage include the following:

- Employee only
- Employee and spouse or same sex domestic partner
- Employee and child
- Employee and family

For a complete list of current rates, contact the Department of Human Resources.

Claims Submission:

Claims must be submitted to the provider within twelve (12) months following the date services were rendered. If a member fails to submit a completed claim within twelve months, or a provider fails to submit a completed claim within six (6) months, the provider is relieved of any obligation to pay the claim.

However, failure to file a claim within the stated time period will not invalidate nor reduce any claim if it was not reasonably possible, as determined by the provider within its sole discretion, to file the claim within such time, provided that the claim is filed as soon as reasonably possible and in no event, except in the absence of legal capacity, later than one year from the time the claim is otherwise required to be filed.

Options to Waive Coverage:

Employees may elect not to participate in the dental insurance plan. If an employee chooses to waive *all* medical coverage, she or he must submit this choice in writing and forward it to the Department of Human Resources. Upon

doing so, the employee will have no medical coverage of any type, including FSA, through the College.

Termination and Disenrollment of Insurance:

Coverage under this plan may be terminated under the following condition:

- 7.) The provider may disenroll a member if she or he allows a non-member the use of her or his membership card to obtain covered services, or engages in fraudulent activity with regard to obtaining covered services.
- 8.) The provider may disenroll a member if she or he misrepresents any information required by the provider on any applications, forms or other written requests for data. Such information will include, but not be limited to, requests for medical information, coordination of benefits information, subrogation information, employment status and dependent eligibility status.
- 9.) The provider may disenroll a member if she or he terminates employment with the College. Coverage will terminate at the end of the month the member's eligibility ceases.

COBRA:

If an employee terminates employment, she or he may elect COBRA continuation coverage. For information regarding COBRA, refer to Section [733 - COBRA](#).

Contact Information:

Refer to Section [799- Contact Information](#)

For More Information:

This policy is intended to provide a brief summary of the benefit plan in which you may be eligible to participate. The benefits are described as clearly as possible, with a minimal use of the technical words and phrases appearing in the legal documents. However, the official plan document remains the final authority and, in the even of a conflict with a policy or a summary plan description, will govern in all cases. Copies of plan documents may be obtained by contacting the Human Resources Department.

Additional information regarding the dental insurance plan is detailed in the Employee Benefit Guide, which is available in the Department of Human Resources.

714 – Vision Insurance

714.1 Statement:

The College offers group vision insurance benefits to eligible employees, their spouses or same sex domestic partners, and their dependent(s).

714.2 Philosophy:

Hood College utilizes the services of a carefully selected, reputable third party provider to provide vision insurance benefits for eligible employees. Together, the College and this provider strive to ensure that vision care is rendered in the most appropriate setting and in the most appropriate way.

714.3 Procedures:

Eligibility:

All regular full-time employees and all part-time employees with an established Full-Time Equivalency (FTE) of 0.50 or greater are eligible to enroll in the vision insurance plan. An eligible employee may elect to enroll herself or himself in this plan, as well as her or his spouse or same sex domestic partner and/or dependent(s).

Unmarried, dependent children are eligible for dependent coverage if they are 19 years of age or younger, if they are a full-time student 25 years of age or younger who attends an accredited high school, college or university, or graduate school, or if they are above 19 years of age and are disabled. The provider may require proof of any of these qualifications at any time.

Enrollment:

New, eligible employees may select coverage for themselves, their spouse or same sex domestic partner, and their dependent(s) at the time of employment. Ineligible employees who move into a benefits eligible status may select coverage as of the first day of their eligibility. Employees may join or make changes to this plan annually during the open enrollment period. Employees must complete the Health Insurance Enrollment Form at the time of enrollment and during Open Enrollment (if making changes). This form authorizes the College to make necessary changes to the employee's vision benefits.

If, during the plan year, an employee marries or becomes a parent through the birth or adoption of a child, she or he is eligible to make changes to her or his vision insurance plan. The employee must complete the Health Insurance Enrollment Form and submit it to the Department of Human Resources for processing. For more information regarding this policy, refer to Section [717 – Life Event Changes](#). For a more detailed description of the circumstances under

which an employee may change her/his elections, refer to the Employee Benefit Guide, which is available in the Department of Human Resources.

Coverage is effective on the first day of the month coincident with or next following the employee's date of employment, whichever comes first, provided the employee has completed all paperwork and submitted it to the Department of Human Resources within 30 days of the date of hire.

Coverage:

The following list contains some, but not all, of the services that are covered by the vision plan. For a complete list of what is and is not covered, contact the provider.

What is Covered:

1.) Vision Exam

- a.) case history
- b.) external exam of eye and adnexa
- c.) ophthalmoscopic exams
- d.) determination of refractive status
- e.) binocular balance test
- f.) tonometry test for glaucoma
- g.) gross visual fields
- h.) color vision test
- i.) summary finding
- j.) recommendations, including prescription of corrective lenses

2.) Referral Vision Exam

- a.) when referred by an optometrist to an ophthalmologist, for an eye problem suspected as a result of examination,
- b.) the referral exam is within 60 days of the optometrist's exam

3.) Prescribed Lenses and Frames or Contact Lenses

- a.) one pair of prescription lenses
- b.) frames, when chosen by the member from a display of selected frames set up by a participating provider, the member payment shall be zero; otherwise, the member payment shall be the balance after the provider's payment
- c.) one pair of prescribed contact lenses
- d.) directly related provider services

Costs:

There are different premium rates for vision insurance. These rates depend upon which tier of coverage the employee selects. The different types of coverage include the following:

- Employee only
- Employee and spouse or same sex domestic partner
- Employee and child
- Employee and family

For a complete list of current rates, contact the Department of Human Resources.

Claims Submission:

Claims must be submitted to the provider within twelve (12) months following the date services were rendered. If a member fails to submit a completed claim within twelve months, or a provider fails to submit a completed claim within six (6) months, the provider is relieved of any obligation to pay the claim.

However, failure to file a claim within the stated time period will not invalidate nor reduce any claim if it was not reasonably possible, as determined by the provider in its sole discretion, to file the claim within such time, provided that the claim is filed as soon as reasonably possible and in no event, except in the absence of legal capacity, later than one year from the time the claim is otherwise required to be filed.

Options to Waive Coverage:

Employees may elect not to participate in the vision insurance plan. If an employee chooses to waive *all* medical coverage, she or he must submit this choice in writing and forward it to the Department of Human Resources. Upon doing so, the employee will have no medical coverage of any type, including FSA, through the College.

Termination and Disenrollment of Insurance:

Coverage under this plan may be terminated under the following condition:

- 10.) The provider may disenroll a member if she or he allows a non-member the use of her or his membership card to obtain covered services, or engages in fraudulent activity with regard to obtaining covered services.
- 11.) The provider may disenroll a member if she or he misrepresents any information required by the provider on any applications, forms or other written requests for data. Such information will include, but not be limited to, requests for medical information, coordination of benefits information, subrogation information, employment status and dependent eligibility status.
- 12.) The provider may disenroll a member if she or he terminates employment with the College. Coverage will terminate at the end of the month the member's eligibility ceases.

COBRA:

If an employee terminates employment, she or he may elect COBRA continuation coverage. For information regarding COBRA, refer to Section [733 - COBRA](#).

Contact Information:

Refer to Section [799- Contact Information](#)

For More Information:

This policy is intended to provide a brief summary of the benefit plan in which you may be eligible to participate. The benefits are described as clearly as possible, with a minimal use of the technical words and phrases appearing in the legal documents. However, the official plan document remains the final authority and, in the event of a conflict with a policy or a summary plan description, will govern in all cases. Copies of plan documents may be obtained by contacting the Human Resources Department.

Additional information regarding the vision insurance plan is detailed in the Employee Benefit Guide, which is available in the Department of Human Resources.

715 – Dependent Care & Health Care Flexible Spending Account (FSA)

715.1 Statement:

Hood College offers employees the option to designate a portion of their pre-tax income to a Dependent Care and/or Health Care Flexible Spending Account (FSA), in accordance with Section 125, Section 129 and Section 105 of the Internal Revenue Code and regulations thereunder.

715.2 Philosophy:

Hood College employees can designate a portion of their pre-tax income for Dependent Care and/or Health Care FSA, which can be used during the plan year for reimbursement of applicable expenses, such as daycare for Dependent Care and co-pays for Health Care. Reimbursements from these accounts are intended to be tax-free. Per IRS rules, employees forfeit any amounts not used during the plan year.

715.3 Procedures:

Employees can elect to contribute a portion of their pre-tax income to a Dependent Care and/or Health Care FSA. Dependent Care FSA allows employees to pay with pre-tax dollars for eligible services for (1) dependents (such as children) under the age of 13 for whom the employee can take a tax deduction and (2) certain other dependents (such as elderly parents) who are incapable of caring for themselves. Health Care FSA allows employees to pay for eligible uninsured health (medical and dental) expenses, such as co-pays and deductibles, for employees, employee spouses or same sex domestic partners, and dependents using pre-tax dollars. For spouses or same sex domestic partners and dependents to be covered under either plan, employees must provide appropriate information for each individual during eligible enrollment periods using the Health Benefits Enrollment Form, available in the Department of Human Resources.

Advantages:

- An employee who elects to participate in FSA reduces her or his salary for federal income tax purposes and lowers the wages on which social security taxes are assessed. Talk to your tax advisor about how this may impact your current tax situation and future social security earnings.
- Participating in FSA allows employees to use pre-tax dollars to pay for expenses that occur throughout the year.
- An employee's take home pay (taking into account FSA reimbursements) may be greater than if the employee does not participate in FSA due to the reduction in taxes.

Disadvantages:

- An employee who elects to participate in FSA forfeits any unused funds at the end of the plan year.
- Participating in FSA impacts future income benefits under social security. These reductions are normally small unless salary reductions are very large. Talk to your tax advisor about how this may impact your current tax situation and future social security earnings.

Eligibility:

All regular full-time employees and all part-time employees with an established Full-Time Equivalency (FTE) of 0.50 or greater are eligible to participate in Dependent Care and/or Health Care FSA.

Enrollment Period:

An employee can enroll in FSA or make changes to her or his existing FSA plan at the time of employment, during open enrollment, or as a result of a life event change. * See Section [717 Life Event Change](#).

* Contact the Department of Human Resources for a list of eligible life event changes.

Contributions:

An employee who enrolls in FSA must continue to make the same level of contributions until the next open enrollment, unless a life event change occurs. In such case, she or he may contact the Department of Human Resources to make changes to her or his FSA contributions.

Enrollment Process:

To enroll, employees must complete the Health Benefits Enrollment Form, available in the Department of Human Resources. On the form, employees state the annualized dollar amount they wish to contribute. This amount will be deducted on a pre-tax, per-pay basis. Employees can elect Health Care FSA, Dependent Care FSA, or both. The maximum dollar amount an employee can contribute to *each* FSA plan is \$ 5,000 per year. (The Dependent Care FSA maximum is reduced to \$2,500 per year for a married employee who files separate Federal income tax returns from her or his spouse or same sex domestic partner.)

Expenses Eligible for Reimbursement:

For a complete list of expenses eligible for reimbursement, contact the Department of Human Resources at ext. 3592 or go to the Flexible Spending Accounts page on the Human Resources web site at http://www.hood.edu/adminservices/humres.cfm?pid=open_spending.html

Incurring Expenses and Submitting Claims:

The IRS has given employers the option to extend the deadline for employees to incur expenses for their Unreimbursed Medical and Dependent Care Accounts (the Grace Period).

For Hood College, that means you will not lose money you have left in your Flex account on the last day of the plan year (June 30). (The “lose it” provision still applies at the end of your Grace Period.) The funds you will contribute to your FSA plan may be used for expenses incurred up to 2 1/2 months (September 15) after the plan year end.

Employees can submit claims for reimbursement throughout the plan year. All claims for a plan year, however, must be submitted no later than 90 days after the completion of the Grace Period (December 15). (In the case of termination of employment during the year, prior to the last day of the plan year, claims must be submitted within 90 days from the termination date for eligible expenses incurred through the termination date. The grace period will not apply.) Claims submitted after that deadline will not be processed nor reimbursed. Reimbursement information is available on the Department of Human Resources Flexible Spending Accounts website at <http://www.hood.edu/documents/pdf/humres/FSABROCHURE.pdf>.

Forfeitures:

The employee automatically forfeits any funds not used by the end of the plan year.

For additional information regarding Dependent Care and/or Health Care FSA, contact the Department of Human Resources at ext. 3592.

716 – Open Enrollment

716.1 Statement:

Hood College offers a Cafeteria Plan that includes health and welfare options and, in accordance with the Internal Revenue Code, allows for employees to pay for these options on a pretax basis. As required under the Internal Revenue Code, employees may change their insurance option and/or Flexible Spending Accounts (FSA) elections during the designated open enrollment period. Human Resources will notify employees of the open enrollment period. The open enrollment period normally runs for two weeks. If the College does not receive changes from an individual employee, a default notice will be sent that notifies the employee that all prior coverage levels have been maintained (except FSA elections which will be waived) and with details on the corresponding rates in effect for the current plan year.

716.2 Philosophy:

The Cafeteria Plan allows employees to pay for health and welfare plan options with pretax dollars. The open enrollment period allows employees an opportunity to review their insurance and FSA elections and make any necessary changes, such as addition/deletion of dependents covered and/or changes to coverage type (e.g., employee + family or employee + spouse or same sex domestic partner). Employees are provided with information and access to vendors to help in making appropriate selections. Employees can opt to waive coverage during this period or to maintain current coverage levels. Employees who do not indicate changes via the open enrollment form will be provided coverage at prior choice levels at the current rates.

716.3 Procedures:

What is open enrollment?:

Open enrollment is the period during which an employee should review his or her health insurance needs and make any changes in coverage for health, dental, prescription, and/or vision insurance, as well as Dependent and/or HealthCare Flexible Spending Accounts (FSA). Changes may include the addition/deletion of dependents covered, changes to coverage tier (i.e., employee, employee + child, employee + spouse or same sex domestic partner, and employee + family), or any other changes affecting his or her insurance or FSA.

How to make changes:

To make changes during the open enrollment period, employees must complete a Health Insurance Enrollment Form, which authorizes the College to make changes to the employee's plan(s). If an employee decides at a later date that he or she wants to make changes to any of his or her insurance plans or FSA

accounts, the employee must wait until the next open enrollment period or life event change (see Section [717 Life Event Changes](#)).

What happens if an employee does not want to change coverage levels?

An employee may elect not to make changes in coverage during open enrollment. This can be done in two ways.

- Re-elect current choice(s) on a new Health Benefits Enrollment Form during the enrollment period prior to the deadline.
- Default to current choices by not completing a Health Benefits Enrollment Form during the enrollment period prior to the deadline.

What happens if an employee is not actively at work, for example is on FMLA leave, during open enrollment?

An employee who remains covered under the Cafeteria Plan but who is not actively at work may make changes to the employee's elections during open enrollment the same as any other employee. In addition, if an individual is no longer a participant in the medical, dental and/or vision plans but elected COBRA continuation coverage, such an individual may change her or his election during annual enrollment.

717 – Life-Event Change

717.1 Statement:

Hood College allows employees to only make changes to their insurance elections at the time of employment or during the open enrollment period, unless they have a life-event change. Internal Revenue Code Section 125 regulates life-event changes.

717.2 Philosophy:

The College understands that changes occur throughout the year, which affects an employee's status or a family member's status. The purpose of this policy is to provide information on what constitutes a life event-change, how this change affects the employee, and what the employee should do to communicate this change to the College.

717.3 Procedures:

A life-event not only affects you and those you care for, but can also affect your benefits package. You may only change or terminate your insurance elections (and your elections regarding Flexible Spending Accounts) at the time of employment or during open enrollment, unless you have a life-event change in accordance with Internal Revenue Code 125.

Eligibility:

All regular full-time employees and all part-time employees with an established Full-Time Equivalency (FTE) of 0.50 or greater are eligible to make changes to their benefits as a result of a life-event change.

Qualified Life-Event Changes:

The regulations under Internal Revenue Code 125 allow you to change your elections under the Plan during a period of coverage if you experience a "status change", if you have a "special enrollment right" or under certain other circumstances. Specific information about allowed changes may be found on the Status Change Form on the Hood College Human Resources webpage (http://www.hood.edu/documents/pdf/humres/Open_StatusChangeForm.pdf)

Notification:

An employee should notify the Department of Human Resources at ext. 3592 as soon as a change occurs but no later than 31 days after change.

Changes that can be made to Cafeteria Plan coverage as a result of a Life-Event Change:

An employee who has a qualifying life-event change may make revisions to her or his insurance coverage as follows, provided the change is consistent with the life-event change:

- Coverage can be dropped for any or all of the plans
- Additional coverage may be selected
- Coverage may be changed from individual to other tiers or the reverse may be requested.
- Changes in Flexible Spending Account (FSA) contribution amounts
- Changes in adding or eliminating FSA contributions

The Department of Human Resources can provide information as to what insurance coverage (and FSA) revisions are considered to be consistent with a Life-Event Change.

718—Employee Assistance Program (EAP)

718.1 Statement:

Hood College offers an employee assistance program aimed at enhancing the health and well-being of its employees. The emphasis of this program is to assist employees with personal and professional problems and to provide support to employees who are dealing with such problems.

718.2 Philosophy:

The College understands that an employee occasionally may have difficulty coping with the stresses of daily living. When problems become persistent and unmanageable, they may affect your sense of well-being or interfere with important relationships – personal and professional. The College provides an employee assistance program to assist employees and their families with such problems.

718.3 Procedures:

Hood College offers an employee assistance program. This program helps employees with personal and professional difficulties and is provided by the College, at no expense to the employee.

Who May Use the EAP?

This program is available to all regular full or part-time (FTE) Hood employees. Immediate family members who reside with eligible employees may also use the program. Dependents under 18 years of age may be seen as part of a family counseling session after the counselor has seen the employee. Any member of your family who is 18 years of age or older may contact the EAP directly.

Contact Information:

Refer to Section [799- Contact Information](#)

Why is Hood College Offering This Benefit?

Hood College believes its people are a very important resource in helping to accomplish its mission. Personal problems can affect work performance and adversely affect the College in lost productivity, absenteeism, health claims, and accidents. By providing a resource to offer professional help with personal difficulties, the College has added a significant service to its employee benefits package, and everyone stands to benefit.

What Services Does The EAP Offer?

When an employee calls the EAP, she or he will speak with a counselor professionally qualified to assess a wide variety of problems, which include the following:

- Aging issues
- Alcohol/Drugs
- Bereavement
- Depression
- Emotional Distress
- Financial Concerns
- Legal Concerns
- Marital Relations
- Personal/Family Conflicts
- Retirement Issues
- Stress

Once an assessment is made, further short-term counseling may be recommended with either an EAP counselor or another provider in the community. Then the counselor will follow up to ensure that the employee's needs have been addressed.

How is Privacy Protected?

The employee's voluntary contacts with the EAP are held in strict confidence. Counselors' records are protected by professional standards of confidentiality and are held by the EAP. They do not become part of an employee's personnel file. In certain circumstances, the EAP may release limited information to the College consistent with Policy 306.

What Does the EAP Cost?

There is no cost to the employee or the employee's family member(s). If professional help beyond the EAP's services is necessary, the employee's counselor will try to refer the employee to an affordable provider participating in the employee's health plan. The employee's health insurance may cover part of the expense of that referral, when appropriate.

For more information regarding the Employee Assistance Program, contact the Department of Human Resources at ext. 3592.

719 – Workers Compensation

719.1 Statement:

Hood College carries Workers' Compensation insurance, which pays a percentage of the wages and medical expenses of employees who suffer certain on-the-job accidents/injuries or job-related illnesses. The College's policies and procedures will comply with all applicable laws.

719.3 Philosophy:

Consistent with applicable federal and state laws, the College provides Workers Compensation insurance for compensable accidents or injuries that employees receive while engaged in College work or compensable job-related illness.

The College is concerned about the well-being of its employees. This policy provides guidance about the resources available to employees and procedures that will be followed in the event of a compensable work place injury or illness.

719.3 Procedures:

Eligibility:

Hood College carries Workers' Compensation insurance for employees who suffer a compensable on-the-job accident/injury or a job-related illness. Workers' Compensation insurance covers all employees of Hood College.

Report any injury, no matter how minor, to the immediate supervisor as soon as possible.

Employee Responsibilities:

1. Notify your supervisor as soon after the accident/injury as possible. Tell the supervisor what occurred, when it occurred, and where it occurred. For more information, see Section [901 Injury on the Job](#).
2. Complete a [First Report of Injury/Accident Report](#).
3. If your injury is determined to be compensable, you should submit a copy of all injury-related bills to the Department of Human Resources.

Compensation:

Consistent with applicable federal and state laws, this insurance pays a percentage of the wages and medical expenses of employees who suffer compensable injuries. Where Workers' Compensation benefits are less than the employee's normal pay, the College will supplement the benefits for up to four weeks. After four weeks, accumulated sick leave may be used to supplement the Workers' Compensation benefits until those funds are exhausted or until one of the following occurs:

- 1) A physician has determined that the employee has sufficiently recovered from the injury or illness and may resume job responsibilities. (The State Workers' Compensation Bureau and/or the insurance company may require independent medical opinion.)
- 2) Benefits commence in accordance with the College's Long-term disability policy. (For more information, see Section [708 Long-term Disability](#).)

For additional information regarding Workers' Compensation, you may contact one of the following:

- 1.) Department of Human Resources
Hood College, (301) 696-3592
- 2.) Fidelity & Guaranteed Insurance Co. (800) 638-5080
St. Paul/Northbrook
P.O. Box 13576
Baltimore, MD 21203
(Fidelity & Guaranteed carries the Workers' Compensation policy for Hood College.)
- 3.) Workers' Compensation
State of Maryland
(800) 492-0479

For More Information:

This policy is intended to provide a brief summary of the benefit plan in which you may be eligible to participate. The benefits are described as clearly as possible, with a minimal use of the technical words and phrases appearing in the legal documents. However, the official plan document remains the final authority and, in the event of a conflict with a policy or a summary plan description, will govern in all cases. Copies of plan documents may be obtained by contacting the Human Resources Department.

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721 – Comprehensive Automobile Liability

721.1 Statement:

The Hood College Comprehensive Automobile Liability Policy provides coverage/insurance for the College and any authorized personnel using a College vehicle in the event of an accident or injury while on official business-related travel.

721.2 Philosophy:

Hood is committed to the safety of its employees and any students or other individuals accompanying an employee(s) while on official business-related travel. As a result, the College provides a Comprehensive Automobile Liability Policy for the College and any authorized employee who uses a College vehicle for such travel.

721.3 Procedures:

With certain limitations, Hood College's Comprehensive Automobile Liability Policy provides coverage for the College and any authorized employee who uses a College vehicle for business-related travel. An employee is not covered under this policy while driving students, employees, or anyone else in his or her own vehicle.

The College encourages employees who must occasionally transport college personnel and/or students in their vehicle to have their individual automobile liability policy reviewed by their insurance representative to ensure adequate protection. However, this is the sole responsibility of the employee.

For information on how to become an authorized driver, contact the Department of Human Resources at ext. 3592.

