

**Employee Handbook**  
**Skidmore College**  
**For Exempt (Administrative/Professional, A/P)**  
**and**  
**Non Exempt (Support Staff, SS) Employees**

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Acknowledgment & Agreement

## **I. INTRODUCTION**

### **A. WELCOME STATEMENT**

One of the facets of Skidmore that has most impressed me as your president is the College's commitment to creating and sustaining a true community of faculty, staff, and students.

As you're no doubt aware, few goals are more noteworthy, yet few are as challenging to achieve. But there's little doubt in my mind that achieving and sustaining a community of those for whom Skidmore is home is not just desirable but absolutely critical to our future.

How and when we get to that goal is something determined not by the College but by each of us. And it's quite literally as simple as how we value and therefore respond to each other as co-workers and colleagues, how we conduct ourselves in language and behavior, how we commit to doing our jobs, as individuals or in teams, as effectively and efficiently as possible.

Whatever your role or job title, whatever your background and experience, I look to you as a partner in helping make Skidmore as great as it can possibly be as a College, and as professionally satisfying and personally fulfilling a workplace as it can be throughout your career.

Welcome to Skidmore College! I'm very glad you're here.

Philip A. Glotzbach  
President of Skidmore College

### **B. DESCRIPTION OF HANDBOOK**

This Employee Handbook contains information about the employment policies and practices of Skidmore College and applies to all Exempt (Administrative Professional, A/P) and Nonexempt (Support Staff, SS) Employees (referred to collectively as "Employees" in this handbook). We expect each Employee to read this Employee Handbook carefully as it is a valuable reference for understanding policies that affect your employment while at Skidmore College. This Employee Handbook supersedes all previously issued Employee Handbooks and inconsistent verbal or written policy statements. Skidmore College will try to continually improve its handbook, therefore, the College reserves the right to revise, delete, and add to the provisions of this Employee Handbook.

None of Skidmore College's personnel documents and benefit plans, including this Employee Handbook, constitutes, or is intended to constitute, an express or implied contract guaranteeing continued employment for any Employee. No Supervisor has any authority to enter into a contract of employment--express or implied--that changes or alters the at-will employment relationship. Only the Director of Human Resources or designee has the authority to enter into an employment agreement that alters the at-will employment relationship and any such agreement must be in writing.

Not all Skidmore College policies and procedures are set forth in this Employee Handbook. We have summarized only some of the more important ones. If you have any questions or concerns about this Employee Handbook or any other policy or procedure, please ask your Supervisor or Human Resources.

## **C. SKIDMORE COLLEGE**

Skidmore is an independent, liberal arts College with an enrollment of approximately 2,200. The College employs approximately 750 full- and part-time faculty and staff, including 160 service Employees who are union members.

Skidmore was founded in 1903 as the Young Women's Industrial Club of Saratoga. In 1911 it became the Skidmore School of Arts and in 1922 was chartered as a four-year, liberal arts College by the New York State Board of Regents. The College's history includes a number of bold decisions that have helped define the Skidmore of today. These include the decision in the early 1960s to build an entirely new campus, and the move to coeducation in 1971. That same year Skidmore established the University Without Walls, one of the earliest nontraditional degree programs in the nation, and was granted the privilege of forming a chapter of Phi Beta Kappa. In 1991 Skidmore implemented its first graduate degree program, an external, nonresidential program offering the master of arts in liberal studies (M.A.L.S.) degree.

The building of a new physical plant has had a profound effect on Skidmore, enabling it to move from its charming but antiquated collection of buildings in downtown Saratoga Springs to an expansive wooded campus. The move was made possible through the generosity and leadership of J. Erik Jonsson, a Skidmore trustee during 1961-77, and his wife, Margaret. Today, the Jonsson campus encompasses some 49 buildings and has expanded to 800 acres with the acquisition of nearby open space for additional athletic fields and other uses.