For More Information:

This policy is intended to provide a brief summary of the benefit plan in which you may be eligible to participate. The benefits are described as clearly as possible, with a minimal use of the technical words and phrases appearing in the legal documents. However, the official plan document remains the final authority and, in the event of a conflict with a policy or a summary plan description, will govern in all cases. Copies of plan documents may be obtained by contacting the Human Resources Department.

722 – Life Insurance

722.1 Statement:

Hood College provides Life and Accidental Death and Dismemberment insurance to eligible employees.

722.2 Philosophy:

Hood College provides basic term life insurance to eligible employees. This insurance policy provides coverage for life and accidental death and dismemberment and is provided at no cost to the employee.

722.3 Procedures:

Eligibility:

Life Insurance covers all regular full-time employees and all part-time employees with an established Full-Time Equivalency (FTE) of 0.50 or greater.

Coverage:

Coverage begins on the first day of the month coincident with or next following the date of employment, provided the employee has completed all paperwork and submitted it to the Department of Human Resources within 30 days of the date of hire. At the expense of the College, employees are enrolled in a group term life insurance plan, which also has a matching accidental death benefit.

This plan provides a death benefit equal to 100% of the employee's annual base salary. If the employee's salary is not in even thousand increments, the amount of coverage is rounded up to the next whole thousand. For instance, if an employee's annual salary is \$20,950, the amount of coverage is rounded to \$21,000. The maximum benefit allowed is \$125,000. The amount of coverage is automatically adjusted when an employee receives any changes in salary, not to exceed the maximum. The amount of life insurance reduces to 50% at age 75 and ends at termination.

This plan provides a matching accidental death benefit equal to 100% of the employee's annual base salary. With the matching accidental death benefit, the basic life benefit amount is doubled if death is the result of an accident. The plan also features an accelerated death benefit, which allows an employee to collect 80% of her or his benefit when she or he is diagnosed as being terminally ill and expected to die within twelve months. In addition, benefits are available if you lose sight, speech, hearing, hand, or foot. There is a waiver of the premium in the event of your Total Disability.

In the event of the employee's death, the designated beneficiary(ies) receives benefits as stipulated above.

Documentation:

At the time of employment, eligible employees complete a “Group Enrollment” form. If an employee wishes to make changes to her or his life insurance, she or he must contact HR and complete a new form. Employees are responsible for contacting HR with any changes to their life insurance policy that are the result of marriage, divorce, death, birth of a child, or any other event that affects their policy.

For More Information:

This policy is intended to provide a brief summary of the benefit plan in which you may be eligible to participate. The benefits are described as clearly as possible, with a minimal use of the technical words and phrases appearing in the legal documents. However, the official plan document remains the final authority and, in the event of a conflict with a policy or a summary plan description, will govern in all cases. Copies of plan documents may be obtained by contacting the Human Resources Department.

For additional information, contact the Department of Human Resources at ext. 3592.

723 – Educational Benefits

723.1 Statement:

Eligible employees of Hood College may receive educational benefits for themselves, their dependent children, and their spouse in accordance with this policy.

723.2 Philosophy:

The College supports employees who seek personal or professional growth through education. The purpose of this policy is to provide guidelines that will enable employees to utilize educational benefits for themselves, their dependent(s), and their spouse

723.3 Procedures:

Definitions:

For purposes of this policy, a dependent child is one who meets one of the following criteria:

- a.) IRS definition of a “dependent child” or
- b.) Employee is under court order to provide for college expenses for this child.

Eligibility:

All full-time salaried and hourly employees and their spouses may enroll in graduate or undergraduate courses at Hood College, and their dependents may enroll in undergraduate courses at Hood. All part-time employees with a Full-Time Equivalency (FTE) status of 0.50 or greater and their spouses are eligible for educational benefits in proportion to their FTE status. For example, an employee who has an FTE status of 0.50 receives 50% off courses taken at Hood. An employee with an FTE status of 0.80 receives 80% off courses taken at Hood. Educational benefits are available to eligible employees upon date of hire.

Guidelines:

The Hood College Educational Benefit only covers ***tuition for Hood College classes***. It does not apply to supplemental costs, fees, books, room and board, or other incidental expenses incurred by the employee, the employee’s spouse, and/or dependent(s).

Full-time employees and their spouses may enroll in undergraduate or graduate courses at Hood College on a full-time or part-time basis without charge. Part-time employees and their spouses may enroll in undergraduate or graduate courses at Hood in proportion to the employee’s FTE status. Spouses may complete one undergraduate and one graduate degree program as part of the educational benefit program.

Full-time employees may take up to a full-time course load outside of working hours. Employees who have completed one year of service may take ***one course per semester*** during working hours, with prior approval from the supervisor. Work hours missed due to a course must be made up during the same work week.

Dependent children of all full-time employees may enroll as full-time or part-time students in Hood's undergraduate program. Dependent children of part-time employees may enroll in courses at Hood at a reduced rate, in proportion to the employee's FTE status. Dependent children may complete one undergraduate degree over nine semesters as part of the educational benefit program. The nine semesters includes any course work completed under the tuition exchange benefit. This educational benefit does not cover tuition cost associated with study abroad programs or any other educational exchange programs.

If an employee dies during an academic year, his or her dependents are entitled to the same educational benefits through the end of that academic year that they would have received had the employee lived.

Application for Educational Benefits:

Application for the use of on-campus educational benefits by employees must be made no later than May 01 for the fall semester of each year, November 01 for the spring semester, and April 01 for summer school. To apply, employees must complete the Hood College Educational Benefit Form, which may be obtained in the Department of Human Resources. This form should be returned to Human Resources as soon as possible for processing. Employees must complete the form each semester, including summer sessions. They must complete the form for themselves, their dependent(s), and their spouse.

Availability of Space:

Educational benefits are subject to availability of space at both the undergraduate and graduate level. In no case will a course be closed to a regular student so that an employee, dependent child or spouse of an employee can enroll in the course; nor will a course be held open if it lacks a sufficient number of students who are not employees of the College.

Normally, employees of the College and their spouses may enroll in undergraduate and selected graduate courses using tuition remission benefit each semester, provided they qualify for admission to the particular program of study, register during the designated registration period and there is space available at the time of registration. They are urged to reserve a space in the course by completing a course registration form, which they can obtain from the Graduate School.

Doctoral Programs:

At this time, the College is unable to provide tuition remission for doctoral courses to employees or spouses.

Educational Benefits status when an employee separates:

If an employee terminates employment or is terminated by the College, all educational benefits are forfeited. If the termination occurs mid-semester, the employee (or spouse or dependent who is receiving educational benefits) is responsible for paying the pro-rata share of remaining tuition.

724 – The Tuition Exchange, Inc. Competitive Scholarship Program

724.1 Statement:

Hood College participates in a scholarship award program with a consortium of other colleges and universities known as The Tuition Exchange, Inc. Dependents of eligible full-time Hood College employees who have three years of service may apply for this **scholarship benefit at a participating institution** once they have their eligibility certified by Hood College. **The scholarship awards in this program are highly competitive in nature.** It is also subject to an import/export ratio, which is determined by the Tuition Exchange Program, Inc. and the importing (school of application) institution. This program does not constitute a fringe benefit.

724.2 Philosophy:

Because of Hood's commitment to educational growth and development, the College participates in the Tuition Exchange, Inc. program. This program enables the dependents of eligible full-time employees with three years of full-time service to apply to other "member colleges" to receive a competitive scholarship to cover the cost of tuition. The purpose of this policy is to provide guidelines for eligibility and utilization of the Tuition Exchange Program, Inc.

724.3 Procedures:

Eligibility:

Dependent children of all full-time (1.0 FTE) employees with three years of full-time service are eligible **to apply** to other "member colleges" for a scholarship benefit to cover the cost of tuition. In exchange, Hood College grants free tuition to eligible dependent(s) of other "member colleges." The availability of this program is subject to an import/export ratio, which is determined by The Tuition Exchange, Inc. program and the importing institution.

Guidelines:

Once the Liaison Officer in Human Resources certifies that a dependent child is eligible, the applicant follows the normal admissions process for the selected member institution. Hood College's Liaison Officer sends an application for a Tuition Exchange scholarship to the selected member institution. The selected member institution determines whether or not to grant the scholarship and notifies the applicant of the acceptance or rejection. Awards are competitive and not automatic. The terms of the scholarship are outlined in the acceptance notification.

The Tuition Exchange Certification or Recertification of Eligibility Form is also available in Human Resources. Applications must be made no later than the first day of October of the year preceding anticipated participation in the program.

Eligible employees employed prior to December 01, 1970 will continue to benefit from the policy of direct tuition payments in effect at the time of their employment. According to this policy, the College will pay, on behalf of the dependents of those employees, tuition charges at other colleges or universities. However, this is not to exceed the published tuition at Hood for the comparable year and the established rate set by the Tuition Exchange program.

The Hood College Tuition Exchange Benefit covers *only tuition*. It does not apply to supplemental costs, fees, books, room and board, or other incidental expenses incurred by the employee's dependent.

The Hood Exchange liaison officer will not request special placement when Hood is listed as an "R" institution (i.e., when Hood has exported more students than it has imported).

Participating Institutions:

Approximately 480 Colleges and Universities located in the U.S. and UK participate in the program. The membership includes private as well public institutions. A list of participating colleges is available in the Department of Human Resources or on their web site at www.tuitionexchange.org.

Acceptance of a TE Scholarship:

Dependent children that accept the TE scholarship and enroll, must report the status of enrollment each fall semester.

Withdrawal of Transfer to another Member Institution:

Dependents who withdraw or who transfer to another institution, must notify both liaison officers promptly.

Termination of Employment:

All tuition exchange benefits cease upon termination of the employee, and the employee must pay the remaining tuition for his or her dependent.

For additional information regarding The Tuition Exchange, Inc. Program, see their website at www.tuitionexchange.org or contact the Department of Human Resources at ext. 3592.

725 – Onica Prall Child Development Laboratory School

725.1 Statement:

The Onica Prall Child Development Laboratory School began in 1929 and is operated by the Hood College Department of Education. Eligible employees may apply to enroll their three- and four-year old children in the preschool. Admission is based on space availability. Tuition remission is based on the staff member's Full-Time Equivalency (FTE).

725.2 Philosophy:

The Onica Prall Child Development School provides preschool education for children who are three and four years old. The school gives children an opportunity to learn and grow in an educational setting.

725.3 Procedures:

The Onica Prall Child Development Laboratory School provides preschool education for children who are three and four years old. The purposes of the preschool program are:

- to give three- and four-year-old children meaningful experiences in which to develop intellectual, social, and physical abilities;
- to provide classrooms in which college students can observe and work with young children and their parents;
- to increase parents' understanding of their children through observations and conferences with the staff of the laboratory school; and
- to provide a laboratory setting for the testing of existing teaching methods and for the creation of new methods for educating young children.

Eligibility:

All regular full-time employees and all part-time employees with an established Full-Time Equivalency (FTE) of 0.50 or greater may apply to enroll their three- and four-year-old children in the preschool. Admission is based on space availability.

Type of Program:

Onica Prall is based on a developmental philosophy of teaching and learning. The preschool believes that children can learn in different ways and at different rates. The school strives to use those methods best suited to individual children and feels that using the natural pathways of play enhances all children's cognitive development. The program provides a lively mix of art, science, music, number, language, manipulative, and outdoor activities.

Daily Program:

A large portion of the day is spent in free play and exploratory learning. During this time, children are given choices including art, symbolic-play, computer, number, science,

music, reading, and small-motor activities. The program also includes group activities, snack, and outdoor play. Weekly activities are organized around themes that form coherent units of study.

Faculty:

The Onica Prall Child Development Laboratory School is staffed by three faculty members of the Hood College Department of Education. Two serve as head teachers; one serves as the director. Hood College early childhood education students serve as teaching interns in the laboratory school.

Application Procedures:

For an application form, contact the Director of the Onica Prall Child Development Laboratory School at ext. 3817. Applications are accepted for children once they have reached the age of 18 months. The preschool admits children who are between the ages of three and four, or who will turn three prior to December 31 of the year they are entering the lab school. Parents will be notified in the early spring of their child's admission for the upcoming academic year to the Onica Prall Child Development Laboratory School.

Calendar:

The Laboratory School follows the Hood College academic year calendar. School opens in mid-September and closes in May. Children attend the Laboratory School from 9:00 to 11:00 a.m., Tuesday through Thursday.

Parent Involvement:

In our program, teachers and parents work together toward understanding the needs of the child. Parents are encouraged to make appointments to observe the program throughout the school year. Parent-teacher conferences are scheduled in December and May so that parents and teachers may share their observations of a child's growth and development.

Fees and Further Information:

Interested parents are invited to make an appointment to observe the program. For appointments or additional information, including a current fee schedule, please call the Lab School at ext. 3817. Tuition remission is based on a staff member's FTE. However, all other fees are exempt from any other discount.

726 – Bookstore Discount

726.1 Statement:

The Hood College Bookstore extends a discount to employees of the College on all in-stock items. The discount may not apply to special orders.

726.2 Philosophy:

Employees are invited to shop at the Bookstore and will receive an employee discount on most items. The College extends the same discount rate to all employees.

726.3 Procedures:

Employee Discount:

College employees are entitled to a ten-percent discount on most purchases at the Hood College Bookstore. Employees will present their Hood identification card at the Bookstore to receive this discount.

Methods of Payment:

Employees are expected to make payment at the time of purchase by cash, check or credit/debit card.

College Department Accounts:

No personal purchases will be made on College Department Accounts.

Special Orders:

In most cases, the Bookstore will process special orders for individual employees. Employees may place orders by calling the Bookstore or using their Web Page.

727 – Recreational Facilities

727.1 Statement:

Hood College recognizes the value of recreational activity and provides access privileges as part of the employee's benefit package. As a result, recreational facilities are available for use by employees and in-household family members, at no cost to the employee.

727.2 Philosophy:

Hood College encourages employees to develop a healthy lifestyle, which includes regular exercise and relaxation. The use of recreational facilities allows employees to exercise, reduce stress and participate in activities that they enjoy. The College provides recreational facilities on-campus for employees and in-household family members.

727.3 Procedures:

Employees are encouraged to check with their doctor before beginning a new exercise program.

Facilities:

The gymnasium, swimming pool, outdoor exercise course, playing fields, and tennis courts are available to Hood College employees and in-household family members during designated times of the year. The employee and/or family member may be asked to show valid identification to gain access to College facilities.

Before an employee can use the gymnasium, he or she must complete a 15-minute orientation session. This orientation acquaints the employee with the equipment and provides guidance on hours of operation and other applicable information. The gymnasium is not normally available for use during the summer months. To check the availability of the gym and other operating rules, contact the Athletics Department.

The College is not responsible for injuries that occur during recreational activities including, but not limited to, those occurring as a result of unsafe activity such as horseplay or not following established operating rules.

Classes:

Employees are encouraged to participate in regularly scheduled Physical Education classes and to learn about life-long sports or recreation activities. For information on current class offerings, please refer to course schedules.

From time to time, the College may offer special exercise or weight management classes to employees. Fees may be charged to cover the costs of certain programs.

728 – Library Privileges

728.1 Statement:

The Hood College Beneficial-Hodson Library provides resources, instruction, and borrowing privileges to current employees of the College.

728.2 Philosophy:

The Library's mission is to support the curricular and informational needs of the College. Employees may borrow circulating materials, if available, from the library. This policy outlines borrowing terms and provides information regarding the policies and procedures of the library.

728.3 Procedures:

The Library extends unlimited borrowing privileges to current employees of the College. Before an employee can check out materials from the library, however, he or she must activate his or her identification card with the Library Reference Desk. Employees should return books and resources in a timely manner to allow the library to meet the needs of students and other employees. Employees who separate from the College are required to return books and resources at the time of the exit interview.

General Library Information:

General information about the Library, is available on the library homepage, <http://www.hood.edu/library>. Hours, contact information and library phone numbers, access to the online catalog, online request forms, links to “virtual reference sites on the World Wide Web, etc., can all be obtained at this site.

Employees may borrow books and periodical articles from the library in accordance with the following terms:

Length of Loan:

28 days

Renewals:

Only one renewal for an additional 28 days; books must be renewed on or before the due date. Renewals cannot be made for books on HOLD or which have been RECALLED.

Item Limit:

None.

Circulation Restrictions:

Normally, periodicals, reference works, and audio CD's do not circulate. Videotapes circulate on a limited basis, check with the Circulation Desk for details. There are copy machines and listening/viewing stations in the library. Check with Library Staff for assistance.

Fines:

At this time, no fines are charged on overdue books (except “recalled” books) for active Hood borrowers. However, anyone with more than 5 overdue books will not be able to check out more materials until the overdue books are returned.

Lost Books:

A book is declared lost if it has not be returned by 120 days after the original due date. The borrower is responsible for the replacement cost of the book. If the book is later found and returned, the Library will refund the cost of the book, minus a \$5 processing fee.

Recalls:

On rare occasions, the library may recall a book for prompt return (for example, a book needed for a faculty reserve list). These books must be returned by the new due date; fines will be levied on overdue, recalled books.

Holds:

If a book that the employee needs is checked out, a HOLD can be placed on the book at the Circulation Desk. The item will then be set aside for the employee when it is returned and the employee will be automatically notified. The current borrower cannot renew books on HOLD.

Databases:

The Library subscribes to numerous electronic databases which include indexes and abstracts to periodicals, and periodicals in full text. All of these are available for use by Hood employees, through a library barcode (see first paragraph under “Procedures,” above) is necessary for access to some. Library reference personnel are available to assist you in using the databases.

Interlibrary Loans:

Books and periodicals not available in the Beneficial-Hodson Library can be borrowed from other libraries and institutions. These requests are free and take approximately two to three weeks. Reciprocal borrowing agreements exist between Hood and the following institutions:

Reciprocal Borrowing:

All members of the Hood community, as members of the Maryland Independent Colleges and Universities Association, may borrow materials from other MICUA institutions listed below. Please note that Hood borrowers are subject to the rules and regulations of the lending library.

- Baltimore Hebrew University
- Capitol College
- Columbia Union College
- Frederick Community College
- Goucher College

- Loyola-Notre Dame
- Maryland Institute College of Art
- Mt. St. Mary's College
- Villa Julie College
- Washington College
- Western Maryland College

729 – Lunch Accommodations

729.1 Statement:

Lunch accommodations are available to employees of Hood College at a minimal cost through a partnership with Aramark.

729.2 Philosophy:

Hood College works with Aramark to provide employees a discounted rate for lunch accommodations in the dining hall. These accommodations give employees an opportunity to socialize and to get to know one another outside of the office environment.

729.3 Procedures:

Eligibility:

All employees of Hood College – including full-time, part-time, temporary and regular – are eligible for lunch accommodation benefits.

Accommodations:

Coblentz Dining Hall is the main food service facility on campus. The dining hall is managed by Aramark and provides a cafeteria-style food format. Lunches are available to employees at a discounted rate during the school term. Employees must have their Hood ID to enter the dining hall. Employees who work a shift other than the day shift may purchase either breakfast or dinner in the dining hall. For example, if an employee works the night shift from 11 p.m. to 7 a.m., she or he has the option of purchasing breakfast in the cafeteria for the current discounted rate.

Members of the College community also may bring guests to meals. Employee guests will be charged full price for their meals. Anyone bringing more than ten guests to a regular meal, however, must make an advance reservation in the Student Activities Office. Only guests who pay for a meal are allowed entry into the Dining Hall.

Hours of Operation:

Breakfast: 7:30 a.m. to 9:30 a.m.
Lunch: 11:15 a.m. to 1:15 p.m.
Dinner: 4:30 p.m. to 6:30 p.m.

Discount Programs:

Aramark also offers a special discount program in which employees can have a prepaid amount loaded on the individual's Hood College ID card to use in the Dining Hall and the *Blazer Express*. These programs are hosted by the food services vendor and are subject to change based on participation rates, changing economic conditions, or other business reasons as the need arise. Information about these programs is communicated to the campus at the start of the academic year or once the information becomes available.

Blazer Express

The *Blazer Express* is located in the Whitaker Campus Center and has a variety of meal options made to order as well as some staple items such as cereals, yogurt, fruit, etc.

730 – Discount on Banquet Facilities and Room Rental

730.1 Statement:

Hood College provides discounts to employees for utilizing banquet facilities and room rentals, for both personal and official use of campus resources. Employee use of Hood facilities is to be arranged with the Director of Conference Services or the Campus Scheduler according to the guidelines outlined below.

730.2 Philosophy:

Hood College will work with employees to provide space (such as the dining hall, classrooms, conference rooms, Chapel, etc.) as available for personal and professional functions. Discounts apply per type of function being sponsored by the employee.

730.3 Procedures:

Eligibility:

All full regular FTE employees of Hood College are eligible for discount benefits on banquet facilities and room rentals.

Departmentally sponsored, Externally funded events:

Any full-time employee of the College may sponsor professional development events that support the mission of their division or the College. Sponsors must be a member of the external group hosting the event. Employees must have the sponsorship of these professional events approved by the Vice President of their division. Sponsors will act as the primary liaison between the external host group and the Conference Services Office in coordinating the event. Events sponsored by a College employee or department but paid for with non-College funds must be scheduled and coordinated through the Conference Services Office. Sponsors must attend the event, and will be responsible in the case of an emergency. Facility fees and equipment fees will be discounted. A service fee will be added to food service charges.

Personal Events

Full-time employees of the College receive a discount on facility fees for personal events. There is no discount on equipment fees, and a service fee will be added to food service charges.

Employees may use the Chapel for free for her or his own wedding ceremony. Reception facility, service and equipment fees will not be discounted.

Conference Services will submit the work orders and provide support during the event. The employee will pay all facility, equipment and service fees associated with the event, and will be responsible for providing proof of insurance, as outlined in the event contract. The employee must be on campus throughout the event and will be responsible in the case of an emergency.

Food Service:

Food Service is available through Conference Services.

Discount and Pricing Schedule:

For current information on discounts and pricing, please contact the Department of Conference Services or visit their website at -

<http://www.hood.edu/admin/conf/hood2.jpg>.

731 – Retirement Program

731.1 Statement:

Eligible employees of the College can select and participate in a tax-deferred annuity program, as provided by Section 403(b) of the Internal Revenue Service (IRS). Under this plan, employees may agree to have their salary reduced, and apply the reduction toward the purchase of an annuity. There are also after-tax options available for additional retirement savings.

731.2 Philosophy:

In accordance with federal regulations, Hood College provides retirement benefits to eligible employees. The purpose of this policy is to explain the guidelines of the College retirement program and to provide resources for employees regarding this benefit. This policy is meant as an overview of the Hood College Defined Contribution Retirement Plan, and if there are any discrepancies between this and the governing plan documents, the terms of the governing plan documents control.

731.3 Procedures:

Definitions:

Annuity: A contract with Teachers Insurance and Annuity Association (TIAA) for an individual that provides income for a specified period of time, such as a number of years, or for life. TIAA offers their Traditional Annuity and a range of variable annuity accounts.

CREF: College Retirement Equities Fund allow individuals to contribute to a 403 (b) retirement account that consists of variable annuity products.

403 (b) Plan: A defined contribution plan established by tax-exempt educational or research organizations and public schools for their employees under Internal Revenue Code Section 403(b).

Group Supplemental Retirement Annuity (GSRA): A contract for an individual to make contributions to a tax-deferred savings vehicle which can be TIAA's Traditional Annuity or a range of variable annuity accounts. Employees may borrow against their TIAA Traditional Annuity accumulation.

Retirement Annuity (RA): An individually owned basic retirement plan annuity contract, designed primarily to provide a lifetime income to the participant as well as a death benefit if the participant dies before beginning retirement income for eligible employees.

Variable Annuity (VA): A variable annuity is expressed in terms of units instead of dollars. The value of the accumulation and the amount of income fluctuate with the underlying value of the investments in the variable annuity.

Eligibility:

All regular full-time employees and all part-time employees with an established Full-Time Equivalency (FTE) of 0.50 or greater are eligible to enroll in the Retirement Annuity (RA) with Teachers Insurance and Annuity Association/College Retirement

Equities Fund (TIAA-CREF) through Hood College. FTE employees who work less than 18.75 hours a week are eligible for the Supplemental Retirement Annuity (GSRA) with TIAA-CREF through Hood College. Employees classified as non-FTE (full-time equivalency) employees except adjunct instructors and certain nonresident aliens who have no earned income from sources within the United States are not eligible to participate.

Guidelines:

In a RA, Hood College contributes a percentage of the employee's annual salary toward the purchase of an annuity contract, payable upon retirement. Under this plan, eligible employees may also elect to contribute a percentage of their monthly salary, pretax, to an annuity contract. If so, the College reduces the employee's salary each pay period, and the amount of the reduction is applied toward the purchase of an annuity for the employee.

Eligible employees may enroll in the retirement program upon employment, and there is no vesting period for benefits. Enrollment forms are available in the Department of Human Resources. It is the responsibility of the employee to select the distribution of his or her allocations and to identify a beneficiary. It is also the responsibility of the employee to contact TIAA-CREF to change his or her allocations, beneficiary, and/or personal information (e.g., address, married name, etc.).

To activate enrollment in the retirement program, employees must complete all appropriate paperwork, including both the Agreement for Salary Reduction Form and the TIAA-CREF RA Enrollment form. The Agreement for Salary Reduction Form authorizes the College to reduce the employee's salary and apply that reduction toward the purchase of an annuity. The TIAA-CREF Enrollment form authorizes TIAA-CREF to set-up accounts and allocate contributions per the employee's directives. Information about the enrollment process and access to forms is available by contacting the Department of Human Resources.

Eligible employees participating in the RA may contribute up to 5% of their salaries. Hood supplements employee contributions in accordance with the match structure available on the Summary of Benefits.

(http://www.hood.edu/adminservices/humres.cfm?pid=open_enrollment_Summary.html)

Once the eligible FTE employee and College have reached the maximum match limit, the employee may begin to make contributions to a Group Supplemental Retirement Annuity (GSRA). To contribute to a GSRA, the employee must complete an Agreement for Salary Reduction form. On the form, the employee must indicate the flat dollar amount (not percentage) that she or he wants the College to withhold from her or his salary, pretax, **per pay period**. The employee must also complete a TIAA-CREF GSRA Enrollment form that authorizes TIAA-CREF to set-up accounts and allocate contributions. Like the annuity contribution, this amount will be applied toward the purchase of a supplemental retirement annuity for the employee.

In accordance with federal regulations, employee contributions to an annuity and/or GSRA (including any other 403(b) plan(s)) cannot exceed the allowed IRS limit. In order to know the employee's individual allowed contribution amount, the Telephone Counselling Center of TIAA-CREF must be contacted. The toll free number is (800) 842-2776. The maximum allowed contribution is then calculated by TIAA-CREF from a number of factors. Once an employee reaches this amount, no further reductions/contributions can be made.

Post-tax contributions are also allowed under the Internal Revenue Code. In order to know the employees's individual allowed contribution amount, the Telephone Counselling Center of TIAA-CREF must be contacted. The toll free number is (800) 842-2776.

Tax Implications:

The amount of the reduction (or premium) is not included in the individual's gross income for federal income tax purposes. When an individual begins receiving annuity payments from this plan, all payments are then subject to federal tax.

For additional information, employees should contact their tax consultant.

Termination:

Upon termination, employees should contact the Department of Human Resources for options regarding their retirement benefits.

Loan and Hardship Distribution Options:

Employees who participate in the Retirement Annuity and/or Group Supplemental Retirement Annuity may have loan or hardship distribution options. Information about these options is available the Summary Plan Description--Loans in Article III, Distributions and Hardship Distributions in Article VI, In-Service Distribution. The Summary Plan Description available on the Hood Human Resources website at: <http://www.hood.edu/documents/pdf/humres/SummaryPlanDescription.pdf> Contact TIAA-CREF for more information. The toll free number is (800) 842-8776.

For More Information:

This policy is intended to provide a brief summary of the benefit plan in which you may be eligible to participate. The benefits are described as clearly as possible, with a minimal use of the technical words and phrases appearing in the legal documents. However, the official plan document remains the final authority and, in the event of a conflict with a policy or a summary plan description, will govern in all cases. A copy of the Summary Plan Description is available on the Hood Human Resources website at: <http://www.hood.edu/documents/pdf/humres/SummaryPlanDescription.pdf>

732 – Unemployment Insurance

732.1 Statement:

Hood College is subject to the Maryland Unemployment Insurance Law and reimburses the State of Maryland for all unemployment benefits paid to former employees of the College in accordance with this law. Unemployment Insurance is intended for persons who are unemployed through no fault of their own and who are ready, willing, and able to work. The Maryland Department of Economic and Employment Development processes all unemployment claims.

732.2 Philosophy:

In accordance with the Maryland Unemployment Insurance Law, Hood College provides unemployment insurance benefits. The purpose of this policy is to explain unemployment insurance, to identify the employees' rights under this law, and to provide resources for employees regarding this benefit.

732.3 Procedures:

Unemployment Insurance covers regular full-time employees and part-time employees who meet certain statutory requirements. If an employee is laid off or otherwise becomes unemployed and wishes to receive benefits, he or she must go to the nearest office of the Department of Economic and Employment Development ("the Department") to register to work and to file his or her claim. The Department will review each case individually and determine whether or not an employee is entitled to benefits and the appropriate level of benefits if awarded.

An employee must take his or her social security card to the Department when filing an unemployment claim. If an employee claims dependents who are under sixteen (16) years of age, the employee must also bring a birth certificate or social security card for each dependent when filing the claim.

For more information regarding unemployment insurance, an employee should go to the nearest office of the Department of Economic and Employment Development. Offices for the Department are located in the following cities:

Annapolis
Baltimore
Bel Air
Cambridge
Chestertown
College Park
Columbia
Crisfield
Cumberland
Denton

Easton
Eastpoint
Elkton
Frederick
Glen Burnie
Grasonville
Hagerstown
Landover
Leonardtown
Oakland
Ocean City
Baltimore-Northwest
Prince Frederick
Princess Anne
Salisbury
Snow Hill
Towson
Waldorf
Westminster
Wheaton

733—COBRA

733.1 Statement:

In 1986, the federal government passed a law called the Consolidated Omnibus Budget Reconciliation Act (COBRA), which requires employers who sponsor group health plans to offer employees and their families the opportunity for a temporary extension of health coverage in instances where coverage under the group health plans would otherwise end. Consistent with COBRA, Hood College offers continuation coverage under its group health plans.

733.2 Philosophy:

The College fully complies with its duty to provide COBRA continuation coverage to employees and their families who are eligible for a temporary extension of health coverage.

733.3 Procedures:

Eligibility:

Any employee or other qualified beneficiary (namely, a spouse or dependent) who has coverage under the College's health/prescription, dental, and/or vision insurance and healthcare FSAs is eligible for COBRA. This policy does not apply to life insurance, accidental death and dismemberment, or long-term disability plans.

COBRA Continuation Coverage:

An employee has the right to elect COBRA continuation coverage if she or he loses coverage due to a reduction in hours worked or termination of employment (for reason other than the employee's gross misconduct).

If an employee's spouse or dependent children are covered under the group health plan on the day before coverage is lost, they may elect continuation coverage for any one of the following qualifying events:

- 1.) The employee's termination of employment (for reason other than the employee's gross misconduct) or a reduction in hours;
- 2.) Death of the employee;
- 3.) The employee's divorce or legal separation;
- 4.) A change in the employee's eligibility for Medicare; or
- 5.) The employee's child ceases to be a "dependent child" under the provisions of the particular group health plan.

The employee or a family member of the employee must inform the Department of Human Resources in writing of a divorce, legal separation, or loss of dependent status of a child within 60 days from the date of the event.

Duration

The maximum length of continuation coverage begins on the date of your qualifying event for which coverage is lost, and, as shown in the chart below, will end either 18, 29, or 36 months later, depending on the qualifying event and whether you are an employee, spouse or dependent.

Circumstances	Employee	Spouse	Child
Employee's reduced work hours or termination (except for gross misconduct)	18 months	18 months	18 months
Employee or dependent is disabled (as defined by Title II or XVI of the Social Security Act) during the first 60 days of COBRA coverage due to Employee's reduced work hours or termination (except for gross misconduct) and provides timely written notice to the Department of Human Resources within the initial 18 months	29 months	29 months	29 months
Employee dies	N/A	36 months	36 months
Employee and spouse legally separate or divorce	N/A	36 months	36 months
Employee becomes entitled to Medicare	N/A	36 months	36 months
Child no longer qualifies as dependent	N/A	N/A	36 months

In addition, an 18-month or 29-month continuation coverage period may be extended to 36 months if there is a second qualifying event and notice is timely provided in writing to the Department of Human Resources. The employee or a family member of the employee must inform the Department of Human Resources in writing of a disability or a second qualifying event within 60 days from the later of the date of the event. For disability purposes, the notice must be provided within 60 days of the later of (a) the date of the Social Security disability determination or (b) the date of the qualifying event (i.e., the employee's termination of employment or reduction of hours).

Election Period:

An employee has 60 days from the date she or he loses coverage or notice is given, whichever is later, to elect COBRA continuation coverage. Where other qualified beneficiaries must elect COBRA continuation coverage, such election must be made within 60 days of the date of notice of the loss of coverage. If COBRA continuation coverage is not elected within the appropriate time frame, coverage under the group health plan will end automatically. Once coverage is terminated, it cannot be reinstated.

Cost of COBRA:

COBRA continuation coverage will cost the full group rate (both the employer and employee portions) plus a 2% administration charge.

The American Recovery and Reinvestment Act of 2009 reduces the COBRA premium in some cases. The premium reduction is available to certain individuals, classified as assistance eligible individuals, who experience a qualifying event that is an involuntary termination of employment during the period beginning with September 1, 2008 and ending with December 31, 2009 (unless extended by law). An assistance eligible individual is only required to pay 35% of the COBRA premium otherwise due. This premium reduction is available for up to nine months. If a qualified beneficiary's COBRA continuation coverage lasts for more than nine months, she or he will then have to pay the full amount of the COBRA premium to continue coverage.

The initial payment for coverage is due no later than 45 days following the date of election. Subsequently, regular monthly payments for continuation coverage must be received by the College's COBRA administration provider.

Termination of COBRA:

Absent certain circumstances, coverage may be continued up to the maximum coverage period listed above. However, COBRA continuation coverage will be terminated before the maximum coverage period ends if one of the following occurs:

- 1.) payment for the COBRA continuation coverage is not received by the COBRA administration provider within 30 days of the due date;
- 2.) if after you have elected continuation coverage, you or any of your dependents become covered by another group plan that does not limit or exclude coverage for a preexisting medical condition of covered person(s);
- 3.) you or any of your dependents become entitled to Medicare after the date on which COBRA continuation coverage is elected ; or
- 4.) Hood College terminates coverage for all employees.

For more information on COBRA continuation coverage, contact the Department of Human Resources at ext. 3592

734 - Long-Term Care

734.1 Statement:

Hood College offers Long-term Care Insurance products to help employees protect hard-earned assets and retirement savings from the high cost of long-term health care services. The products are designed to present a variety of options to meet long-term care needs within the employee's budget and to provide benefits that are not provided under most individual or group health and disability plans. Employees may elect to purchase long-term care coverage on a post-tax basis.

734.2 Philosophy:

One of the most pressing problems that society faces today is the exceptionally high cost of long-term care. The Health Insurance Association of American points out that three out of every five people over age 65 may need some form of long-term medical assistance during their lifetime. Hood College is sponsoring a post-tax employee-paid benefit to assist employees with the financial burdens associated with long-term care. The plans can extend coverage to spouses or same sex domestic partners, parents and parents-in-law.

734.3 Procedures:

Eligibility:

All regular full-time employees and all part-time employees, with an established FTE of 0.50 or greater, may enroll in the plan of their choice as negotiated with the provider. Eligible employees will receive an information packet, upon request, which includes the application form and rate leaflet.

Employees are encouraged to call the provider to receive a personalized illustration for their family situation.

Enrollment:

Telephone counselors can guide employees through the application process and assist them in selecting an appropriate and affordable plan.

Methods of Payment:

Employees and their spouses or same sex domestic partners may elect to remit premiums through payroll deduction or to be billed directly on a quarterly basis. Electronic funds transfer is also available.

What is Long-term Care?

The Health Insurance Portability Protection and Accountability Act (HIPPA) defines qualified long-term care services as necessary diagnostic, preventive, therapeutic, curing, treating, and rehabilitative services that are required by a

chronically ill individual and are provided by a plan of care prescribed by a licensed health care practitioner.

These services can be performed in home, in a nursing care facility, at an Adult Day Care, in an Assisted Living & Alzheimer's Facility, and/or by Hospice Services. Respite Care is also provided for family or friends who are informal caregivers to take a break or go on vacation.

Long-term care services also include durable medical equipment, emergency response systems, care management, caregiver training, bed reservations and alternate care services.

What does tax-qualified mean?

The provider's long-term care policies, issued in the State of Maryland, meet the requirements of the Health Insurance Portability and Accountability Act (HIPPA) of 1996. This means that a portion of the premium paid for this coverage may be deductible from an insured's federal income tax. Also, the benefits received will not be considered income for federal tax purposes.

Why should someone choose to invest in long-term care?

There are many reasons for investing in this type of insurance. Most individual and group health insurance policies do not pay for long-term care expenses. Medicare and Medicare supplement policies do not pay for most long-term care expenses. In light of the fact that many people may need long-term care at some time during their lives, it is an important decision to make about how funding for this type of situation will be handled. Tax advantages aside, protection of retirement benefits is a very important consideration for purchasing a long-term care insurance policy.

How does one qualify for benefits?

Once the employee has been enrolled in the program and issued a long-term Care Insurance policy, then eligibility for benefits will be based on either severe cognitive impairment or the inability to perform certain activities. These activities are referred to as Activities of Daily Living (ADL). These activities are bathing, dressing, transferring (getting into and out of chairs or bed), toileting, continence and eating.

To qualify for benefits, a Care Advisor must certify at least once every 12 months that (1) the individual is unable to perform 2 ADLs without substantial assistance for a period of time expect to last at least 90 days; or (2) the individual suffers severe cognitive impairment and requires substantial supervision or care to protect herself or himself. The provider, or its delegates, has the sole discretion to determine whether an individual is eligible for benefits under the long-term care insurance policy. This determination is not made by Hood.

Contact Information:

Refer to Section [799- Contact Information](#)

735 Supplemental Individual Term Life Insurance

735.1 Statement:

Hood College has partnered with MetLife to sponsor supplemental individual term life insurance for eligible employees. Employees may elect to purchase additional life insurance directly from MetLife on a post-tax basis.

735.2 Philosophy:

Although Hood College provides college-paid life insurance at one times salary for employees, it also recognizes that employees may have the need and/or desire to purchase additional group life insurance at a discounted rate. Each employee and her or his family have unique insurance needs to protect hard earned assets and retirement savings. This product is another way in which Hood employees can prepare for the future.

735.3 Procedures:

Eligibility:

All regular full-time employees and all part-time employees with an established Full-Time Equivalency (FTE) from age 18 to age 60 for individual term policies, who reside in the United States, may apply for Teachers Life Preferred TM coverage. Insurance policies can be purchased in amounts from \$100,000 to \$1,000,000. Spouses or same sex domestic partners who meet the above eligibility criteria may also purchase insurance. Other products may be available for individuals who are not within the 18-60 year age range.

Guidelines:

Hood College provides life insurance coverage of one times the employee's salary. Eligible employees may enroll in supplemental individual term-life in amounts negotiated with TIAA-CREF.

Professional insurance counseling is available to employees free of charge. Employees may contact TIAA-CREF Planning and Service Center Dept. JDM, weekdays between 8:00 a.m. to 11:00 p.m., Eastern Time. Professional counselors will help employees determine how much protected is needed and assist with the enrollment process.

Enrollment Process:

Eligible employees will receive an application for Teachers Life Preferred. The completed application will be submitted to TIAA-CREF Planning and Service Center in a postage paid envelope.

TIAA-CREF will underwrite the policy per the employee's instructions. After coverage is approved and payment is received, TIAA will issue the policy. The original insurance policy will be sent to the employee for their records in approximately 30 days.

Spouses or same sex domestic partners also may be eligible to purchase term life insurance as defined above.

Premium Payments:

Employees will be billed for premium payments per their directions to TIAA for annual, semi-annual or quarterly payments.

What happens if the employee changes jobs?

TIAA's Teacher Life Preferred policies are made to be portable. If an employee leaves Hood or the field of education or research, the policy will not be cancelled.

Renewability Option:

TIAA's Teacher Life Preferred policies are made to be renewable annually up to age 70 as long as premiums have been kept current.

Convertibility:

Employees have the option of converting coverage to TIAA Ordinary Life Insurance on any premium due date.

For More Information:

This policy is intended to provide a brief summary of the benefit plan in which you may be eligible to participate. The benefits are described as clearly as possible, with a minimal use of the technical words and phrases appearing in the legal documents. However, the official plan document remains the final authority and, in the event of a conflict with a policy or a summary plan description, will govern in all cases. Copies of plan documents may be obtained by contacting the Human Resources Department.

736 – Group Auto and Home Insurance

736.1 Statement:

Hood College offers group auto and home insurance for eligible employees. Employees may elect to purchase auto and homeowner's insurance on a post-tax basis.

736.2 Philosophy:

Employees are eligible to purchase group auto and home insurance at a discounted rate. This insurance is at the expense of the employee but is offered at a discounted rate through an agreement between the College and the provider. The provider also offers other types of property and casualty insurance through their program.

736.3 Procedures:

Eligibility:

All regular full-time employees and all part-time employees with an established Full-Time Equivalency (FTE) of 0.50 or greater may elect to purchase auto and homeowner's insurance through the provider. Eligible employees will receive information, upon request.

Enrollment:

Consultants will guide the employee through an insurance review process to determine an optimum coverage level.

Premium Payments:

Employees can elect to have premium payments deducted on a per pay basis or be billed direct.

Advantages:

Through this program, eligible employees of Hood College can obtain quality auto, home, and other personal property insurance from the provider. Some advantages include special group rates, money-saving discounts, payroll deduction, and a 24-hour claim reporting service.

How are claims processed?

The customer service representatives can work through the process with an individual over the phone.

Portability:

With this provider, if an employee retires or terminates employment, coverage may be continued without interruption.

Contact Information:

Refer to Section [799- Contact Information](#).

For More Information:

This policy is intended to provide a brief summary of the benefit plan in which you may be eligible to participate. The benefits are described as clearly as possible, with a minimal use of the technical words and phrases appearing in the legal documents. However, the official plan document remains the final authority and, in the event of a conflict with a policy or a summary plan description, will govern all cases. Copies of plan documents may be obtained by contacting the Human Resources Department.

For additional information, contact the Department of Human Resources at ext. 3592.

737 – Legal Services

737.1 Statement:

Hood College offers convenient and comprehensive group legal services for eligible employees. Employees may elect to purchase legal services on a post-tax basis.

737.2 Philosophy:

Employees are eligible to purchase group legal services at a discounted rate. This insurance is at the expense of the employee, but it is offered at a discounted rate through an agreement between the College and the provider. The College recognizes that employees have a variety of personal, legal issues during their lifetime, and this program can provide bona fide legal counsel to address some of these issues such as the purchase of a home, adoption, will preparation, powers of attorney, etc.

737.3 Procedures:

Eligibility:

All regular full-time employees and all part-time employees, with an established Full-Time Equivalency (FTE) of 0.50 or greater, are eligible to participate in the group legal services plan.

Enrollment:

Employees can elect to participate in the program at the beginning of their employment at Hood College or during open enrollment.

Premium Payments:

Employees can elect to have premium payments deducted on a per pay period basis. The current cost is \$16.50/month, and it covers employee, spouse or same sex domestic partner and dependents.

What's Covered?

Although the program excludes business and employment-related matters, a wide range of services are provided in and out-of-network. Normally, most personal, legal matters are covered, and assistance can be received from telephone or office consultations from approximately 9200 attorneys nationwide. Although the available benefits are very comprehensive, there are limitations and other conditions that must be met. For further information on covered service, contact the provider's client service center. The provider, or its delegates, has the sole discretion to determine whether an individual is eligible for benefits under Plan or whether benefits are covered. This determination is not made by Hood.

How to get Legal Services:

The provider's client service center representatives will verify eligibility for services and provide instructions on how to proceed with the claim.

Contact Information:

Refer to Section [799- Contact Information](#)

Plan Confidentiality, Ethics And Independent Judgment

The employee's use of the Plan and the legal services are confidential. The Plan Attorney will maintain strict confidentiality of the traditional lawyer-client relationship. Hood College will know nothing about the employee's legal problems or the services the employee uses under the Plan. Plan administrators will have access only to limited statistical information needed for orderly administration of the Plan. No one will interfere with the employee's Plan Attorney's independent exercise of professional judgment when representing the employee. All attorneys' services provided under the Plan are subject to ethical rules established by the courts for lawyers.

The attorney's obligations and relationship are exclusively to and with the employee. The provider, or the law firm providing services under the Plan, is responsible for all services provided by their attorneys. The employee should understand that the Plan has no liability for the conduct of any Plan Attorney.

When may Plan Attorneys refuse to provide coverage?

Plan attorneys will refuse to provide services if the matter is clearly without merit, frivolous or for the purpose of harassing another person.

Claims Processing:

If a plan attorney is used, no claim forms are necessary and fees for covered services are paid by the plan.

If an out-of-network attorney is utilized, a claim form will need to be filed to receive reimbursement at scheduled levels.

Termination of Employment:

The employee's ability to receive legal services under the plan ends if the employee is no longer an eligible employee or if the employee chooses not to enroll during future annual enrollment periods. If the employee ceases to be eligible to participate in the plan or the individual's employment with Hood College ends, the Plan will cover the legal fees for those covered services that were opened and pending during the period the employee was enrolled in the plan. Of course, no new matters may be started after the employee becomes ineligible.

For additional information, contact the Department of Human Resources at ext. 3592.

738 - The Hood Community Cares Bank

738.1 Statement

The Hood Community Cares Bank (“the Bank”) is a College-funded bank of up to a maximum of 30 days to be used in cases of serious medical conditions in which the employee has depleted all available paid leave. Staff employees of Hood College, who are eligible for Family and Medical Leave Act benefits, may apply for benefits from the Hood Community Cares Bank.