One of Skidmore's most distinguishing features is its Liberal Studies curriculum, which emphasizes an interdisciplinary approach to all areas of study. The cornerstone of the curriculum is the belief that a liberal arts education, in its broadest sense, is the best preparation both for a life of continued learning and for a career.

Skidmore has a commitment to the local community and to the greater Capital District and is an important resource for education, cultural activities, entertainment, and community service. Skidmore students, faculty, and staff are encouraged to play active roles in the community and many contribute their time and energy as volunteers. What unites the entire Skidmore community is the belief that every life, every career, every endeavor is made more profound with creative ability at its core---that creative thought matters.

## **D. HUMAN RESOURCES (HR)**

Human Resources is a resource available to all Employees in the Skidmore Community. The HR team is capable of handling the diverse issues that arise for Individual Contributors, Supervisors and Managers in the course of their employment. Cognizant of both "the big picture", as well as the details, HR seeks to provide four necessary roles to Skidmore College: 1. Strategic Partner; 2. Employee Advocate; 3. HR Administrative Expert; and 4. Change Agent. As a Strategic Partner, HR understands the functions of the College, is present in decision making processes, strategizes execution of actions, represents Employee views in organization decisions, thinks independently while working collaboratively and assists with inter & intra organizational dynamics. As an Employee Advocate, HR listens to Employees' concerns, issues & ideas, ensures Employee voices are heard, ensures Employees are treated fairly, with dignity and respect, acts as an Employee champion and advocate, ensures resources are available to meet the needs of Employees and helps Employees understand strategic decisions. As an HR Administrative Expert, HR confronts and solves problems knowledgeably, creatively and ethically, delivers competitive benefit packages, administers fair and equitable employment practices, administers labor contracts, manages HR data/records effectively, provides valued training

opportunities, and administers fair, equitable and consistent total compensation practices. As a Change Agent, HR helps the institution work positive change, builds capacity for change, helps with renewal and transformation, helps individuals and organizations "cope" with change, and builds flexibility into people, organizations and processes. HR is available to you to provide assistance in any of these categories. Please feel free to contact any HR team member for the assistance you need.

## **II. EMPLOYMENT RELATIONSHIP**

### **A. EMPLOYMENT AT WILL**

While we hope that your employment will prove mutually satisfactory, please understand that continued employment cannot be guaranteed for any Employee. In accordance with New York State Law, Employment at Skidmore College is employment at will. This means that you are free to leave your employment at any time and for any reason, with or without cause or notice, and Skidmore College retains the same right to terminate your employment at any time and for any reason, with or without cause or notice. This policy of at-will employment may be changed only by a written employment agreement signed by the Director of Human Resources or designee that expressly changes the policy of at-will employment. Unless your employment is covered by a written employment agreement indicating a non-continuing appointment, this policy of at-will employment is the sole and entire agreement between you and Skidmore College as to the duration of employment and the circumstances under which employment may be terminated.

### **B. EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Skidmore College is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, creed, gender, age, national origin or ancestry, physical or mental disability, veteran status, marital status, sexual orientation as well as any other category protected by federal, state, or local laws. All such discrimination is unlawful and all persons involved in the operations of Skidmore College are prohibited from engaging in this type of conduct.

In accordance with applicable federal and state law protecting qualified individuals with known disabilities, Skidmore College will attempt to reasonably accommodate those individuals unless doing so would create an undue hardship on Skidmore College. Any qualified applicant or Employee with a disability who requires an accommodation in order to perform the essential functions of the job should contact the Director of Human Resources or designee and request an accommodation.

You should report every instance of unlawful discrimination to your Supervisor, the Director of Human Resources or the Director of Diversity & Affirmative Action of Skidmore College, regardless of whether you or someone else is the subject of the discrimination. Detailed reports--including names, descriptions, and actual events or statements made--will greatly enhance Skidmore College's ability to investigate your complaint. Any documents supporting the allegations should also be submitted. Based on your report, Skidmore College will conduct an investigation. Skidmore College prohibits any and all retaliation for submitting a report of unlawful discrimination and for cooperating in any investigation. Any Supervisor or Employee who retaliates against the accuser or those involved in the investigation will be disciplined, up to and including discharge from employment.