An eligible employee who qualifies may receive sick bank pay for up to 30 days, for a ***continuous***, prolonged, catastrophic, incapacitating personal illness, injury or quarantine occurring during regularly scheduled workdays. An employee also will be eligible to use the Bank to assist and/or care for a similarly ill or disabled family member.

The College is under no obligation to provide this benefit and reserves the right to change, amend or terminate the plan as deemed necessary by Hood College.

738.2 Philosophy

Conceptually, the Bank is a pool, not a true “bank.” It is a commitment by the College to fund additional sick leave as outlined below for a maximum of 30 days to assist employees in serious medical situations. An employee is not required to repay any days that she or he uses from the Bank.

Paid leave granted under this policy does not alter or affect any other leave accrued by the employee. This leave will be provided as if the employee had accrued sick leave and will run concurrently with any available Family and Medical Leave Act (FMLA) leave. The policy will be implemented in a manner consistent with employees’ rights under FMLA and the Americans with Disabilities Act (ADA). Other leaves (vacation and sick) will not accrue while the employee is using sick bank time.

The Department of Human Resources (HR) will administer the Bank. As necessary, HR will enact rules and procedures and HR will approve or deny any request utilizing FMLA guidelines.

738.3 Procedures

Approved Uses and Exclusions

Available time from the bank may be used for an employee’s continuous, prolonged, catastrophic, incapacitating personal illness or injury. The Bank will not provide for temporary, short-term illnesses and/or conditions such as colds or flu, or for circumstances requiring only intermittent leave. Leave for surgery will be approved only in situations where the procedure is necessary and is supported by medical certification. For example, elective cosmetic surgery is not an eligible condition in accordance with FMLA guidelines. See Section [710 Family and Medical Leave \(FMLA\)](#).

An employee can request leave from the Bank to assist and/or care for an ill or disabled family member. However, the employee must meet FMLA guidelines before HR will consider her or his request for sick bank leave. For additional information regarding FMLA guidelines, see Section [710 Family and Medical Leave Act \(FMLA\)](#) or please contact the Office of Human Resources at extension 3592.

Leave will not be approved for any disability covered by statute under Workers' Compensation law.

Eligibility:

Employees who qualify for FMLA leave for serious medical conditions for themselves or specified family members, and who have depleted all available paid leave, are eligible for bank benefits. See Section [710 Family and Medical Leave Act \(FMLA\)](#).

For full-time employees, one day is defined as either 7 ½ hours or 8 hours. For part-time employees, time will be granted on a prorated basis (e.g., a **part-time** employee who works 50% time will receive ½ of a **full-time** day's pay for each approved sick bank day, an employee who works 75% time receive ¾ of a **full-time** day's pay for each approved sick bank day, and so forth).

Accessing the Benefit:

To apply, an eligible employee (or appropriate designee) must request to use the Community Cares Bank through the Department of Human Resources. Corroboration for the need for the request must be provided through the certification documents submitted for FMLA leave. All medical information will be treated confidentially. Submitted Request for Leave forms should indicate sick bank utilization.

HR will notify the employee (or family member designee) and Financial Services of approved requests. The maximum amount of leave from the bank will be thirty days in any rolling twelve-month period. Any days of the granted amount that are not utilized, are automatically returned to the bank.

HR may request a medical review, at the employee's expense, by a physician selected by the College. HR reserves the right to assess the physician's review before authorizing any benefits and for reviewing a request for an extension of an original grant from the Hood Community Cares Bank.

Return to Work:

At the end of the approved leave, a physician's certification of ability to return to work must be submitted to HR. Any unused sick bank benefits are automatically returned to the Bank.

Integration with Long-Term Disability:

Once an employee qualifies for long-term disability (a five-month complete and continuous inability to work with approval for long-term disability benefits by our long-term disability provider), no additional leave days will be granted from the Bank.

Non-Assignment of Benefit:

Benefits from the Bank are neither assignable nor transferable to another employee.

Right to change operating procedures:

The Department of Human Resources may adopt such rules and regulations and make such determinations and interpretations of this policy, as it deems necessary to maintain integrity, consistency, and equity. HR reserves the right to amend, suspend, or terminate this policy at any time.

739 – Cafeteria Plan

739.1 Statement:

Hood College offers a Cafeteria Plan under which participants may elect between various pre-tax health benefits and flexible spending account benefits in accordance with the Internal Revenue Code. As well as providing some tax advantages, a Cafeteria Plan is one way in which the College can provide a range of health plan options and flexible spending accounts (“FSAs”) to assist employees in meeting their individual and family needs.

739.2 Philosophy:

Hood College provides a variety of benefit options for employees to elect the health and welfare benefits coverage that most appropriately meets their needs. The College offers a number of pre-tax options under the Cafeteria Plan. Employees are encouraged to consult with their tax advisors prior to making elections.

739.3 Procedures:

Tax Advantages:

Pre-tax premium payments may reduce taxable income for federal tax purposes and in some cases, may reduce the income subject to state tax. While participation in Hood College’s Cafeteria Plan may reduce an employee's gross taxable income, it may also affect the employee's Social Security benefits by reducing the total taxable income used to calculate those benefits. In most instances, the current tax savings under the plan will outweigh the impact on future Social Security benefits.

Eligibility:

All regular full-time employees and all part-time employees with an established Full-Time Equivalency (FTE) of 0.50 or greater are eligible to enroll in Hood College’s Cafeteria Plan. Employees who Hood classifies as temporary employees are not eligible to participate in the Cafeteria Plan.

Enrollment:

Employees must complete the Health Insurance Enrollment Form(s) at the time of enrollment and during Open Enrollment as appropriate. This form(s) authorizes the College to make necessary changes to the employee’s health benefits elections as indicated by the employee. (For more information, see [715 Dependent Care & Health Care Flexible Spending Account \(FSA\)](#)).

Premium Payments:

Internal Revenue Code Section 125 allows employees to pay for certain benefits on a pre-tax basis.

Cafeteria Plan Options:

Hood College's Cafeteria Plan options include Health/Prescription, Dental and Vision plans. The Plan also offers Dependent and Health Care FSAs.

Non Cafeteria Plan Benefits:

Although the College offers other benefits, these are offered on a post-tax basis and are not part of the Cafeteria Plan. These other benefits, that are paid for on a post-tax basis, may be purchased through payroll deduction or by direct billing from the insurance vendor. Examples would include Group Supplemental Life Insurance, Group Home and Auto and Group Legal. Although these benefits are paid for with post-tax dollars, an advantage to the employee is to be able to purchase the coverage at a group discount.

Election Changes During the Plan Year:

Internal Revenue Code Section 125, which governs Hood College's Cafeteria Plan, requires that employees make benefit elections before the beginning of the plan year for which those election will apply. Participants may only change their elections during the plan year in accordance with the Hood College Cafeteria Plan and Internal Revenue Code Section 125. For example, if, during the plan year, an employee marries or becomes a parent through the birth or adoption of a child, she or he is eligible change her or his elections under the health care plan but only if such change is consistent with the marriage or becoming a parent. To make this change, the employee must complete a Status Change Form (available in the Department of Human Resources or on the Hood Human Resources website at:

http://www.hood.edu/documents/pdf/humres/Open_StatusChangeForm.pdf) and the appropriate Health Insurance Enrollment Form(s) and submit them to the Department of Human Resources for processing within 30 days of the event permitting the change.

For more information regarding election changes during the plan year, refer to Section [717 – Life Event Change](#). For a more detailed description of the circumstances under which an employee may change her or his elections, refer to the Employee Benefit Guide which is available in the Department of Human Resources or the Status Change Form (available in the Department of Human Resources or on the Hood Human Resources website at: http://www.hood.edu/documents/pdf/humres/Open_StatusChangeForm.pdf).

740 – Sabbatical Leave for Staff

740.1 Statement

Sabbatical leave can be an important tool for attracting highly qualified employees and boosting employee morale. As a result, Hood College has initiated a compensated leave program for eligible staff members based on years of continuous service. Paid leave granted under this policy does not alter or affect any other leave accrued by the employee. The College is under no obligation to provide this benefit and reserves the right to change, amend, suspend, or terminate providing paid sabbatical leave as it deems necessary in its sole discretion.

740.2 Philosophy

Sabbatical leaves have been recognized by higher education as having a benefit for faculty members to renew and refresh. The College believes that staff can benefit from a short-term leave from one's customary work, to acquire new skills or training, to gain new perspectives, (i.e. from travel, public service, humanitarian efforts, etc.), or to engage in other experiences that bring a high degree of individual satisfaction or lead to employee rejuvenation.

740.3 Procedures

Eligibility:

Full-time employees and part-time employees of 0.50 FTE or greater will become eligible for a paid sabbatical leave after accumulating 10 years of continuous service and then each time they accumulate an additional five years of continuous service, provided, however, that they are in regular status (i.e., not on probation or lay-off status) at the time they accumulate the requisite years of continuous service. Eligible full-time employees will be granted paid sabbatical leave in the amount of one (1) work week, which is defined as 37.5 or 40 hours depending on the type of position. Eligible part-time employees will be granted paid sabbatical leave on a pro-rata basis in proportion to the employee's FTE status. For example, a part-time employee who works 50% time will receive paid sabbatical leave in the amount of one-half ($\frac{1}{2}$) of one work week, which is defined as 18.75 or 20 hours depending on the type of position. By way of further example, a part-time employee who works 75% time will receive paid sabbatical leave in the amount of three-quarters ($\frac{3}{4}$) of one work week, which is defined as 28.125 or 30 hours.

Right To Change Operating Procedures:

The Department of Human Resources (HR) will administer the Sabbatical Leave program for staff. To do so, HR will enact rules and procedures and make determinations and interpretations of policy it deems necessary in its discretion.

Accessing The Benefit:

HR is responsible for determining eligibility for paid sabbatical leave. Once HR has determined that an employee is eligible for paid sabbatical leave, HR will give that employee a Sabbatical Voucher. The Sabbatical Voucher will be given to the employee at an annual event or some other time as determined by the College.

Paid sabbatical leave cannot be taken in increments. Rather, paid sabbatical leave must be used in *one continuous week* during the time period specified on the voucher. The time period will always run for the College's fiscal year and be awarded in June for the previous December 31 cutoff for years of service. In other words, if an individual has 10 years of service by December 31, 2008, the individual will receive a voucher in June 2009 which can be used from July 1, 2009-June 30, 2010. An eligible employee must be in regular status (i.e., not on probation or lay-off status) at the time she/he actually takes paid sabbatical leave.

No later than six (6) months after receiving a Sabbatical Voucher, an employee must confer with his/her department supervisor to schedule the paid sabbatical leave. The employee's department supervisor must approve the use of paid sabbatical leave for the time period requested. Because the department supervisor is responsible for ensuring that appropriate coverage is available throughout the year to provide services to the department's internal and external constituents, the department supervisor in her or his sole discretion may approve or deny the use of paid sabbatical leave for the time period requested. If more than one employee in a particular department is eligible for paid sabbatical leave in a given fiscal year, the department supervisor may make scheduling decisions for the use of paid sabbatical leave based on seniority.

In the event that the departmental supervisor and the employee are unable to agree upon a week within the time period specified on the voucher, the employee may request a meeting with the Division Vice President and Human Resources to determine the next course of action. Although every effort will be made to approve the leave time period requested by the employee, circumstances may arise in which the College may need to deny the request. In such circumstances, the Division Vice President and Human Resources may, in their sole discretion, extend the time period of the Sabbatical Voucher or look for an alternative solution that is amenable both the department supervisor and the employee. Otherwise, the Sabbatical Voucher will be rescinded. The employee will not receive any compensation for the Sabbatical Voucher in the event of rescission.

Sabbatical leave will not be denied because an employee has used paid or unpaid leave benefits provided by the College or applicable law.

Unapproved Uses:

Sabbatical leave cannot be used to engage in illegal activities.

Return to Work:

The employee will be obligated to return to work for at least six (6) months after she/he completes sabbatical leave and will certify this obligation by signing statement indicating the intent to return on the Sabbatical Voucher. In the event, that the employee decides not to return after the sabbatical or elects to leave prior to the six (6) month required period, the employee agrees to repay the College for the one week sabbatical. For repayment, the College may deduct the monetary equivalent of the leave hours taken during the sabbatical, based on the employee's rate of pay, from the employee's wages.

The employee will certify this repayment obligation and authorize the College to make any necessary deductions from the employee's wages by signing such a statement on the Sabbatical Voucher. The College will not require repayment if an employee is unable to return to work for the required six-month period due to the need for leave under the FMLA, USERRA, or other applicable law. In addition, the College may waive any repayment obligation for a bona fide reason, as determined by the College in its sole discretion.

At the end of the approved sabbatical leave, the employee will return to the same or an equivalent position. An employee will not be restored to the same position or an equivalent position under the following conditions:

- 3.) If the employee would not have been employed at the time of reinstatement due to job or shift elimination or other reason; or
- 4.) If the College determines that there is a situation (program elimination, economic downturn, financial crisis, national emergency, outsourcing, etc.) that may prompt some action in which the employee's job may be impacted by a reduction in hours or salary and or elimination of the job.

Continuation Of Pay And Deductions:

During this one-week approved sabbatical leave, employees will be paid at their ordinary level of compensation in accordance with the College's normal payroll procedures. Any and all deductions authorized or required by law will be made. The College reserves its right to make changes to employee compensation at any time as it deems necessary for economic or other reasons or circumstances.

Continuation Of Benefits:

The College will continue the same level of benefits during the paid sabbatical leave as the employee had prior to the leave unless a change in the terms and conditions of the plans occurs.

Non-Assignment Of Benefit:

Sabbatical leave benefits are neither assignable nor transferable to another employee.

No Cash Value:

Paid sabbatical leave under this policy is use or lose and has no cash value.

799- Contact Information

Health/Prescription Insurance

Carefirst BlueCross BlueShield of Maryland

www.carefirst.com

BlueChoice: (866) 520-6099

BluePreferred Member Services: (800) 321-3497

Argus Health Systems (pharmacy): (800) 241-3371

Dental Insurance

MetLife Dental

(800) 942-0854

www.metlife.com/mybenefits

Vision Insurance

Vision Benefits of America

(800) 432-4966

www.visionbenefits.com

Flexible Spending Accounts

PayFlex

(800) 284-4885

www.mypayflex.com

Employee Assistance Program (EAP)

Business Health Services (BHS)

To arrange a private, confidential day or night appointment, contact BHS at:

(800) 327-2251

www.bhsonline.com

Group Auto and Home Insurance

Metlife® Auto and Home provides METPAYSM

(800) GET-MET8, Weekdays and Saturdays

Legal Service

Hyatt Legal Plans, Inc., Cleveland, Ohio

Client Service Center

(800) 821-6400, Monday: 8a.m.-8p.m.

Tuesday-Thursday: 8a.m.-7p.m.

Friday: 8a.m.-6p.m.

Eastern Standard Time

For information about all Hood College benefits, go to the Benefits section of the Human Resources website at http://www.hood.edu/adminservices/humres.cfm?pid=humres_benefits.html

800 Payroll Procedures

801--Work Hours and Pay Practices

801.1 Statement:

Hood College allows department heads to establish the schedule of work days and shifts for positions within a department. Employees are advised of their normal work days and shift prior to being hired; however, department heads may change the established work day or shift according to the needs of the business unit. Departments also determine whether positions are full or part-time and the corresponding number of hours per week. Hood College retains the right to make scheduling changes as determined by the College to meet changing business needs and employees may request scheduling changes.

801.2 Philosophy:

A position's workday and shift are determined based on needs of the College and department. Normally, employees will work a pre-established schedule. During an individual's employment with the College, a department's needs may change which may impact the employee's work schedule. Supervisors will endeavor to provide advance notice for schedule changes.

Employees may request scheduling changes for a variety of reasons. Supervisors have the discretion to grant or deny the request based on the business needs of the department.

801.3 Procedures:

Temporary or Emergency Changes in Schedule:

When faced with temporary scheduling issues, such as College-wide events, emergencies or staffing shortages, supervisors may request an employee to work a different schedule that may include a change in hours or days of work. Advance notice will be provided whenever practicable.

Changes in Normal Schedule:

Managers and supervisors are responsible for meeting the business needs of the department. Changes in those needs may require an adjustment to work schedules within the department. Normally, employees will be provided with written notice prior to the implementation of an on-going scheduling change.

Employee Request for Schedule Changes:

If an employee requests a change to her or his normal schedule, the supervisor should consider the individual's request based on operational needs of the department.

If the request is made to make a schedule change as an accommodation pursuant to the American with Disabilities Act (ADA) policy [302 Individuals with Disabilities Job-Related Requests](#) shall apply.

Report of Changes in Shift to Payroll:

Any change in schedule (temporary or on-going) that involves movement to or from the night shift (i.e 11:00 p.m. to 7:00 a.m.) needs to be reported to payroll. A [Payroll/Status Change Notice Form](#) or email from the supervisor is required to inform the Payroll Administrator in the Financial Services Department of any changes in shift differential.

Shift Differential:

Non-exempt employees who work the midnight shift (i.e. 11:00 p.m. to 7:00 a.m.) are eligible to receive the current rate for shift differential.

Time Cards:

Non-exempt, hourly employees are required to submit time cards on a weekly basis to their supervisors for submission to payroll. Supervisors will establish appropriate deadlines for the submission of time cards. Employees who fail to submit time cards or submit late time cards may be subject to discipline up to and including discharge.

Payroll Payment Authorizations:

The Financial Services Department will not process any payroll payments (including one-time or recurring payments) without prior written authorization. The authorization may be a properly executed [Payroll/Status Change Notice](#) or a signed letter from the appropriate Senior Officer or Human Resources.

Pay Schedule:

The College pays on a bi-weekly or monthly schedule as selected by the employee at the beginning of her or his employment. The [Pay Schedule](#) for the current year is posted on the HR Web site.

802 – Meal and Rest Periods

802.1 Statement:

Hood College provides eligible employees with meal and rest periods during the workday.

802.2 Philosophy:

Hood College provides employees with intervals of rest and relaxation during the workday. Meal and rest periods should not disrupt the normal operations of the department or College.

802.3 Procedures:

Employees working six or more hours in any workday are granted a one-hour unpaid meal period. Minors under 18 are entitled to receive a 30-minute break for every five hours of work, consistent with Maryland law. While employees and supervisors should seek to accommodate their mutual needs when scheduling meal and rest periods, these periods must be scheduled so as to avoid disrupting normal operations of the College. Employees cannot skip meal periods in order to shorten the workday or to earn extra paid leave. Employees cannot forgo their unpaid meal hour to accrue overtime or “comp” time without prior approval from their supervisor.

Hood ascribes to a policy that for every four hours that an employee works, she or he may take a 15-minute rest period; or if working full-time, the employee will substitute the lunch period for the two rest periods. Employees cannot skip rest periods in order to shorten the workday or to earn extra paid leave. Rest periods may not be saved for later use, and may not be accumulated and used to compute additional pay. Rest periods may be omitted occasionally if required by the operational needs of the College. Extra compensation is not provided if rest periods are missed.

803-- Overtime

803.1 Statement:

Non-exempt employees are eligible to receive overtime pay. Overtime pay is paid for all hours worked over 40 hours in one workweek. Hood College will comply with the Fair Labor Standards Act (FLSA) of 1938 and other applicable state or local laws for calculating and paying overtime to employees.

Exempt employees are not eligible for overtime pay or compensatory time off.

803.2 Philosophy:

Hood College will pay overtime in compliance with the Fair Labor Standards Act and other applicable state or local laws. Non-exempt employees who work over forty hours in a workweek will be paid overtime.

803.3 Procedures:

Definitions:

Non-exempt: Positions that may be salaried or hourly and are eligible for overtime pay under the FLSA.

Exempt: Positions that are not eligible for overtime pay under the FLSA.

Workweek: Hood College defines its workweek as the recurring 168-hour (7-day) period beginning at 11:00 p.m. on Sunday.

Approval for Overtime:

Employees must have prior approval from their supervisor to work time in excess of their normal workday. An employee working unauthorized overtime may be subject to disciplinary action.

Advance Notice from Supervisor:

Supervisors are encouraged to provide advance notice to employees who are requested to work overtime. However, in certain circumstances employees may be requested to work overtime without advance notice. Employees are expected to work any overtime requests received with or without notice.

Employee Request to Work Overtime:

An employee may request to work overtime to complete an assignment. However, the employee must obtain the supervisor's approval prior to working any hours in excess of the employee's normal workday.

Computing Overtime:

Overtime is paid on hours worked. Any paid (i.e. sick, vacation, holidays) and unpaid (FMLA, leave of absence, etc.) leave during the workweek is excluded from the calculation. Shift differential is included in the hourly rate when applicable and used in the overtime calculation.

Compensatory Time Off:

The College supports the voluntary use of compensatory time off in lieu of overtime. Non-exempt employees who work in excess of their normal daily schedule may be permitted to take an equivalent amount of time off ***during the same workweek*** as the excess time worked. Compensatory time off may only be granted when the supervisor and the employee have agreed ***before the extra hours are worked*** that compensatory time off will be taken.

Notwithstanding this policy, employees will be paid overtime for all hours ***worked*** in excess of 40 hours in a given workweek, and employees may be subject to discipline for incurring overtime without their supervisor's prior approval.

804 – Distribution of Payroll Checks and Direct Deposit Advices

804.1 Statement:

Hood College is committed to processing payroll and direct deposits in a timely manner in accordance with the published pay schedule. The College recognizes the importance of having payroll checks and direct deposit advices available to employees on payday. Every effort will be made to deliver the checks and advices to departments during the morning of each payday through Communes.

804.2 Philosophy:

The College will provide checks or direct deposit advices per the published pay schedule. Checks and advices will be mailed to the departments through the College internal mail system. Employees will receive checks or advices from supervisors.

804.3 Procedures:

Direct Deposit Advices:

Employees who select direct deposit for their pay will receive detailed payroll information on their direct deposit advices. Employees may choose up to three financial institution accounts for direct deposit.

The advice will notify the employee of the amount earned, deductions, taxes, and net amount deposited in the specified account(s). Employees should maintain all Direct Deposit Advices for their records.

Payroll Checks:

The College encourages the use of Direct Deposit for payroll to minimize the costs and time associated with mailing and/or loss of payroll checks.

Employees who select to receive a payroll check will receive detailed information regarding the pay on the attached stub. Employees should maintain all Payroll stubs for their records.

Check or Direct Deposit Advice Pick-up:

Employees who have made prior arrangements with the Payroll Administrator in Financial Services may pick up their checks from that office on the Friday morning that payroll is paid. Only employees or their authorized designees may pick up checks or Direct Deposit Advices.

The Payroll Administrator must pre-approve any arrangements for check pick-up prior to the payday in question.

Special Payroll Checks or Direct Deposit Advices:

Checks issued outside the normal payroll processing cycle are considered “special payroll” checks. These checks are rare but are available for certain situations such as correction of an error in an employee’s pay.

In some cases, only a check can be issued. In other cases, a direct deposit of the amount can be made. The Financial Services Department or Human Resources must approve requests for special payroll checks.

Lost Payroll and Replacement Checks:

Employees, who lose their payroll checks prior to cashing, should notify the Financial Services Department immediately. The Payroll Administrator may be able to issue a stop payment and a duplicate check.

If the check has been cashed, the Payroll Administrator may request a copy of the check for the employee. The employee may be responsible for the bank charges associated with getting the check copy.

Checks Cashed by Unauthorized Third Party:

In the event that a check is lost or stolen and cashed by an unauthorized party, the Payroll Administrator may request a copy of the cashed check from the Bank or provide a copy from the College’s checking account statement.

The College is not responsible for checks that are lost or stolen and cashed by an unauthorized party.

Fees for Replacement Checks:

The Financial Services Department may assess fees for the loss of checks

Mailing of Checks or Direct Deposit Advices:

In special situations, such as employees on extended paid leave, employees may request to have their check or direct deposit advice forwarded to them via the U.S. Mail. These situations will require the prior approval of the Financial Services Department or Human Resources.

805 – Payroll/Status Change Notice

805.1 Statement:

Hood College is committed to keeping accurate records and authorizations for employee files. The College utilizes a Payroll/Status Change Notice Form for employees to authorize changes to their personal information and for supervisors to authorize changes to job and compensation information. Internal memos or email can also authorize changes. Human Resources will process all personal and job-related changes with Financial Services.

805.2 Philosophy:

Hood College maintains a personnel file on each individual. It is imperative that the file contains accurate personal and job-related data. We recognize that it is necessary to make changes to the personnel file and have the following guidelines. The Payroll/Status Change Notice Form contains the information that is changed most frequently. Supervisors and employees can download the form from Web, or send written authorization by memo or email to the Department of Human Resources.

805.3 Procedures:

Changes in Name, Address, Telephone Number and/or Family Status:

Employees may submit personal changes to Human Resources via the [Payroll/Status Change Notice Form](#) or in writing. An employee's authorization is required before changing the individual's personal information records in the Human Resources and Payroll databases.

Changes in Job and Compensation Information:

Supervisors may submit changes to an employee's job and compensation records via the [Payroll/Status Change Notice Form](#) or in writing. A supervisor's authorization is required before changing the individual's job and compensation records in Human Resources and Payroll databases.

900 Health and Safety

901 - Injury on the Job

901.1 Statement:

Employees who suffer a certain work-related accidents may be eligible for coverage of medical expenses and a portion of lost wages resulting from the injury on the job. It is the policy of the College for all employees to report any injury, no matter how minor, to the immediate supervisor as soon as possible.

901.2 Philosophy:

Hood College strives to provide and maintain a safe working environment for all employees. In the event, that a work-related accident occurs, employees may be eligible for lost wage and medical expense assistance.

The college is concerned about the well-being of employees. This policy provides guidance on what to do in the event of a work place injury or accident.

901.3 Procedures:

Definition:

Light Duty: temporary modification or adjustment to work environment and/job responsibilities to support an employee to perform essential functions while recovering from injury or illness.

Eligibility:

This policy applies to all employees, regular and temporary.

Notification:

An employee should immediately notify her or his supervisor or other appropriate College officer of a work-related injury or accident.

Medical Treatment:

Minor Injuries: The employee may elect to be treated at the Hood College Health and Wellness Center or the Frederick Memorial Hospital Occupational Health Services facility located at 1560 Opossumtown Pike in Frederick.

Serious Injuries: If the injury is serious, the Office of Campus Safety may be contacted on the emergency line 3111 may be requested to assist. Officers have First Responder training for reacting to many types of medical emergencies. Supervisors may elect to call 911 for ambulance response and transportation to the Frederick Memorial Hospital Emergency Room. The Emergency Room Admissions personnel should be informed that this is a work place injury.

Accident Report:

In all cases, for any type of injury, a [First Report of Injury/Accident Report](#) will be completed within the first twenty-four hours of the injury.

Absence from Work:

An employee who is injured on the job and unable to return to work must keep her or his supervisor informed of her or his status.

Continuation of Salary and Benefits:

An employee who is unable to work due to a work related injury or accident, and for whom a first report of injury has been filed within the first 24 hours of its occurrence, may receive a percentage of wages and medical expenses for compensable injuries. For more information regarding compensation for work-related injuries, see Section [719 Worker's Compensation](#).

During the period of time that an employee is absent for a compensable work-related injury, College-paid benefits will continue and the employee will be responsible for remitting her or his share of the costs to maintain benefit choices.

Coordination with Family and Medical Leave Policy:

An employee who is absent from work two or more days may be eligible for Family and Medical Leave Act (FMLA) benefits. For employees who qualify for medical leave under both Worker's Compensation and FMLA, these two leaves will run concurrently and be counted against the employees' FMLA entitlement. For more information, see Section [710 Family and Medical Leave](#). Approved medical leave does not guarantee that worker's compensation benefits will be paid.

Return to Work:

The employee must present a return to work certificate from the appropriate medical provider. In cases where the employee returns to "light duty," the health care provider will specify modifications or adjustments required to accommodate the employee to perform essential job functions.

Termination of Employment:

An employee who is absent from her or his job due to a work-related injury may be terminated from employment if he or she is absent from the job for a period of one year due to a disability. Consistent with applicable law, reasonable accommodations to enable the employee to return to work within a year may be considered as appropriate. Any termination decision will be in accordance with all applicable federal, state, and local laws.

902 – Smoking

902.1 Statement:

Hood College recognizes the health and safety hazards caused by smoking. The College will attempt to maintain smoke-free buildings and environment for employees, students and visitors. Employees may smoke in designated areas as long as it does not create other safety hazards.

902.2 Philosophy:

Hood College will maintain a smoke-free environment in accordance with all applicable laws and provide designated smoking areas for employees. The College is concerned with the health and safety of employees and encourages employees to contact the Department of Human Resources to find available smoke cessation resources.

902.3 Procedures:

Designated Smoking Areas:

Outside: Smoking is allowed in outdoor locations unless otherwise designated as a smoke-free area. Smokers may not block the entrance to a building.

Inside: Smoking is prohibited in all indoor locations (including private offices, class rooms, conference rooms, hallways, lounges, rest rooms and other enclosed work places) except designated smoking areas. Smoking is permitted in designated areas in residence halls and the Campus Club.

Smokers need to use proper receptacles for extinguishing all smoking materials.

Signs:

Signs designating no smoking will be posted in public locations.

Inclement Weather:

Inclement weather does not alter the designation of smoke-free or smoking areas.

College Vehicles:

Smoking is not permitted in College vehicles while on or off campus.

Smoking Cessation:

Employees who participate in the CareFirst health and/or prescription drug plan may:

- Use the Prescription Drug plan for prescriptions for smoking depressants, at formulary copay levels.

- Use the Options Program and receive a discount on Acupuncture treatments. The discount only applies to services provided by practitioners participating in the CareFirst Options discount program. The discount does not apply to herbs, lab work or massage.

Please check the CareFirst BlueCross BlueShield Web site for more information at <http://www.carefirst.com/> or contact the Department of Human Resources.

903 – Drug Free Workplace

903.1 Statement:

Drug abuse is a serious health and safety issue. Hood College strives to maintain a drug-free workplace and prohibits the unlawful possession, sale, distribution, manufacture, or use of controlled substances on campus, in College vehicles and while conducting College business. Hood College will educate members of staff about the health and safety issues surrounding illicit drug use. The College provides assistance through a variety of sources and encourages employees who may be abusing drugs to avail themselves of these resources.

One of the conditions of continued employment is for employees to be drug-free in the workplace, and comply with all laws and policies prohibiting possession or distribution of controlled substances.

903.2 Philosophy:

Hood College is committed to maintaining a drug-free workplace and complying with applicable laws. A drug-free workplace is the responsibility of every individual on campus. While the College will utilize education in order to maintain a drug-free workplace, the College will take appropriate disciplinary action against any employee who violates the drug-free workplace policy.

The College recognizes that employees may require assistance in maintaining a drug-free environment. The College provides resources to employees who face controlled substance issues. Hood is concerned with the well-being of individual employees and encourages anyone who is using illicit drugs or abusing alcohol to stop.

903.3 Procedures:

Assistance:

Hood College encourages conscientious efforts to seek help for illicit drug or excessive alcohol use and provides a variety of ways for employees to receive confidential assistance. The College will not hold a request for assistance against an employee; however the Hood reserves the right to take appropriate action as each situation may dictate. The safety of the campus and the employee is an important concern at all times.

The College provides free confidential counseling through Prime Employee Assistance Program, Inc. Prime Employee Assistance Program, Inc. records are confidential. Statistics regarding referrals may be released; however employees or family members will not be identified. For more information, see Section [718 Employee Assistance Program](#).

The College also provides a psychiatric benefit for alcohol and drug abuse rehabilitation through the CareFirst health care plan. For more information, see [Section 711 Health Insurance](#).

The [Health and Wellness Center](#) provides information regarding addiction-counseling resources to staff members. Records in the Health and Wellness Center are confidential. Statistics regarding referrals may be released; however, employees or family members will not be identified.

For more information regarding these benefits, contact the Department of Human Resources.

Education:

Hood College will utilize educational strategies in order to maintaining a drug-free workplace. Periodically, the College may provide free training and education on the dangers of substance abuse. Attendance at some sessions may be required.

ADAPT, Hood College's drug abuse prevention and awareness program, maintains a web-based training session found on the intranet at <http://www.hood.edu/admin/humres>.

Use of College Vehicles:

The following specific information applies to drivers of all Hood College vehicles:

- No driver may operate, repair or perform safety inspections of a College vehicle under the influence of alcohol or controlled substance(s) and/or within four hours of consuming alcohol.
- No driver may operate or repair a College vehicle while under the influence of prescription or non-prescription medication when the manufacturer of or the physician prescribing the medication has restricted such activity. Employees are required to inform supervisors of any such restrictions. Employees do not need to inform the supervisor of the particular medication.
- Drivers involved in accidents may be requested to submit to a post-accident drug test. Failure to comply with the request will result in appropriate disciplinary action.
- Drivers involved in accidents or receiving a citation for moving violation may be requested to submit to a return-to-duty test to ensure that there are no controlled substances or excessive alcohol present.

Information Regarding Drug Resources and Abuse Statistics:

Hood College complies with legal requirements to provide information regarding the uses and effects of controlled substances, possible federal penalties for drug law violations and drug abuse statistics on campus. Information on current crime statistics can be found at <http://www.hood.edu/admin/security/crimestatis.html>.

Internal Investigations:

Hood College may conduct internal investigations and impose disciplinary actions up to and including termination of employment in cases of drug-related activities in the workplace. The College will follow its policies as outlined under [312 Internal Investigations](#).

Disciplinary Actions:

Although the College prefers to use education in lieu of discipline, and employees are encouraged to contact resources listed in this policy to prevent drug-related behavior, the College reserves the right to take action it deems most appropriate for any given situation.

Hood College may terminate the employment of any individual who is convicted of unlawful possession, sale, distribution, manufacture, or use of controlled substances. The College may impose discipline it deems appropriate notwithstanding whether the employee's conduct results in a criminal conviction.

Notification of Criminal Convictions:

The Department of Human Resources must be notified in writing of any criminal conviction for a violation involving a controlled substance and occurring in the workplace (including any place where duties are performed), no later than five calendar days after such conviction. The College may report this information to the appropriate federal agency consistent with applicable legal requirements.

Lack of compliance with these requirements may subject the employee to discipline, up to and including termination, consistent with College disciplinary procedures and applicable law.

Accidents or Work-related Injuries due to Drug Abuse:

The College will assert its rights in situations of accidents or injuries caused by employees who are abusing drugs, including intoxication due to alcohol consumption.

904 – Fire Prevention and Safety

904.1 Statement:

Hood College is committed to providing a workplace environment in which proper precautions are taken to prevent fires and response preparation to fire emergencies is communicated to employees. The College also recognizes the important role that employees play in fire prevention and safety. Hood College recommends that Departments discuss fire safety and review exit plans at least once a year in staff meetings. Employees are encouraged to follow all College safety guidelines and to use all tools, machines, and other equipment peripherals in accordance with manufacturer's safety specifications.

904.2 Philosophy:

Awareness and planning are key components to preventing fires on campus. Employees should follow all College safety guidelines and use all equipment properly to prevent fires. In the event of a fire, employees should follow departmental exit plans and notify proper College officials. The Department of Campus Safety provides specific information regarding fire safety in the [Hood College Departments of Campus Safety and Human Resources](#) booklet.

904.3 Procedures:

Proper use of equipment and tools:

Equipment and tools have safety specifications that must be followed at all times to prevent fire. Employees who identify a problem with equipment or tools should report the situation to their supervisor or appropriate College official immediately. Do not use equipment, tools or peripherals that are not in proper working order. Do not overload electrical outlets.

Entrances, Exits, and Hallways:

Entrances, exits and/or hallways should be clear of obstruction at all times. Do not place files, furniture, or other clutter in hallways or near doorways. Do not prop exit doors in open position. Do not encumber exit doors with chains, ropes or other materials.

Departmental Evacuation Plans:

Departments should review evacuation plans on an annual basis. Evacuation plans should include methods for assisting disabled employees who will be unable to use the elevator to exit the building. The plans should also specify a safe meeting area where employees can assemble after evacuation to account for all staff members. Supervisors or appropriate designee should ensure that all employees have been accounted for upon evacuation and report this information to Department of Campus Safety official at the site.

Fire Extinguishers:

Fire extinguishers are located throughout campus buildings. Campus Safety can provide training on proper use of extinguishers in the event of a fire emergency.

Fire extinguishers are inspected on a periodic basis and maintained by the Department of Campus Safety.

Space Heaters:

Hood College recognizes that individuals may want to use space heaters in their workspace. The College requires that employees use only “UL” approved heaters that are in good working order. Employees should unplug space heaters whenever they are aware from the area.

905- Identifying and Correcting Workplace Hazards

905.1 Statement:

Hood College is committed to maintaining a safe working environment for employees and to correcting situations that pose potential hazards to the workplace. Employees are a key part of the strategy of maintaining a safe working environment. The College encourages employees to report promptly any potential workplace hazard or unsafe work practice to College officials. College officials with the delegated authority for safety and security will evaluate the situation and take action as appropriate. Employees are encouraged to act with their own safety and the safety of others in mind and to promote a safe working environment.

905.2 Philosophy:

The Department of Campus Safety and Security and the Facilities Department conduct periodic inspections on campus to promote a safe working environment. Situations may develop outside of the inspections that require immediate attention. The College encourages employees to report immediately potential safety hazards to their supervisor or appropriate College officials. As appropriate, Hood College officials will investigate, evaluate and implement corrective course of action.

Hood College cannot correct hazards of which it is unaware. It is incumbent on everyone to take responsibility and report all situations that may be potential workplace hazards or unsafe working practices. Employees who report these situations will not be discharged or discriminated against for bona fide reporting of health and safety hazards to the College.

905.3 Procedures:

Hazardous Conditions:

Employees who observe any unsafe condition on campus property should inform their supervisor or appropriate College officials promptly. Employees can call the Department of Campus Safety **at 3-1-1-1** to report any condition that may warrant clean-up, erecting barriers, investigation of smoke or suspicious odors, building evacuation, etc.

Fire Safety:

Any suspicious odor or smoke should be reported promptly. In case of fire, activate the nearest fire alarm. Evacuate the building immediately. **DO NOT USE THE ELEVATORS.** Notify the Department of **Campus Safety at 3-1-1-1**. Move to pre-determined department meeting location to confirm that everyone is out of the building.

For more information, see [904 Fire Prevention and Safety](#).

906– Bloodborne and Airborne Pathogens

906.1 Statement:

Hood College is committed to complying with applicable regulations regarding bloodborne and airborne pathogens. The College will provide information and training to employees on The Exposure Control Plan (ECP) and comply with all applicable laws to eliminate or reduce the occupational exposure to Hepatitis B Virus (BBV), Human Immunodeficiency Virus (HIV), other blood borne or airborne pathogens that employees may encounter in the workplace.

906.2 Philosophy:

The Exposure Control Plan (ECP) developed by Hood College is designed to comply with the OSHA Bloodborne Pathogens Standard. By adopting the policies of the Standard, Hood College has instituted as many work practices and engineering controls as possible to eliminate or minimize employee exposure. Through the ECP Hood College is in compliance with the intention of the OSHA Bloodborne Pathogen Standard by protecting our employees from the health hazards associated with bloodborne pathogens and providing appropriate treatment and counseling to an employee should an exposure incident occur. For more specific information on Bloodborne Pathogen Standard and Hood's response, see Hood College [Campus Safety Manual SECTION XVI EXPOSURE CONTROL PLAN](#). For more information on Airborne Pathogens and Hood's response, see [303 Communicable Diseases](#).

906.3 Procedures:

Definitions

Airborne pathogens – are pathogenic microorganisms that produce diseases as they are passed from human to another via the aero biological pathway.

An abbreviated list of definitions from the Hood College [Campus Safety Manual SECTION XVI EXPOSURE CONTROL PLAN](#).

Blood - means human blood, human blood components, and products made from human blood.

Bloodborne pathogens (bbp) - means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include but are not limited to HBV and HIV.

Contaminated - the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated laundry - laundry that has been soiled with blood or other potentially infectious materials or may contain sharps.

Contaminated sharps - any contaminated object that can penetrate the skin including but limited to needles, scalpels, broken glass and broken capillary tubes.

Decontamination - the use of physical or chemical means to remove, inactivate or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

Engineering controls - controls (e.g., sharps disposal containers) that isolate or remove the bloodborne pathogens hazard from the workplace.

Exposure incident - a specific eye, mouth, other mucous membrane or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duty.

Occupational exposure - reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duty.

Other potentially infectious materials:

1. The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
2. Any unfixed tissue or organ (other than intact skin) from a human.

Parenteral - piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts and abrasions.

Personal protective equipment - is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

Regulated waste - liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing

these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

Special medical waste - means blood or blood products, contaminated sharps, pathological wastes, microbiological wastes, and other research samples and materials perceived to contain laboratory materials.

Universal precautions - is an approach to infection control. According to the concept of universal precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HEV and other bbp.

Work practice controls - controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting the recapping of needles).

Airborne Pathogens:

Airborne pathogens can pose a serious health risk to employees. The College will work with proper health agencies to identify potential risks and to take appropriate action. For more information, see policy [303 Communicable Diseases](#).

General program management for Bloodborne Pathogens:

A. Exposure Control Officer

The Chemical Safety Director serves as the Exposure Control Officer. He or she is responsible for the overall management and support of Hood College's Bloodborne Pathogen Compliance Program. For more information, see Hood College the Hood College Campus Safety Manual SECTION XVI EXPOSURE CONTROL PLAN.

B. Exposure Control Committee

To assist the Exposure Control Officer (ECO) in fulfilling these responsibilities an Exposure Control Committee has been established and is composed of the following:

1. Office of Security and Safety
2. Hood Aquatics
3. Physical Education Department
4. Head Athletic Trainer
5. Health Center
6. Physical Plant

Members of the Exposure Control Committee (ECC) are responsible for exposure control in their respective areas. They work directly with the ECO to ensure that the ECP is followed. For more information, see Hood College Campus Safety Manual SECTION XVI EXPOSURE CONTROL PLAN.

The ECO is also responsible for providing information and training to all employees who have the potential for exposure to bloodborne pathogens, as defined in the applicable regulations. This training is provided at the time of initial assignment and annually thereafter. In conjunction with the members of the ECC, the ECO maintains a current list of facility personnel requiring training. Documentation of attendance is maintained by the ECO. The ECO is also responsible for developing and periodically reviewing the education and training seminars.

Employee Responsibilities:

Hood College recognizes the important role that employees play in the Exposure Control Plan. Employees are responsible for:

1. Attending the Bloodborne Pathogen training seminars;
2. Knowing and complying with safety guidelines, regulations, and procedures required for the assigned task;
3. Reporting unsafe conditions to his or her immediate supervisor, any member of the ECC or the ECO;
4. Reporting to his or her immediate supervisor and the ECO any accident and all information pertaining to the accident resulting in an exposure or potential exposure to bbp.

ECP Copies:

Copies of Hood's Exposure Control Plan are available to its employees at any time and are kept at the following locations:

1. Chemical Safety Director's Office
2. Office of Security and Safety
3. Hood Aquatic and Physical Education Center-Athletic Training Room
4. Health Center
5. Physical Plant Office

Exposure determination:

Hood College has identified employees with the potential for occupational exposure that may result from the performance of the employee's duties. Exposure risk determinations for all job classifications have been made. Jobs have classified into groups for which all or some employees have occupational exposure and/or groups may perform task and procedures that may result in occupational exposure. For more information, see Hood College Campus Safety Manual SECTION XVI EXPOSURE CONTROL PLAN.

METHODS OF COMPLIANCE

Universal Precautions

All Hood personnel must follow all universal precautions. All human blood and body fluids shall be treated as if infected with HIV, HBV or other bloodborne

pathogens. In the circumstances where it is difficult or impossible to differentiate between body fluid types, it is assumed that all body fluid are potentially infectious. Universal Precautions are intended to minimize or prevent employee exposure and are to be used when contact with blood or body fluids is anticipated.

Engineering Controls:

Engineering Controls are controls that isolate or remove the bbp hazards from the workplace in order to eliminate or minimize employee exposure. These controls are periodically reviewed by the ECO and ECC members to determine the need for more advanced or additional engineering controls. It is understood that these controls do not eliminate the need for personal protective equipment. Therefore where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized.

1. Handwashing facilities are readily accessible to all employees.
2. Antiseptic towelettes are provided for employees when washing with soap and water is not readily available (e.g., on the athletic field, assisting an on-campus emergency). It is understood that when antiseptic towelettes are used, hands shall be washed with soap and water as soon as possible.
3. Sharps disposal containers are to be used for contaminated needles and sharps. They will be placed in puncture resistant, leakproof, labeled or color-coded containers. **Sharps disposal containers are located in the Health Center and Training Room.**

Work-Practice Controls:

Work Practice Controls are those controls that reduce the likelihood of exposure by altering the manner in which & task is performed. For more detail on Hood College's work-practice controls, see Hood College Campus Safety Manual SECTION XVI EXPOSURE CONTROL PLAN

Personal Protective Equipment (PPE):

Where there is the potential for occupational exposure, appropriate personal protective equipment is provided at no cost to the employee. Personal protective equipment includes but is not limited to gloves, labcoats, face masks, goggles (safety glasses) and resuscitator masks. Personal protective equipment shall be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee Is work or street clothes, undergarments, skin, eyes, mouth or mucous membranes under normal conditions of use and for the duration of time for which the PPE is to be used. For more detailed information on PPE, see Hood College Campus Safety Manual SECTION XVI EXPOSURE CONTROL PLAN

Cleaning, Disinfection and Decontamination:

In order to reduce occupational exposure to bbp, Hood College shall be maintained in a clean condition. To facilitate this, a written schedule for cleaning

and decontamination of the appropriate areas of Hood College-the Health Center and Athletic Training Room, has been created. The written cleaning schedule for the Health Center is kept in the Health Center's Policy Manual. One copy of the written cleaning schedule for the Athletic Training Room is posted, and one copy is kept in the same binder as the ECP maintained in the Training Room. For more information regarding cleaning schedules, contact the Director of Facilities.