If the investigation determines that prohibited discrimination or other conduct violative of Skidmore College policy has occurred, Skidmore College will take disciplinary action, up to and including termination of employment, against those who engaged in the misconduct. Skidmore College will also evaluate whether other employment practices should be added or modified in order to deter and prevent that conduct in the future. You will be informed of whatever action(s) Skidmore College takes to resolve and remedy the situation. For further information, please see Skidmore's Equal Opportunity, Affirmative Action and Diversity Policy (the policy can be located at the following web site: <http://www.skidmore.edu/administration/daao/>).

### **III. COMMENCING EMPLOYMENT**

#### **A. BACKGROUND CHECKS**

Skidmore College recognizes the importance of maintaining a safe workplace with Employees who are honest, trustworthy, qualified, reliable, and nonviolent, and do not present a risk of serious harm to their co-workers or others. For purposes of furthering these concerns and interests, Skidmore College reserves the right to investigate an individual's prior employment history, personal references, and educational background, as well as other relevant information that is reasonably available to Skidmore College. In the event that a background check is conducted, the College will comply with the Federal Fair Credit Reporting Act and other applicable federal and state laws, including providing the job applicant or Employee with any required notices and forms. Consistent with these practices, job applicants or Employees may be asked to sign certain authorization and release forms. Consistent with legal requirements, Skidmore College reserves the right to require job applicants or Employees to sign the forms as requested as a condition of employment.

#### **B. IMMIGRATION COMPLIANCE**

Skidmore College will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States through a completed and verified I-9 form. The most common forms of identification are a driver's license and social security card; however, other documents can be used.

If you have any questions or need more information on immigration law issues, please contact Human Resources.

#### **C. HIRING RELATIVES**

Relatives may be employed at the College provided they do not work under the direction of one another, have no responsibility for performance appraisals, do not provide input into one another's work and provided that no relative controls the budget from which the pay of another is drawn. Specific cases involving staff will be considered by Human Resources. A Supervisor who wishes to hire a relative as described above must first obtain approval to do so.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the Employee is similar to that of persons who are related by blood or marriage.

#### **D. IDENTIFICATION CARDS**

As a service to employees, the College issues an employee ID card to each new employee, which is embossed and includes a photograph. The ID card may be used for library privileges and access to College athletic facilities. The ID card also provides a safe, easy and convenient way to make purchases on campus through declining balance privileges at the Skidmore Shop, the Faculty/Staff Club, and the SPA, to name a few. The initial card is provided at time of hire at no cost to the employee.

Spouses and Life Partners should contact Human Resources for authorization in obtaining their own ID cards if they wish to take advantage of these facilities. The initial one-time fee is \$10.00.

ID cards, including those belonging to a spouse and life partner, are to be turned into Human Resources when the employee separates their employment.

## **E. EMPLOYMENT STATUS**

Employees at Skidmore College are classified into the following 2 broad categories: Exempt Employees (Administrative/Professional, A/P) and Non Exempt (Support Staff, SS) Employees.

**Exempt (Administrative/Professional, A/P) Employees** are those whose job assignments meet the federal and state requirements for overtime Exemption as defined by the Fair Labor Standards Act (FLSA) of 1938 that allowed for Exemptions from minimum wage and overtime pay requirements for executive, administrative, professional and outside sales staff. Exempt Employees are compensated on a salary basis and are not eligible for overtime pay. Generally, executive, administrative, and professional positions are overtime Exempt. Your employment letter will inform you if your status is Exempt (A/P).