Regulated Waste:

Regulated waste including bandages, band-aids and other potentially infectious materials are to be discarded in containers that are closable, puncture resistant, leakproof and correctly labeled or color-coded. Contaminated disposable sharps are to be discarded immediately or as soon as feasible in containers that are closable, puncture resistant, leakproof on side and bottom, and correctly labeled or color-coded.

Containers for this regulated waste are placed in appropriate locations for easy accessibility, are maintained upright, routinely replaced and are not allowed to overfill.

Contaminated laundry (towels, clothing, bed linens) is to be handled as little as possible, bagged on location where it is used, is not to be sorted or rinsed where it is used and is to be appropriately decontaminated before being cleaned.

Additionally, if outside contamination of the regulated waste container occurs, it is to be placed in a secondary container that is closable and constructed to prevent leakage and punctures during transport and shipping.

Hepatitis B Vaccination And Post-Exposure Evaluation And Follow-Up:

In accordance with applicable law, Hood College makes available the Hepatitis B Vaccine and vaccination series to all employees who have occupational exposure. Hood College also provides post-exposure evaluation and follow-up to any employee who has an exposure incident.

Hood College ensures that all medical evaluations and procedures including the Hepatitis B Vaccine and post-exposure evaluations and follow-up including prophylaxis are:

1. Made available at no cost to the employee.
2. Made available at a reasonable time and place.
3. Performed by or under the supervision of a licensed physician or healthcare professional.
4. Ensure that all laboratory tests are conducted in an accredited laboratory at no cost to the employee.
5. Provided according to the recommendations of the U.S. Public Health Service current at the time these evaluations and procedures take place.

For more information on the Vaccination Program, see Hood College Campus Safety Manual SECTION XVI EXPOSURE CONTROL PLAN.

Post-Exposure Evaluation and Follow-Up:

Immediately following a potential exposure incident-a cut or needlestick- the employee is to receive first aid at the worksite. Call the Campus Safety to receive the required first aid. The employee must report Health Center immediately after first aid is administered.

The Health Center shall notify the Exposure Control Officer. The Health Center then refers the employee to the Frederick County Health Department and the Smith, Kline and Beachman Laboratory also located in Frederick, for the appropriate blood tests. Within 24 hours of the incident, a confidential medical investigation shall be performed by the ECO, which will document the route(s) of exposure and the circumstances under which the exposure incident occurred.

A written summary of the incident and its surrounding circumstances are prepared. Recommendations are then made for avoiding similar incidents in the future. An "Exposure Incident Investigation Form" can be found in the appendix of the Hood College Campus Safety Manual SECTION XVI EXPOSURE CONTROL PLAN. If applicable, identification and documentation of the source individual shall be made, unless that identification is not possible or prohibited by state and local law. For more information on follow-up procedures, see the Hood College Campus Safety Manual SECTION XVI EXPOSURE CONTROL PLAN.

Medical Records:

Hood College shall establish and maintain for the duration of employment plus 30 years, an accurate medical record for each employee with occupational exposure in accordance with 29 CFR 1910.20. The Health Center is responsible for establishing and maintaining these records. These medical records are to be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by this section or may be required by law.

Communication Of Hazards To Employees:

A. Signs and Labels

Warning labels are affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious materials; other containers used to store, transport or ship blood and other potentially infectious materials; sharps disposal containers; laundry bags and containers and contaminated equipment.

Labels include the following:

1. The biohazard symbol.

2. Colored fluorescent orange or orange-red with lettering or symbols in a contrasting color.
3. Firmly affixed as close as feasible to the container.
4. Red bags or red containers may be substituted for labels.

B. Information and Training

All employees with potential occupational exposure must attend a training program. This training program, established by the ECO, is comprehensive and contains as much current information as possible on the issue. Training is provided at the time of initial assignment and annually thereafter. Additionally, all new employees as well as employees changing jobs or job function, are given any training the new- position requires at the time of assignment. The ECO and ECC members are responsible for ensuring that all new employees with occupational exposure receive this training.

The training program includes the following:

- OSHA's Bloodborne Pathogens Standard.
- A general explanation of the epidemiology, symptoms and transmission of bloodborne diseases.
- Hood College's ECP
- Recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials
- Use and limitations of methods that prevent or reduce exposure including the appropriate engineering controls, work practices and personal protective equipment
- Selection and use of personal protective equipment including; types available, proper use, location, removal, handling, decontamination and disposal
- Visual warnings of biohazards within Hood College including labels, signs and color- coded containers
- Hepatitis B vaccine including its;- efficacy, safety, method of administration, the benefits of vaccination, and that the vaccine is available free to employees with occupational exposure.
- Actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- Emergency first aid, reporting the incident, post-exposure evaluation and medical follow-up are also stressed.

Training records are maintained for three years from the date on which the training occurs.

907 – Hazardous and Toxic Substances

907.1 Statement:

Hood College is committed to complying with the rules and regulations contained in the "Federal Communications Standard" and the State of Maryland's "Access to Information about Hazardous and Toxic Substances" Law. As an user of hazardous chemicals in the operation of its laboratories, other educational and recreational programs, health services and the physical plant, the College will provide information and training to employees to comply with all applicable laws.

907.2 Philosophy:

To establish guidelines and assign responsibility for compliance with applicable provisions of the "Federal Communications Standard" and the State of Maryland's "Access to Information about Hazardous and Toxic Substances" Law 29 CFR 1910.1200 also known as the Hazard Communication Standard. For more detailed information see, [College Policy 73 Access to Information about Hazardous and Toxic Substances](#).

Hood College encourages employees to follow all guidelines and to communicate any concerns regarding access to information and training, or purchase, use, and storage of hazardous and toxic substances to the immediate supervisor, the Chemical Safety Director or Human Resources.

907.3 Procedures:

An abbreviated list of definitions from [College Policy 73 Access to Information about Hazardous and Toxic Substances](#) follows:

Definitions:

Chemical - Any element, chemical compound or mixture of elements and/or compounds.

Chemical name - The scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name which will clearly identify the chemical for the purpose of conducting a hazard evaluation.

Common name - Any designation at identification such as code name, code number, trade name, brand name or generic name used to identify a chemical other than by its chemical name.

Employee - A worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. *Workers such as office*

workers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.

Exposure or exposed - An employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.), and includes potential (e.g. accidental or possible) exposure.

Hazardous chemical - Any chemical which is a physical hazard or a health hazard.

Hazard warning - Any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the hazard(s) of the chemical(s) in the containers.

Health hazard - A chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

Identity - Any chemical or common name which is indicated on the material safety data sheet (MSDS) for the chemical. The identity used will permit cross-references to be made among the required list of hazardous chemicals, the label and the MSDS.

Immediate use - The hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

Material safety data sheets (MSDS) - Written or printed material concerning a hazardous chemical.

Physical hazard - A chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

Specific chemical identity - The chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.

Abbreviated procedures from [College Policy 73 Access to Information about Hazardous and Toxic Substances](#) follow:

Hazard Determination:

Hood College has a defined procedure to identify and consider the available scientific evidence concerning hazards. For health hazards, evidence which is statistically significant and which is based on at least one positive study conducted in accordance with established scientific principles is considered to be sufficient to establish a hazardous effect if the results of the study meet the definitions of health hazards. For more information, see [College Policy 73 Access to Information about Hazardous and Toxic Substances](#).

Written Hazard Communication Program:

Hood College has developed, implemented and maintain a Written Hazard Communication Program for workplaces which at least describes how the criteria for labels and other forms of warning, material safety data sheets, and employee information and training will be met, and which also includes the following: (i) A list of the hazardous chemicals known to be present using an identity that is referenced on the appropriate material safety data sheets and; (ii) The methods Hood College uses to inform employees of the hazards of non-routine tasks, and the hazards associated with chemicals contained in unlabeled pipes in their work areas. The Written Hazard Communication Program is available in the following locations:

1. Office of the Chemical Safety Director
2. Office of the Chemistry Dept.
3. Office of the Biology Dept.
4. Office of the Art Dept.
5. Office of the Physical Education Center and Hood Aquatics.
6. Office of Campus Safety

Labels and other forms of warning:

Hood College works to ensure that each container of hazardous chemicals in the workplace is labeled, tagged or marked with the following information: (i) Identity of the hazardous chemical(s) contained therein; (ii) Appropriate hazard warnings.

Hood College will not remove or deface existing labels or incoming containers of hazardous chemicals. Hood College will ensure that labels or other forms of warning are legible, in English, and promptly displayed on the container, or readily available in the work area throughout each work shift.

Portable containers, which means containers into which hazardous chemicals are transferred from labeled containers, are not required to be labeled with the

appropriate information described ONLY IF: (i) The container will only be used by the employee who transferred the hazardous chemical into it, and; (ii) The container will be empty by the end of the shift of that employee.

Material Safety Data Sheets:

Hood College maintains a Material Safety Data Sheet (MSDS) for each hazardous chemical in the workplace and will ensure that they are readily accessible during each work shift to employees.

Each MSDS will be in English and will contain at least the following information:

1. The identity used on the label:
 - a. Chemical and common name.
 - b. Mixtures - Chemical and common name of ingredients.
2. Physical and chemical characteristics of the hazardous chemical (such as vapor- pressure, flash point).
3. The physical hazards of the hazardous chemicals, including the potential for fire, explosion, and reactivity.
4. The health hazards of the hazardous chemical, including signs and symptoms of exposure, and any medical conditions which are generally recognized as being aggravated by exposure to the chemical;
 - a. The primary route(s) of entry;
 - b. The OSHA permissible exposure limit, ACGIH Threshold Limit Value, and any other exposure limit used or recommended by the chemical manufacturer, importer, or employer preparing the MSDS, where available.
5. Whether the hazardous chemical is listed in the National Toxicology Program (NTP) Annual report on Carcinogens or has been found to be a potential carcinogen in the International Agency for Research on Cancer (IARC) Monographs, or by OSHA.
6. Any generally applicable precautions for safe handling and use which are known to the chemical manufacturer, importer or employer preparing the MSDS, including appropriate hygienic practices, Protective measures during repair and maintenance of contaminated equipment, and procedures for clean-up of spills and leaks.
7. Any generally applicable control measures which are known to the chemical manufacturer, importer or employer preparing MSDS, such as appropriate engineering controls, work practices and personal protective equipment.
8. Emergency and first aid procedures.

9. The date of preparation of the MSDS or the last change to it.
10. The name, address and telephone number of the chemical manufacturer, importer, employer or other responsible party preparing or distributing the MSDS, who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary.

Ordering Process and MSD Management:

Heads of departments or their authorized representatives forwarding purchase requisitions for hazardous chemicals to the Purchasing Agent and must follow the procedures in [College Policy 73 Access to Information about Hazardous and Toxic Substances](#).

Chemical Safety Program Management:

A. Chemical Safety Director

The Chemical Safety Director (CSD) is responsible for the overall management and support of Hood College's Chemical Safety Program. The CSD responsibilities are specified in [College Policy 73 Access to Information about Hazardous and Toxic Substances](#).

B. Chemical Safety Committee

To assist the Chemical Safety Director in fulfilling these responsibilities a Chemical Safety Committee has been established and is composed of the following:

1. Chairperson of the Chemistry Dept.
2. Chairperson of the Biology Dept.
3. Chairperson of the Art Dept.
4. Aquatic Specialist
5. Director of the Physical Plant
6. Director of Security
7. Student representative from the Chemical Honor Society

Members of the Chemical Safety Committee are responsible for the hazardous chemicals in their respective areas. They will work directly with the CSD to ensure that the policies of the Chemical Safety Program are followed. Other responsibilities are included in [College Policy 73 Access to Information about Hazardous and Toxic Substances](#).

Employee Information and Training:

The Chemical Safety Director, in coordination with the Chemical Safety Committee, is responsible for providing employees with information and training on hazardous chemicals in their work area and employee rights under the Law. A

training and information is conducted at the time of initial assignment and whenever a new hazard is introduced into their work area. For more information on the training program, see [College Policy 73 Access to Information about Hazardous and Toxic Substances](#).

Training Records:

Hood College has established and maintains training records for all employees who work with hazardous chemicals. The records include the following information:

1. Names of persons trained.
2. Who conducted the training
3. The date the training was conducted.
4. A brief outline, summary of lesson plan of what was covered.

New Employee Notification:

As part of the entrance briefing process, the business manager is responsible for ensuring that a copy of this policy is furnished to new employees scheduled to be assigned to areas where hazardous chemicals are received, stored, issued, handled or used.

908 – College Vehicle and Commercial Vehicle Use Safety

908.1 Statement:

Hood College maintains a fleet of vehicles for College employees to use for carrying out the business of the College. The College provides employees an in-house vehicle safety course before operating some College vehicles. Employees who request to use College vehicles or who operate vehicles as part of their job responsibilities are required to maintain valid driver's licenses and acceptable driving records. Some vehicles require commercial licenses to operate.

908.2 Philosophy:

Hood College is concerned about the safety of all employees and others who may be in a College vehicle. Vehicular accidents can be very costly in terms of human injury, lost working time, vehicle repair and higher insurance premiums. The College requires safety training for van drivers and operators of other commercial vehicles. This policy outlines the safety requirements for operating College vehicles.

908.3 Procedures:

Vehicle Safety Training:

The College provides an in-house three-hour driving safety course based on the National Safety Council program entitled, "Coaching the Van Driver" for those who may request authorization to drive a College van. There is a written and driving test. To register, contact the Campus Scheduler.

The training course includes:

- Safe Driving Skill
- Driving Environments,
- Special Considerations
- Collision Reporting Procedures

Courses are normally scheduled at the beginning of each term. Typically, you need only to attend and successfully complete one course. However, the College may require additional training if deemed appropriate.

Driver Qualifications:

The employee will possess a current valid driver's license and be qualified under federal and state regulations to operate the class of vehicle requested. For more information on driver qualifications and disqualifying driving records, see Section [1012 - College and Commercial Vehicle Use](#).

General Driving Requirements:

The College requires all drivers of College vehicles to practice good safety driving habits, observe all speed limits, and other traffic rules and regulations. For more information, see Section [1012 - College and Commercial Vehicle Use](#).

If Vehicle Breaks Down:

Contact the main switchboard for the College at (301) 633-3131 and inform Campus Safety of vehicular problems. Campus Safety will provide detailed instructions as warranted by the particular situation. For more information, See [1012 - College and Commercial Vehicle Use](#).

Disqualifying Driving Records:

The College is committed to promoting the safe use of its vehicles. Employees with major violations or driving record point accumulation may be disqualified from using College vehicles. For more information, see [1012 – College and Commercial Vehicle Use](#).

909 – Lockout and Tagout Information

909.1 Statement:

A safe working environment is the result of using safe practices when operating mechanical equipment or working with energy sources that produce steam, electricity and heat. Office equipment used improperly may also be the source of danger to employees. Hood College supports an environment in which proper office safety and lock out/tag out procedures are followed. The College will comply with all applicable laws regarding lockout and tagout.

909.2 Philosophy:

Hood College is committed to protecting employees who are repairing, maintaining or operating mechanical equipment, or working with energy sources. The College has established procedures for lock out/tag out and expects all persons working on the campus either as employees or third party contractors to follow the safety procedures.

909.3 Procedures:

Definitions:

Lockout: A locking devices, such as a padlock, placed on a switch, lever, or valve, etc. to prevent the release of hazardous energy that could injure an employee working on the equipment or that could set the machine in motion.

Tagout: A written warning that notifies others not to operate a switch or valve that could release hazardous energy or set a machine in motion.

Equipment or Energy Source Problems:

Whenever there is a problem with equipment or an energy source, contact the Facilities Department for assistance. Only authorized personnel should investigate and correct energy source problems. Office equipment is to be turned off prior to investigation and correction of a problem.

The Facilities Department maintenance employees receive training on College procedures for maintenance of equipment, energy source issues and lockout/tagout. They are therefore the only personnel authorized to perform functions associated with these procedures.

Follow Lockout/Tagout Instructions:

Lock out devices and tags protect employees who may be working on the systems being shut down. It is imperative that all employees recognize that there are lockout/tagout procedures and follow the instructions at all times to protect maintenance employees, outside repair personnel and fellow co-workers. Only authorized personnel may place or remove lockout/tagout information.

Overriding the lockout/tagout device or information is serious, and those actions could result in bodily harm and property damage. Employees who ignore lockout/tagout devices may be subject to discipline up to and including termination of employment.

910 – Confined Spaces Information

910.1 Statement:

A safe working environment is the result of using safe practices when working in confined spaces. Confined spaces are very dangerous and only authorized personnel may enter the designated spaces following all the College's safety procedures for this type of work. The College will comply with all applicable laws regarding confined spaces.

910.2 Philosophy:

Hood College is committed to protecting employees who are repairing, maintaining or working in confined spaces. The College has established procedures for working in confined spaces and expects all persons working on the campus either as employees or third party contractors to follow the safety procedures.

910.3 Procedures:

Definitions:

Confined Spaces: Work areas that have configurations that limit the activities of any employee who must enter, work in, or exit the spaces. These work areas may have narrow openings, cramped working areas, close proximity to working machinery, and/or issues relating to ventilation. Confined spaces may represent a serious hazard for employees who work within these areas from entrapment, asphyxiation, or other physical injury.

Working in Confined Spaces:

Whenever there is a problem within a confined space, contact the Facilities Department for assistance. Only authorized personnel should investigate and correct confined spaces problems.

The Facilities Department maintenance employees receive training on College procedures for maintenance of equipment and confined spaces. They are therefore the only personnel authorized to perform functions associated with these procedures.

Follow Confined Spaces Instructions:

Employees who may be working in confined spaces are required to follow the College's safety procedures. It is imperative that all employees recognize that confined spaces are very dangerous and that they must follow all procedures and instructions at all times to protect maintenance employees, outside repair personnel and fellow co-workers. Only authorized personnel may work in confined spaces.

Overriding the procedures for confined spaces is serious, and those actions could result in bodily harm and property damage. Employees who ignore these confined spaces safety procedures may be subject to discipline up to and including termination of employment.

911 - Inclement/Severe Weather Policy

911.01 Statement

In view of the fact that Hood College is a residential college and provides many services seven days a week on a twenty-four hour basis, the College makes every effort to remain open at all times. However, there are a variety of weather-related events that may impact normal operating procedures at the College. Hood College recognizes that transportation and other concerns may arise during times of severe weather conditions; and therefore, many issues are taken into consideration when making a decision to delay classes or close the College. Information regarding procedures for delays or closings and how one confirms the College's operating status are outlined below.

911.02 Philosophy:

Hood College has identified three major employee groups and the unique ways in which this policy applies to each. The three groups are faculty, staff and Essential Personnel. Dismissal of classes and/or cancellation of events do not necessarily mean that the campus operations shut down completely as students remain on campus and staff are needed to continue to work. **The College reaffirms each constituency's use of reasonable discretion regarding her/his personal safety and safety of others in determining whether or not she/he should come to campus during times of inclement/severe weather.**

911.03 Procedures:

Definitions:

Faculty: This policy applies to all part-time, full-time, visiting, and adjunct professors or instructors. Please use your own judgment in determining that roads in your area are passable or in deciding to remain at home until conditions for travel are more favorable or you have been informed that the situation on campus has been resolved.

Staff: This policy applies to all part-time, full-time, regular, contract and temporary agency staff. If you have not been informed of any cancellations or delays, you should infer that the College is open. Please use your own judgment in determining that roads in your area are passable or in deciding to remain at home until conditions for travel are more favorable or you have been informed that the situation on campus has been resolved.

Essential Personnel: The College has designated certain staff jobs/positions as "Essential Personnel" in order to effectively offer round-the-clock services. Regardless of weather conditions and other emergencies, these employees should use good judgment, care and safety to report to work.

911.04

Requirement to inform supervisor:

When the College remains open during inclement weather or other emergency events, and a staff member determines that she/he is unable to come to campus due to inclement/severe weather or other emergency events, the staff member is required to leave a voice mail or e-mail message with your immediate supervisor apprising her/him of your decision. Failure to provide notice to your supervisor, unreasonably failing to appear for work (even for a partial day) when weather permits, or other abuse of this provision may lead to discipline, up to and including discharge. A staff member is required to use accrued paid time off options for work time missed while the College is open.

Staff who have prescheduled time off will not be credited for the hours that the College closes.

General Policy Statements for Essential Personnel:

Essential Personnel are generally defined as staff members who are required to report to their designated work location, to ensure the operation of essential functions or departments during an emergency or when the College has suspended operations. There are some individuals who may be required to perform essential services remotely and those individuals will be identified in advance and notified by their supervisors, but in most cases Essential Personnel are expected to be on-site.

Senior Management in each division should determine which functions are necessary and how to staff those functions during inclement weather and/or an emergency event. Once the necessary staffing plan for a department is determined, the senior division manager is responsible for communicating the information to all personnel in the respective department.

The following are essential designated personnel. Other employees may be designated as Essential Personnel as needed in accordance with situational requirements.

Campus Safety Officers and Communication Center Personnel:

Campus Safety Officers and Communication Center Personnel are expected to complete normally scheduled shifts and report to their shift supervisor per standard operating procedures.

If an officer is unable to get into work, the shift on duty will remain until duly relieved. The College reaffirms each constituency's use of discretion regarding her/his personal safety and the safety of others in determining whether or not she/he should come to campus during times of inclement/severe weather or other emergency event.

Fitness Center Personnel and Trainers:

If inclement/severe weather or other emergency event threatens the campus, designated fitness center personnel and trainers will report to campus as directed

by the Director of Athletics to provide limited services for students and training assistance to athletic teams as appropriate.

Laboratory Personnel:

If inclement/severe weather or other emergency event threatens the campus, designated science laboratory personnel will report to campus as directed by designated department chairs to provide appropriate support for experiment and instructional services.

Library Personnel:

If inclement/severe weather or other emergency event threatens the campus, designated library personnel will report to campus as directed by the Director of the Library to provide limited services for students.

Post Office Personnel:

If inclement/severe weather or other emergency event threatens the campus, the Director of Print and Mailing Services will notify the U.S. Postal Service of operational status and make appropriate arrangements to process all mail on a timely basis.

Telecommunications/Network Personnel:

If inclement/severe weather or other emergency event threatens the telephone system and/or network, telecommunications/network personnel will report to campus as directed by the Chief Technology Officer.

Other Faculty and/or Staff Personnel:

If inclement/severe weather or other emergency event threatens the campus, some additional staff members may be required to perform duties in conjunction with the nature of the situation and thereby be designated as Essential Personnel.

Emergency Pay for Designated Non-Exempt Personnel:

Some departments on campus must continue to function even in times of inclement weather or emergency events. As a result, certain employees may be required to work on those days. The College will attempt to provide advance notice to employees who must work during inclement weather or emergency events.

If inclement/severe weather or emergency event closing falls on an employee's normally scheduled workday, the College will grant the employee Emergency pay which is at the regular rate of pay.

If a non-exempt employee is required to work during inclement/severe weather or an emergency event, the employee will receive Emergency Work pay. Emergency Work pay, for non-exempt employees, is paid at her or his regular hourly wage at time and a half.

For non-exempt employees, any hours worked in excess of a normal workweek (e.g., 40 hours per week) will be treated as overtime. “Hours worked” includes actual hours on the job and does not include holidays, vacation, sick leave, or any other type of leave.

Requirement to inform supervisor:

When the College remains open during inclement weather or other emergency events, and a staff member determines that she/he is unable to come to campus due to inclement/severe weather or other emergency events, the staff member is required to leave a voice mail or e-mail message with your immediate supervisor apprising her/him of your decision. Failure to provide notice to your supervisor, unreasonably failing to appear for work (even for a partial day) when weather permits, or other abuse of this provision may lead to discipline, up to and including discharge. A staff member is required to use accrued paid time off options for work time missed while the College is open.

Staff who have prescheduled time off will not be credited for the hours that the College closes.

Open, Closed or Delayed Status of the College:

Hood College is always open unless the President determines that weather is a factor for Hood to delay opening, cancel classes or close.

Rather than overloading the switchboard with calls, the following is intended to inform members of the College community how changes in operating schedules will be communicated and the meaning of the possible announcements on classes, programs and offices.

Notification Procedures:

- Emergency Notification System - The emergency notification system alerts participating students, faculty, staff, parents and others of time-sensitive information during unforeseen events or emergencies. This system uses voice, email and text messaging. When the College’s operations are effected by inclement weather, the system will broadcast pertinent information and provide instructions as appropriate.

To register for the Emergency Notification System or to update your current information, please use the following web link: <http://www.hood.edu/hoodalert/>

- Website – The College website, www.hood.edu, will contain the latest information on weather related announcements.
- Telephone – Information on College closings or delays will be available at (301) 696-3131.

Possible Status Announcements:

1. Hood College is Open.

Hood College will follow its normal schedule. All faculty, staff and students are expected to come to work/class per their normal schedules.

2. Hood College is Open; Classes are Delayed Until “X.”

All staff members are expected to come to work at their normal time. Faculty and students should report after the delay. [For example, when classes are delayed until 9:30 a.m., instruction will resume with the next full class period and any class with a start time prior to 9:30 a.m. will be canceled for that day. (e.g. if your class runs from 9 a.m. – 10:30 a.m., the class would be canceled for that day.)]

Note: Doors will be opened 30 minutes prior to the announced opening.

3. Hood College Opening Delayed Until “X.”

Should it be necessary to delay opening the College due to weather conditions, a decision will be announced by 6:00 a.m. All classes, programs and events will begin, and offices will open, at the stated time. Student activities on campus may continue prior to the opening time if approved by a supervising employee or coach. Please note that offices may open earlier than the start of classes in order to accommodate the regular class schedule. It also may be possible to open for evening classes and programs at 5:00 p.m. should conditions improve throughout the day. In such situations, a decision to open for evening classes will be announced by 3:00 p.m. Designated offices, which include Campus Safety, Coblenz Dining, Facilities, the Fitness Center, and the Library, will be open and provide appropriate services during the regularly scheduled hours.

This applies to all faculty, staff, and students. [For example, when the College opening is delayed until 9:30 a.m., staff will report at 9:30 a.m. Instruction will resume with the next full class period and any class with a start time prior to 9:30 a.m. will be canceled for that day. If your class runs from 9–10:30 a.m., the class would be canceled for that day.]

Note: Doors will be opened 30 minutes prior to the announced opening.

4. Early Closing

If the College must close early due to current or forecasted weather conditions, all classes, programs, and events will be cancelled and offices will close at the

appointed time and remain closed for the remainder of the day and evening. The closing time will be made in consideration of the regular class schedule when conditions permit. Student activities on-campus may continue after the College closes if approved by a supervising employee or coach. Designated offices, which include Campus Safety, Coblenz Dining, Facilities, the Fitness Center, and the Library, will remain open and provide appropriate services during the regularly scheduled hours.

5. Hood College is Closed.

When it is necessary to close the College due to inclement weather, a decision will be announced by 6:00 a.m. All classes, programs and other events will be cancelled and offices will be closed for the day and evening. However, designated offices, which include Campus Safety, Coblenz Dining, Facilities, the Fitness Center, and the Library (on a limited basis), will provide appropriate services. In addition, student activities on-campus may continue if approved by a supervising employee or coach. Should it be possible to open for evening classes and programs at 5:00 p.m., a decision will be announced by 3:00 p.m.

Changes to Hood's normal operating schedule are based on road conditions as provided by State and local police, campus conditions, forecasts from the National Weather Service, and guidance issued by the Frederick County Division of Emergency Management. Regardless of the decision to close or alter the College's operating schedule, individuals should use their own judgment in determining if it is safe to travel.

Frequently Asked Questions

In response to frequently asked questions about the Inclement Weather Policy, we are providing further clarification on how this policy applies to situations that may occur in the future:

How can I get information about the College's operating status?

- Emergency Notification System: The emergency notification system uses voice, e-mail, and text messaging.

To register for the Emergency Notification System for automatic notification or to update your current information, please use the following web link:

<http://www.hood.edu/hoodalert/>.

- Website - www.hood.edu
- Telephone – (301) 696-3131.

I am a non-emergency staff member and I determine that I prefer not to venture to campus during a particular inclement/severe weather event. What should I do?

The staff member is required to leave a voice mail or e-mail message with your immediate supervisor apprising her/him of your decision. The staff member is required to use accrued paid time off options for work time missed while the College is open.

Summary

Hood College provides many services seven days a week on a twenty-four hour basis; and the College makes every effort to remain open at all times. The College reaffirms each constituency's use of discretion in determining whether or not she/he should come to campus during times of inclement/severe weather.

We ask the support of supervisors in informing faculty and staff of the established policy. You may refer to the Hood College website for an online copy of the policy at www.hood.edu/weatherpolicy.html. If you have any questions regarding this policy, please contact the Department of Human Resources via e-mail at humanresources@hood.edu or telephone at (301) 696-3592.

912 - Personal Protective Equipment

912.1 Statement:

Hood College is committed to maintaining a safe working environment. Each work area maintains its own specific work rules and safe working procedures. The College will provide information and training on our safety practices to prevent workplace accidents and/or injuries. The College requires that employees follow safe working practices and requires the use of personal protective equipment (PPE) in accordance with applicable laws and/or the instructions of the supervisor. Failure to follow safe working practices or wearing proper PPEs will result in disciplinary action, up and including dismissal.

912.2 Philosophy:

Employees are expected to use all equipment only for its intended purposes and to evaluate any potential hazards of each machine or tool, minimize or eliminate hazards before beginning the job, follow all safe working practices throughout the process and clean up all debris, residue, trash, etc. Use of personal protective equipment is required at all times when hazards are presented or as instructed by the supervisor. Generally the most severe injuries result from the use of heavy machinery and tools. There are a number of jobs on campus in the Facilities Department that require the use heavy machinery and tools. The College will take appropriate action in the event that employee does not wear or refuses to wear PPEs.

912.3 Procedures:

Definitions:

PPE: Personal protective equipment is a device that prevents injuries to head, eyes, face, hands, feet and respiratory system. The PPE required depends on the type of activity being performed.

Personal Protective Equipment:

Properly care and be responsible for all PPE. Wear PPE whenever there are hazards present or as instructed by the supervisor. Examples include, but are not limited to situations where:

- Tools or equipment may throw off debris (such as lawnmowers, grinders, electric saws, etc.), use eye and face protection.
- Tools or equipment may generate noise, use hearing protection.
- Chemicals may give off fumes, use respiratory equipment.
- Confined space may pose threat to breathing, use respiratory equipment.
- Rough wood products, jagged edges, etc., may cause injuries, wear protective gloves and sturdy, heavy-duty, slip-proof shoes.
- Lifting is required, use proper lifting techniques and wear appropriate back support.

Issuance and Maintenance of PPEs:

Supervisors will issue PPEs. Employees are responsible for proper maintenance or replacement of PPEs.

Training on PPEs:

Employees will receive initial and periodic training on proper use of PPEs.

Proper Dress and Safe Working Practices:

- Be aware of appropriate dress and/or uniforms for all activities. Wear appropriate safety shoes as required.
- Ensure that long-sleeved shirts are not loose-fitting when working around equipment.

Failure to Wear PPEs:

Failure to follow safe working practices or wearing proper PPEs will result in disciplinary action, up to and including dismissal.

913--College Keys

913.1 Statement:

Hood College recognizes the importance of safeguarding individuals and College assets. The College issues keys to employees and entrusts these individuals with the responsibility for safety and security of assigned keys.

913.2 Philosophy:

Individual key holders are entrusted with the responsibility for properly using and safeguarding assigned keys.

913.3 Procedures:

Issue and Control of Keys:

The Facilities Department, upon receipt of proper approving authority and a completed [Work Order Form](#) or letter, issues keys to employees.

Type of Keys Requested:	Approving Authority:
Grand Master Keys	Senior College Officer and President
Master Keys	Department Chairperson or Department Head
All other building/classroom/ Office Keys	Department Chairperson or Department Head

Return of Keys:

Employees who leave the College will return keys to the Department of Human Resources during an exit interview, or if applicable to the immediate supervisor.

All keys will be returned to the Facilities Department with information as to previous key owner and areas of key access.

Lost Keys:

Lost keys will be reported immediately to the appropriate approving authority, who will notify the Director of Facilities. Fines may be imposed by the Director of Facilities for lost keys in accordance with the current fee schedule. Fees may be required prior to the issue of a replacement.

Duplication of Keys:

Keys that need to be duplicated will be processed by the Facilities Department. Keys are not to be duplicated without the approval of the Director of Facilities or the Vice President of Finance. Failure to abide by this policy may lead to discipline up to and including discharge.

914 – Building Utility Shutdown

914.1 Statement:

Hood College attempts to provide continuity of utility services throughout our campus seven days a week, twenty-four hours a day. The College recognizes that planned shutdowns will disrupt operations and services within affected buildings. Facilities personnel will work to assure that planning is complete and, in cases where emergency shutdowns must occur, provide as much lead-time as possible to notify building occupants. In some cases, shutdown will necessitate that the College make alternative arrangements for employees to utilize restroom facilities or access drinking facilities. In the event that these arrangements cannot be made, supervisors in affected buildings will be notified and appropriate action taken. Safety of employees and others will be the primary concern.

914.2 Philosophy:

A shutdown may be required for a variety of reasons and may vary in scale from a localized shutdown of a particular service to a large-scale shutdown of multiple buildings. When a shutdown is necessary, the Facilities Department will coordinate with the affected parties to provide notice and status reports. Supervisors and Facilities will work together to safeguard the working environment during these events.

914.3 Procedures:

Notification of Campus or Affected Building:

The Facilities Department will coordinate notification with the following departments as necessary:

- President's Office
- Communications and Public Relations
- Campus Safety
- Human Resources
- Student Life
- Academic Affairs
- Information Technology

Notification may take a variety of forms including but not limited to, voicemail broadcast, email broadcast, flyers, etc. Information typically will be provided as to the type of utility shutdown, anticipated length of duration, and alternative arrangements if applicable.

Unanticipated Utility Interruption:

In the event of an unanticipated utility interruption, supervisors in the affected department and/or building should contact:

- The Facilities Department for all electric, heat, air conditioning and ventilation service interruptions.
- The Associate Director of Information Technology for telephone system interruptions.
- End User Computing for computer network service interruptions.

Evacuation of Campus or Affected Building:

Safety will be the primary concern when making the decision to evacuate a building. The Facilities Department will coordinate the decision with the Vice President of Finance.

1000 Use of College Facilities

1001 – Health Resource Center

1001.1 Statement:

Hood College provides health and counseling services at the campus on-site Health Resource Center. The Center is staffed by a team of health care professionals and operates on a wellness model that focuses on preventive care and health education. All employees may utilize some of the services offered by the Health Resources Center or receive information for referrals to other health care professionals.

1001.2 Philosophy:

Hood College encourages employees to practice and maintain good health habits. As a result, employees may have access to the wellness center for wellness program offerings, minor emergency care while on campus, and consultation or referral services.

1001.3 Procedure:

Location:

The Health Resource Center is located at the corner of Ferndale and Rosemont Avenue and at the edge of the Whitaker Campus Center parking lot.

Fees:

Many wellness programs offered by the Health Resource Center are free, as are referrals to other health care professionals. Other services, such as Flu shots, may have fees associated; therefore, the employee should inquire about fees prior to scheduling an appointment for services.

Appointments:

In non-emergency cases, employees are encouraged to call and arrange an appointment with the Health Resource Center before visiting.

Web Page Address:

<http://www.hood.edu/wellness>

1002 – Recreational Facilities

1002.1 Statement:

Hood College recognizes the value of recreational and teambuilding activities for departments and their employees. As a result, recreational facilities are available for use by departments and employees, at no cost to the department or employee. The College has a wide range of on-campus recreational facilities and an off-campus six-acre mountain retreat.

1002.2 Philosophy:

College provides recreational facilities on-campus and off-campus to be used by departments to plan meetings for teambuilding and for employees to get a little exercise or enjoy a little fresh air outside of the work environment. The College supports individual and departmental recreational activities.

1002.3 Procedures:

Departmental use of Facilities:

The gymnasium, playing fields, Parcourse, and tennis courts are available to Hood College departments during designated times of the year as determined by Athletic Department operating guidelines. Availability may be more limited when the College is in session. Departments may use any of the designated facilities for team building events.

Camp Raudy, the nearby six acre Catoctin mountain retreat, is suitable for outdoor activities such as ropes initiative/risk challenge courses. An old-fashioned log cabin is available for teambuilding meetings.

All facilities should be scheduled with the Campus Scheduler to ensure availability and to reserve the appropriate space.

Employee use of Gymnasium and other Facilities:

Before an employee can use the Gambrill Gymnasium, she or he must complete a 15-minute orientation session. This orientation acquaints the employee with the equipment and provides guidance on hours of availability and other applicable information. The gymnasium is not normally available for use during the summer months. To check the availability of the gym, contact the Athletics Department.

The Huntsinger Aquatics Center is open year-round for employees. In the fall, a “bubble” is placed over the outdoor pool for temperature and environmental control. The bubble is removed in the spring. The pool can be enjoyed outdoors all summer. To see the current schedule, check with the Aquatics Department.

Employees may use other recreational areas per the normal operating rules for that facility. Contact the Athletics Department for information regarding on-campus programs for staff.

Safety and Injury Prevention:

Appropriate safety policies and procedures must be followed at all times to prevent injuries. The College is not responsible for injuries that occur during recreational activities including, but not limited to, those occurring as a result of unsafe activity such as horseplay or not following established operating rules.

1003 – The Underground

1003.1 Statement:

Hood College provides an area for students to use as a “coffee house” known as “The Underground.” Special Events are held in The Underground during the academic year. Staff members may attend events in this facility.

1003.2 Philosophy:

Hood College recognizes that many staff members are also students of the College and may visit the coffee house with other students. Staff members, whether or not they are attending classes, are encouraged to participate in the special events held in The Underground.

1003.3 Procedures:

Fees:

Employees are encouraged to check with the respective coordinator of an event, before attending to determine if there are any costs for attendance. Employees may be notified of up-coming events by means of e-mail, communes, and postings around campus.

Dates & Data:

Employees receive copies of the weekly publication of *Dates and Data*. Special events held in The Underground are often announced in the publication.

1004 - Classroom Facilities, Meeting Rooms, and Chapel

1004.1 Statement:

Hood College provides use of classrooms, meeting rooms, and the chapel for both personal and official use. Employee use of Hood facilities is to be arranged with the Director of Conference Services or the Campus Scheduler according to the guidelines outlined below.

1004.2 Philosophy:

Hood College will work with employees to provide space (such as the dining hall, classrooms, conference rooms, Chapel, etc.) as available for personal and professional functions. For information on applicable discounts see [730- Discount on Banquet Facilities and Room Rental](#).

1004.3 Procedures:

Eligibility:

All full regular full and part-time (FTE) employees of Hood College are eligible to request space for personal and official use.

Departmentally Sponsored, Externally Funded Events:

Any full-time employee of the College may sponsor events that support the mission of their division or the College. Employees must have the event approved by the Vice President of their division. For additional information on responsibility and fees for departmentally scheduled events see [730- Discount on Banquet Facilities and Room Rental](#).

Personal Events

Employees may use the Chapel for free for her or his own wedding ceremony. Reception facility, service and equipment fees will not be discounted.

The employee will pay all facility, equipment and service fees associated with the event, and will be responsible for providing proof of insurance, as outlined in the event contract. The employee must be on campus throughout the event and will be responsible in the case of an emergency.

1005 – Concerts, Plays, Lectures, and Art Exhibits

1005.1 Statement:

As an institution of Higher Education in the liberal arts, Hood College offers a rich learning environment. The liberal arts experience recognizes the value of aesthetic appreciation and provides access to concerts, plays, lectures, and art exhibits. Staff members are encouraged to participate in these events.

1005.2 Philosophy:

The college encourages all employees to develop an appreciation for the arts. As a result, employees are provided with opportunities to attend functions that are scheduled periodically on campus.

1005.3 Procedures:

Fees:

While many events are free, employees are encouraged to check with the respective coordinator of an event, before attending to determine if there are any costs for attendance. Employees may be notified of up-coming events by means of e-mail, communes, and postings around campus.

Dates & Data

Information is also available in the weekly publication of *Dates & Data*. Departments are encouraged to publicize scheduled departmental events in *Dates & Data* by submitting request to the Whitaker Campus Center information desk.

Attendance at Events During Regular Working Hours:

Employees may attend these special events during normal working hours, when their attendance has been pre-approved by the departmental supervisor.

Employee Assistance During Special Events:

Employees may volunteer to assist with special events during normal working hours, when their attendance has been pre-approved by their departmental supervisor.

1006 – Library Privileges

1006.1 Statement:

The Hood College Beneficial-Hodson Library provides resources, instruction, and borrowing privileges to current employees of the College.

1006.2 Philosophy:

The library is dedicated to supporting the curricular and informational needs of the College. Employees may borrow books and educational tools, if available, from the library. This policy outlines the borrowing terms of the library and provides information regarding the policies and procedures of the library.

1006.3 Procedures:

Access

Employees may have access to the library during hours of operation. The current hours of operation for the library may be found at www.hood.edu/library.

Lending Privileges

Many privileges are extended to employees that may be of use for professional or personal purposes. For an extended list of privileges see [728-Library Privileges](#).

Circulation Restrictions

Periodicals, reference works, audio CD's and videotapes do not circulate. There are copy machines and audio-visual viewing and listening stations in the library.

Lost Books

A book is declared lost 120 days after the original due date. The borrower is responsible for the cost of the book. If the book is later found and returned, we will refund the cost of the book, minus a \$5 processing fee.

Additional Sources

Books and periodicals not available in the Beneficial-Hodson Library can be borrowed from other libraries and institutions. For a complete list of institutional resources see [728-Library Privileges](#).

1007 – Bookstore

1007.1 Statement:

The Hood College Bookstore carries class textbooks, trade books, popular books, and a variety of merchandise including apparel, gifts, CDs, and office supplies. The Bookstore can place special orders for employees according to its operating procedures. There are normally two major sales during the year.

1007.2 Philosophy:

Hood College employees are invited to shop at the Bookstore and will receive an employee discount at the Bookstore for most items.

1007.3 Procedures:

Location and Access

The Hood College Bookstore is located in the Whitaker Campus Center. Employees are welcome to shop during normal operating hours. Please see the Bookstore Web page for information on hours.

Employee Discount

College employees are entitled to a ten-percent discount on most purchases (including sale items) at the Hood College Bookstore. Employees will present their Hood identification card at the Bookstore to receive this discount.

Methods of Payment:

Employees are expected to make payment at the time of purchase by cash, check or credit/debit card.

College Department Accounts:

No personal purchases will be made on College Department Accounts.

Special Orders:

In most cases, the Bookstore will process special orders for individual employees. Employees may place orders by calling the Bookstore or using their Web Page

1008 – Computer Labs

1008.1 Statement:

Hood College provides computer labs, whose primary purpose is the support of academic programs. Priority is given to faculty and students. The College may provide computer training opportunities for staff for departmental or college-specific software packages. Access to the computer lab is available to staff at times when classes are not in session. These computers are to be used in accordance with College policy on Electronic Communications and Computing.

1008.2 Philosophy:

The College understands that there may be times when access to computer labs by staff members will be necessary. Departments may schedule time in the labs for training. The college also provides access for staff to approximately 120 public computers located within and around campus buildings.

1008.3 Procedures:

Eligibility:

All regular full-time and part-time employees are eligible for use of the computer labs, at times when demands for use by students are low. Priority is given to students and faculty when classes are in session.

Access:

In order to access applications on computers in the lab, a user ID and password are required. If you do not correctly have a user ID and password, one may be obtained by contacting End User Computing.

Locations:

General computer labs are located at various places throughout the campus. The current lab locations are as follows:

- Rosenstock 219, 305, 306, 310
- Hodson 115, 215, 225, 226
- Joseph Henry Apple 24 hours lab
- Tatem Arts 107

In addition there are computers located within students residential facilities, the Whitaker Campus Center, and the library.

Acceptable Uses:

Please refer to policy [409 – Electronic Communications](#) and Computing for guidelines on acceptable use of college computers.

1009 – Pool Facilities

1009.1 Statement:

Hood College has outdoor and indoor pool facilities that employees may use for recreational purposes. These facilities are open year-round for academic and community activities. Employees may use the facilities according to the current Aquatics Department schedule.

1009.2 Philosophy:

The College recognizes the benefits that exercise and recreation contribute to an employee's health and well-being. Employees are encouraged to utilize the indoor and outdoor pool facilities as the Aquatics Department schedule permits. Family members may also utilize the pool facilities.

1009.3 Statement:

Eligibility:

Any staff member of the Hood College Community holding a current Hood College I.D. card is eligible to use the indoor or outdoor pool facilities.

Certified user: An individual holding a current Lifeguard Training Certificate from the American Red Cross or its equivalent.

Authorized user: An individual of the Hood College Community holding a current Hood I.D. or any other individual holding a current swimming pass.

Use of Pool Facilities:

The pools may be used when a lifeguard is on duty and the schedule is free from academic or intercollegiate activities.

Family Members:

Employees may request swimming passes to be issued to family members. These passes will be issued by the Director of Aquatics according to current Athletic Department and other Hood College guidelines.

Fees:

Employees and their household family members may use the pool facilities at no charge. Tickets for guests are available for purchase at the outdoor pool.

Swimming lessons are available to employees and their family members at the regular session costs.

Swimming Lessons:

Swimming Lessons are available during the summer session. Check with the Aquatics Center for skill levels, lesson times and costs.

Safety and Injury Prevention:

Appropriate safety policies and procedures must be followed at all times to prevent injuries. The College is not responsible for injuries that occur during recreational activities including, but not limited to, those occurring as a result of unsafe activity such as horseplay or not following established operating rules.

Employees are encouraged to see their family doctor or other primary health care provider prior to beginning any recreation or exercise program.

1010 – Dining Facilities

1010.1 Statement:

Lunch accommodations are available to employees of Hood College at a minimal cost through a partnership with Aramark. The Blazer Express, also operated by Aramark, offers meals and snacks, at the expense of the employee.

1010.2 Philosophy:

Hood College works with Aramark to provide employees a discounted rate for lunch accommodations in the dining hall. These accommodations give employees an opportunity to socialize and to get to know one another outside of the office environment. Aramark also offers lunch accommodations, snacks, and convenience items in the Blazer Express.

1010.3 Procedures:

Aramark Services continues a more than twenty-two year partnership with Hood and manages the food service contract for the College. All employees of Hood College – including full-time, part-time, temporary and regular – are eligible for lunch accommodation benefits in the dining hall.

Accommodations:

Coblentz Dining Hall is the main food service facility on campus. The dining hall is managed by Aramark Service and provides a cafeteria-style food format. Lunches are available to employees at a cost of \$ 2.00 during the school term. Employees must have their Hood ID to enter the dining hall. Employees who work a shift other than the day shift may purchase either breakfast or dinner in the dining hall. For example, if an employee works the night shift from 11 p.m. to 7 a.m., he or she has the option of purchasing breakfast in the cafeteria for \$ 2.00.

Members of the College community may also bring guests to meals for a fee. Anyone bringing more than fifteen guests to a regular meal, however, must make an advance reservation in the Student Activities Office. Only guests who pay for a meal are allowed entry into the Dining Hall.

The Blazer Express:

The newest food service facility on campus is the Blazer Express. This combination snack bar and convenience store features grilled to order items, soup and salad and grab and go snacks. Starbucks coffee is the signature feature for the Blazer Express, the first and so far only place in Frederick County to offer this gourmet brand coffee. The Blazer has a wide variety of bottled beverages, snacks, and miscellaneous convenience items. Purchases made in the Blazer are at the employee's expense.

Domino's Pizza:

Hood College has partnered with Domino's Pizza to provide personal pan pizzas at the Blazer Express.

1011 – Web Access

1011.1 Statement:

Hood College provides for use of computers that are equipped with access to the World Wide Web (The Web) for employment-related purposes.

1011.2 Philosophy:

The College understands that there may be times when access to the web is necessary for completion of an employee's job duties. As a result, employees may be provided with either an individual workstation, or have access to a computer located within their respective department.

1011.3 Procedures:

Access From Hood College

To access the web from campus locations employees must have access to the server on the college's network. Employees must also have a user identification (ID) and password. Employees must contact the End User Computing department to obtain a user ID and password.

Access From Home

Instructions for accessing the web from home can also be obtained by contacting the End User Computing department.

1012 – College Vehicle and Commercial Vehicle Use

1012.1 Statement:

Hood College maintains a fleet of vehicles for College employees to use for carrying out the business of the College. The College expects employees to follow guidelines for using these vehicles. Some vehicles require commercial licenses to operate. The College requires employees to attend an in-house vehicle safety course before operating College vans and commercial vehicles. Employees who request to use College vehicles or who operate vehicles as part of their job responsibilities are required to maintain valid driver's licenses and acceptable driving records.

1012.2 Philosophy:

Hood College recognizes that there may be need for employees to travel on College-related business. Therefore, a small fleet of vehicles is provided for employees to reserve for approved uses. The College is further concerned about the safety of all employees and others who may be in a College vehicle. The

College offers safety training for van drivers and operators of other commercial vehicles. It is important for employees to notify the College of any problems they encounter when using or returning the vehicle.

1012.3 Procedures:

Reserving a Vehicle:

The College maintains a small fleet of cars and vans. Reservations for these vehicles are made through the Campus Scheduler. For more information, see page 34 of Student Planner.

Driver Qualifications:

- The employee will possess a current valid driver's license and be qualified under federal and state regulations to operate the class of vehicle requested.
- The employee will inform the College of driving restrictions listed on the valid driver's license.
- The employee will make a copy of current driver's license and send the copy to Campus Safety.
- The employee will complete in-house three-hour vehicle safety training course and pass written and driving tests for authorization to drive College vans. Regular vehicles usage (such as cars and station wagon) does not require completion of the course.
- Employees who operate other vehicles on campus will be informed about specific requirements and training.

General Driving Requirements:

- Observe all speed limits and other traffic rules and regulations
- Wear safety belts and ensure that all passengers are properly secured in safety belts. This is the law and all drivers are expected to comply.
- Provide a list of passengers, destination, and amount of time expected to be away from campus.
- Drive defensively and anticipate driving hazards.
- Report any accidents, no matter how minor, to the Campus Scheduler.
- Report any malfunctions, no matter how minor, to the Campus Scheduler.
- The user of a College vehicle is responsible for leaving the vehicle clean, filling the gas tank prior to returning to campus, and ensuring that the registration card is in the vehicles.

If Vehicle Breaks Down:

- Contact the main switchboard for the College at (301) 633 – 3131 and inform Campus Security of vehicular problems.
- Campus Security will contact the Facilities Department and instructions regarding repairs.
- Campus Security may make arrangements for return of passengers to campus while repairs are being made.

Disqualifying Driving Records:

The College may, in its sole discretion, deny an employee the use of a vehicle when in the best interests of the College. In addition, the following violations are unacceptable and will disqualify an employee's privilege to use a College-owned vehicle:

- Driving a motor vehicle under the influence of alcohol, controlled substances or any prescription medication that impairs driving ability.
- Refusing to submit to a test to determine blood alcohol levels or other drugs as requested by law enforcement officials, or a post-accident drug test requested by the College.
- Committing one major traffic offense in the previous 12 months, including reckless driving, careless driving, or a major moving traffic violation.
- Accumulating 6 or more points over a 12-month period for moving violations.

Vehicle Safety Training:

The College provides an in-house three-hour driving safety course for those who request authorization to drive the vans. There is a written and driving test. To register, contact the Campus Scheduler. For more information, see Section [908 College Vehicle and Commercial Vehicle Use Safety](#).

1100 Supervisor Information

1101 – Job Requisition

1101.1 Statement

Hood College utilizes a systematic approach to filling open staff positions that begins with completing the [Job Requisition](#) form. This form provides a strategy for recruiting diverse pools of qualified candidates and assists the College in maintaining budgetary control.

1101.2 Philosophy

The College is committed to recruiting qualified candidates for approved open positions. Supervisors will work with Human Resources on recruiting strategies that encourage all qualified individuals to seek employment with the College, and to ensure that selection decisions are made without regard to non-job-related factors. Human Resources will begin the recruiting process upon receipt of the fully executed and approved [Job Requisition](#).

1101.3 Procedures

Completing the Form:

General Information: This section provides important information regarding the department and the position.

Appointment will be: This section identifies information for the job classification.

Position Requires: This section identifies the particular working conditions of the job.

Special Requirments: This section gives the supervisor an opportunity to identify unique situations or settings of the job.

Budget Information: This section is a required for identifying the account number for payroll processing.

Job Description: This section provides information on reviewing and revising the job description as necessary.

Salary Budgeted: This section identifies the approved budget dollars for this position.

Recruiting Strategy: This section identifies the supervisor's ideas for attracting a diverse pool of qualified applicants.

Approvals: All positions require the approval of the Division Vice President, Human Resources Officer and the Vice President for Finance.

Recruiting Strategies:

Hood College is committed to recruiting qualified applicants internally and from a variety of external sources, and particularly from those external resources that will encourage diversity in applicant pools. The College is an Equal Opportunity Employer and welcomes applicants of any protected class. For more information on the College's support of EEO, see Section [201 – Equal Employment Opportunity Policy](#).

Authorizations Required:

As noted above in the “Completing the Form” information, three levels of approval are required for all jobs. The Division Vice President ensures that the position is necessary for the efficient operation of the requesting department and that budget dollars are available. Human Resources approval indicates that alternative strategies for filling the position have been identified and assessed. The Vice President for Finance approval signifies that the College agrees that it is in the best interest of the College to fill the position and/or approves any budget variance associated with filling the position.

The Human Resources Department is not authorized to post jobs internally or externally without the duly executed job requisition.

1102 – Recruiting

1102.1 Statement:

Hood College will use recruiting practices that utilize resources to create diverse pools of qualified candidates for open positions. The College is committed to [Equal Employment Opportunity](#) as defined in Policy 201. The College expects supervisors to develop recruiting strategies that will advertise to a broad based audience. Human Resources will work with departments and supervisors to ensure compliance with all applicable laws and regulations.

1102.2 Philosophy:

Hood College believes that there are multiple benefits to promoting a community in which diversity is valued. The College has developed a recruiting process designed to use media that advertise to a broad audience.

1102.3 Procedures:

Goals of Recruiting Process:

- To seek a large pool of qualified candidates with diverse backgrounds utilizing a variety of broad-based and targeted resources.
- To enrich the Hood College Community by building and maintaining a diverse staff to meet the needs of our student population, alumnae, and other constituents.
- To enhance opportunities for career development and growth for qualified candidates that are currently employed by the College.

Internal Search:

All approved job openings will be posted internally. In some case, internal and external posting may begin simultaneously. Internal job openings are distributed via e-mail, posted on the Hood College website, and posted on the employee bulletin board located outside the HR Department.

Hood College is committed to the Job Posting process as a way to provide opportunities for career development and growth of current employees. For more information, see Policy [202 – Job Postings](#).

Acting/Interim Incumbent:

Acting or interim position holders are informed of the temporary status of the position in which the term may last until the regular position holder is selected. In some cases, there may be some overlap between the assumption of duties by the regular position holder and the acting/interim incumbent to assure a smooth transition. Acting/Interim incumbent position holders may apply for the job opening. Their candidacy would be subject to the same process as other applicants.

Search Committees:

Search Committees may be utilized for Mid to Senior Level Administrative positions. The Division Vice President of the hiring department may approve the initiation of and nomination of candidates for the Search Committee. The Division Vice President shall appoint the Committee Chair.

Job Fairs and Conference Job Networking:

Professional organizations, government agencies, Chamber of Commerce and community groups may sponsor local job fairs. These fairs may be utilized to reach large groups of qualified candidates.

The Catherine Filene Shouse Career Center:

Hood College's Career Center hosts and/or participates in several Job Fairs each year. The Career Center is an excellent source of graduating students and alumnae who may be interested in applying for open positions.

External Search Firms:

In some cases, the College may utilize an external search firm to find qualified candidates due to factors such as market trends or expertise requirements. Contact the Department of Human Resources to determine if this is a viable option for the open position.

1103 – Interviewing

1103.1 Statement:

Hood College utilizes the interviewing process as one of the selection tools to determine applicants that best meet the needs of the College, Department, and the position. Interviews will be conducted in accordance with the College's [Equal Employment Opportunity Policy](#), and all applicable laws and regulations. The goal of the interviewing process is to review data on knowledge, skills, and abilities; and to gather information on intangible attributes (such as motivation, leadership, teamwork, etc.) for assessing a candidate's qualifications and fit with the College's needs.

1103.2 Philosophy:

Hood College advocates the use of interviews in the selection process. Managers and supervisors will ensure compliance with all legal aspects of the interviewing process. Human Resources is available for pre-interview planning, interviewee screening, and post-interview analysis sessions. Interviewing will be conducted in compliance with the College's EEO Policy and in accordance with all applicable laws and regulations.

1103.3 Procedures:

Interview Questions:

Interviews should be structured to elicit job-related information including education, prior work experience, knowledge of the field, career goals and personal qualities as they relate to the job.

Examining the Resume/Application:

Human Resources forwards all resumes received for open positions to the appropriate hiring supervisor or search committee chairperson.

While examination of an applicant's resume/application is a method of pre-selection, the College will not rely solely upon a strict application of rigid criteria to determine what applicants will receive interviews. For example, supervisors should not rely upon an applicant's attendance at a "top-tier educational institution(s)," but should instead look at the quality of coursework and/or depth of experience candidates have gained through education and career path.

1104 – Selection Process

1104.1 Statement:

Hood College recognizes the importance of making a quality selection of a candidate to fill an opening. The College further supports processes that recruit, hire, transfer and promote applicants and current employees according to the established principles set forth in policy [201 Equal Employment Opportunity](#), [202 Job Posting](#), and [203 Job Application & Selection Process](#). Hiring managers/supervisors are normally responsible for making the final selection.

1104.2 Philosophy:

Hood College is committed to using a selection process that is consistent, fair, and legal. As part of the process, managers and supervisors are required to use job-related criteria for making the selection.

1104.3 Process:

Selection Decision:

Decisions will be based on legal criteria, and supervisors are expected to focus on choosing the qualified candidate that best fits the needs of the College and the technical skills required by the department. Factors that may be considered in making the final decision may include:

- Overall fit with the College and other positions in the department
- Education requirements of the position
- Experience requirements of the position
- Ability to perform essential functions, with or without reasonable accommodation
- Appropriate match between education, experience and ability to perform the job
- Applicant's interview responses
- Applicant's career goals
- Applicant's salary requirements
- Applicant's reasons for wanting to work at Hood College
- Applicant's reasons for leaving current employer

Offer and Offer Letter:

Once the supervisor determines the successful candidate from the finalist, she or he will contact Human Resources to develop an appropriate offer. As appropriate, offers may be contingent on the individual passing all steps of the investigatory process (such as reference checks, background investigations, fingerprinting, drug tests, etc.).

Announcing the Successful Candidate:

Once the successful candidate has accepted the offer, the hiring supervisor will verbally inform the department and notify any internal candidates that have not been selected. The supervisor may develop an electronic announcement welcoming the successful candidate for circulation on the campus. The announcement should include a welcome, brief summary of the new employee's qualifications, and expected start date.

Reference Checking:

As necessary, the hiring supervisor will perform reference checks in accordance with the guidelines found in policy [1105 Applicant References](#).

1105 – Reference and other Background Checks

1105.1 Statement:

Hood College recognizes its duty to provide a safe working environment by hiring and maintaining employees who are qualified, ethical, and non-violent and/or that do not present a risk of serious harm to students, co-workers or other constituencies. The College will perform appropriate reference and other background checks in accordance with position requirements, and all applicable laws and regulations. Reference and backgrounds checks are conducted to verify dates and validate credentials. Information gleaned during this process will be used for job-related purposes.

1105.2 Philosophy:

Hood College has a responsibility to provide a safe working environment. It is important to conduct reference and background checks to validate the reasons for selecting a candidate, to minimize hiring mistakes, and to limit liability. Information obtained from reference and background checks is used to verify accuracy of employment or education, to validate job-related accomplishments, skills, and characteristics, and to determine the individual's overall suitability for the position and the College.

1105.3 Procedures:

Penalties for Inaccurate or Fraudulent Information:

Any applicant who provides misleading, erroneous or false information or willfully attempts to deceive the College in an interview or on an employment application, resume, cover letter, etc., is immediately eliminated from further consideration of employment.

Written Release/Authorization to obtain information:

All applicants will be asked to sign a release form or job application authorizing the College to investigate all statements and information provided. In some cases, specific releases may be requested for credit checks, criminal background checks, drug tests, etc. Failure to provide the authorization will eliminate the applicant from further consideration of employment with the College.

Reference and Background Checks:

Hiring supervisors will conduct reference checks on all successful candidates and may conduct reference checks on all finalists. Candidates must supply at least three professional references of which two should be former supervisors. The candidate should call the references to inform them of the pending reference checks and to give permission for the references to give information to Hood College. The candidate may sign a “hold harmless” authorization for the release of information, which provides protection for both the College and the person giving the reference. See [Authorization For Release of Information](#). References may be contacted by phone or in writing to verify information received on the resume/application and during the interview process.

Third Party Reference or Background Checks:

The College may employ third parties that provide special services in the area of reference or background checks. This is handled through the department of Human Resources and the Department of Campus Safety. Third Party reference or background checks may be subject to the federal Fair Credit Reporting Act. Reference or background checks provided by third parties will be conducted in accordance with the FCRA as applicable.

Hood College

Authorization For Release of Information

Instructions: Carefully read this authorization to release information about you, then sign and date it in ink. Your signature on this form indicates that you understand the contents of this release and are choosing by your own free will to provide this authorization.

I authorize and request any investigator, agent, or other duly accredited representative of Hood College conducting my background investigation, to obtain any information relating to my activities from individuals, schools, employers, criminal justice agencies, credit bureaus, consumer reporting agencies, public records or other sources of information pertinent to this background investigation and in compliance with all applicable laws and regulations. This information may include, but is not limited to, my academic achievement, performance, attitude, conduct, productivity, attendance, disciplinary, employment history, criminal history record information, and/or Motor Vehicle Report, financial, and credit information if applicable. This authorization permits disclosure of the complete contents of any file maintained by the custodian in accordance with all applicable law and regulations.

I authorize custodian of records and other sources of information pertaining to me to release such information upon request of the Hood College representative or agent, and that I will hold such custodians, former employers or their agents **harmless from any liability** which could be related in any way to the disclosure of private information or an assessment or opinion of my suitability for employment with the College. I request that all such information requested be provided and used in accordance with all applicable laws and regulations. In exchange for Hood College's consideration of my application for employment, I agree not file or pursue any complaints claims, or other legal actions against any organization or individual that provides work-related information about me to the College or its agents in accordance with the terms of this release.

I understand that persons convicted of specific crimes may not hold certain positions at Hood College. I acknowledge that I have not been convicted of a felony that would impact the position for which I am applying.

I affirm that I have read the above disclosure and further affirm that all information provided during the application, interview and hiring process is true and correct.

I understand that misrepresentation or omission of facts throughout the application, interview and hiring processing are grounds for rescinding an offer of employment, or if employment has been accepted, for my immediate termination.

I acknowledge that if I refuse to sign this form, I will not be given further consideration for employment at Hood College as provided for under the law.

Applicant:

Date:

Hood College

Witness:

Date:

**Written Authorization and Request for Release of Information
Previous Employment Inquiry Form**

To:
Organization:
Address:

Please provide the information requested below in accordance with the attached signed authorization provided by the applicant that includes a "hold harmless" statement for your organization in sharing information from the individual's personnel files or other records that will assist the College in making a hiring decision. We will keep this information strictly confidential and use the contents of what is provided for job-related purposes. The applicant listed your organization as a previous employer, and Hood College would like to validate that information with your firm.

Thank you for your cooperation in assisting Hood College in the verification of applicant information.

Sincerely,

Signature

Job Title

Phone Number

E-mail Address

Applicant Information:

Applicant's Name: _____

Applicant's Soc. Sec. Number: _____

Position Applied For: _____

Date of Request: _____ Date of Requested Return of Form: _____

Your Organization's Information:

Dates of Employment:

Hire Date: _____ Separation Date: _____

Positions Held:

- 1.
- 2.
- 3.

Separation Reason:

Is this individual available to be rehired with your organization?

Would you recommend that this individual be hired for the position specified above? Please share why or why not:

Applicant's Work Performance:

Applicant's Performance Ratings on Performance Appraisals:

Last Appraisal _____ Previous Appraisal _____

Any Disciplinary Actions in last two years of employment:

- 1.
- 2.

Any Awards, Commendations, or other types of recognition for positive contributions in the last two years of employment?

- 1.
- 2.

Other Information:

Is there any other information for which you believe Hood College should be aware to make an informed decision regarding employment of this applicant? If yes, please provide details.

Authorized Representative:

Signature

Date:

Position Title

Encl: Signed Release

1106 – New Employee Orientation

1106.1 Statement:

Hood College recognizes the value of providing a meaningful experience to assist new employees in learning about the College's and departmental vision, mission and values as well as becoming contributors to our diverse campus community. Therefore, the College supports a process and encourages the use of internal resources for developing orientation plans that best fit the duties and responsibilities that the new employee will be assuming. Some general guidelines are presented; however, the supervisor and the hiring department play the major role in assuring a successful transition.

1106.2 Philosophy:

Orientation is more than a benefits briefing and new hire paperwork. Hood College supports a team approach to assimilating new employees into our organization. The College is an academic organization committed to orientation and the on-going growth and development of individuals. Orientation provides practical information in a timely manner and provides a framework to learn policies, procedures and workplace guidelines for employee and organizational success.

1106.3 Procedures:

Approach:

Orientation is an interactive process in which the new employee learns job duties and expectations, organizational norms and culture, and other pertinent information for professional success and individual growth.

The College supports a multi-phased approach to orientation. This method allows the employee to absorb material in chunks to facilitate retention of important information. The Phases are found at on the Human Resources Web page at hood.edu/admin/humres/orientation. The College is in the process of revisiting the process with a committee of volunteers and conclusions will be shared with the staff at a later date. Check the Human Resources Web page for updates.

College-sponsored sponsored programs:

The Orientation process may involve participation by the new employee in formal college-sponsored programs. Examples include the Benefits Briefing held in the Human Resources Suite in Alumnae Hall.

Time away from Work:

Time away from work for attending orientation or other training programs may be considered work time and paid accordingly. College-sponsored programs are approved as time worked. For more information, contact the Department of Human Resources.

Training and Development Program Costs:

Normally, college-sponsored programs for orientation will normally not have program costs passed through to the department. In some cases, the orientation process may require the Department to pay for specific coursework or skill acquisition as appropriate and within College budgetary guidelines.

Supervisory Responsibilities:

Supervisors will have access to multiple resources for constructing an orientation plan for the new employee. Contact Human Resources for assistance in plan development.

Employee Responsibilities:

New employees are expected to participate in the formal and informal orientation process. The new employee should review the orientation plan with the supervisor and provide periodic progress reports. Additional training and development needs should be discussed with the supervisor.

1107 - Introductory Period

1107.1 Statement:

The Introductory Period is an important time for the supervisor and the new employee or for an employee new to a job. The supervisor and the employee will use this time to determine whether there is an appropriate match between the employee and the job. The supervisor may elect one of three actions during the three-month period: recommend continued employment due to successful completion, extend the probationary period, or recommend separation from the College.

1107.2 Philosophy:

The Introductory period allows an employee time to become knowledgeable about the College and to become proficient at the basic job duties and responsibilities. The supervisor and the employee are encouraged to communicate frequently during this three-month period to maximize learning and minimize performance issues.

1107.3 Procedures:

Introductory Employee Status:

For the first ninety days at Hood College, the new employee is considered to be in the introductory status. This is a time for training the new employee about job requirements and responsibilities. During that time, the supervisor will be assessing the new employee's fit within the organization and capability of performing essential job functions. Supervisors may work with HR on utilizing the Performance Discussion Summary Instrument or other suitable assessment tool for determining job performance.

Recommendation for Regular Employee Status:

At the end of ninety days, the supervisor may make an informal recommendation based on work performance for the employee to move from temporary to regular employee status. The change to regular employee status does not result in any changes in the employment-at-will relationship.

Recommendation to Extend Introductory Period:

The supervisor may, in his or her discretion, recommend that Hood College extend the introductory period of a new employee.

The extension should be provided in writing to the new employee. The extension will normally be for thirty or sixty days. The same rights and responsibilities of employment-at-will will be preserved for both the College and the employee. Continued employment will be based on satisfactory performance, and not the extension of the introductory period.

The supervisor may ask the employee to submit a work improvement plan which details the new employee's strategy for achieving the necessary work standards. This provides a tool for the supervisor to support the employee in achieving performance objectives.

As part of the improvement plan, additional training may be provided at the recommendation of the supervisor.

Recommendation to Separate Employee During Introductory Period:

In the event that the employee is not performing to standard within a reasonable period of time, or if in the supervisor's assessment will be unable to perform essential job functions, the employee may be terminated.

Benefits during Introductory Period:

The employee receives all the benefits for her/his full-time equivalent status in accordance with current benefits policies and vendor contracts. Information regarding benefits eligibility and enrollment processes is provided by the Department of Human Resources.