(Please note: Board Appointed Officers are also Exempt Employees. Board Appointed Officers are individuals whose positions are appointed by the Skidmore College Board of Trustees, and include the President, Vice President for Advancement, Vice President for Business Affairs and Treasurer, and Vice President for Academic Affairs and Dean of the Faculty. Faculty are also Exempt Employees who are not covered by this handbook. The Faculty Handbook establishes Faculty terms and conditions of employment.)

**Nonexempt (Support Staff, SS) Employees** are covered by the overtime provisions of the FLSA and are therefore compensated on an hourly basis for actual hours worked in the performance of the job. Non Exempt Employees will be paid time and one half compensation for all hours worked in excess of 40 in one workweek and as otherwise required by state and federal law. Your employment letter will inform you if your status is Non Exempt (SS).

(Please note: Service and Trade Employees are also Non Exempt Employees who are not covered by this handbook. Service and Trade Employees are individuals for whom the terms and conditions of employment are established by formal collective bargaining agreements between a third-Party representative and Skidmore. Such agreements currently exist with a service union and several trades unions.)

### **Types of Appointments –**

Employees at Skidmore College will have one of the following types of appointments:

#### **Regular, Full-Time Appointment**

A Regular, Full-time Employee is an employee appointed to an authorized position and is anticipated to work at least a 35-hour normal workweek on a continuing basis for a minimum of nine consecutive months (39 weeks) or more.

#### **Regular Part-Time Appointment**

A Regular, Part-time Employee is appointed to an authorized position and is anticipated to work a normal workweek of fewer than 35 hours on a continuing basis, normally for nine months or more.

#### **Temporary, Full-Time Appointment**

A Temporary, Full-time Employee is an employee appointed to a non-continuing position anticipated to work at least a 35-hour normal workweek for a specific, short-term, limited period of time, normally not to exceed one year.

**Temporary, Part-Time Appointment**

A Temporary, Part-time Employee is appointed to a non-continuing position anticipated to work less than 35-hour normal workweek for a specific, short-term, limited period of time, normally not to exceed one year.

**On-Call Appointments**

On-call Employees are called in to work on an as needed basis.

**F. INTRODUCTORY PERIOD**

The first six months of continuous employment at Skidmore College will no doubt be a learning experience. You will learn your job duties and responsibilities, get acquainted with your Supervisor(s) and fellow Employees, and familiarize yourself with Skidmore College in general. We refer to this initial period of employment as your introductory period. While we understand that you will be learning a lot about your new job, you are still expected to perform satisfactorily and your performance will be reviewed closely. Also, please understand that completion of the introductory period does not guarantee continued employment and does not change the at-will nature of the employment relationship. You must be in your current position for six months prior to applying for open positions at the College. This time period requirement may be waived by mutual agreement of your department head, Human Resources and yourself.

**G. JOB DUTIES**

As part of your initial orientation, you will learn the various duties and responsibilities of your job. You will be provided with a copy of the written Position Questionnaire (PQ), a job description, for your individual position. Skidmore College maintains certain expectations and standards applicable to your position. Your Supervisor should review these with you and provide you with your PQ.

At times, Employees will be asked to perform additional duties and assume additional responsibilities as needed by their Supervisor for the efficient operation of the department. While Skidmore endeavors to work closely with its Employees to find mutually beneficial work, it may become necessary to revise your job duties in order to adjust to changing conditions happening at the college.

## **IV. PAYROLL**

### **A. WORKING HOURS, SCHEDULE AND BREAKS**

Skidmore College is normally open for business from 8:30 a.m. to 4:30 p.m., Monday through Friday. You will be assigned a work schedule by your Supervisor and you will be expected to begin and end work according to the schedule. In order to accommodate the needs of the College, it may be necessary to change individual work schedules on either a short-term or long-term basis.

In accordance with New York State Law, Employees who work more than 6 hours per day are entitled to a 30 minute unpaid meal break daily. Skidmore allows either an additional unpaid 30 minutes at lunch or two rest periods not to exceed 15 minutes to Employees (Normally rest breaks are taken midmorning or midafternoon, and are not to be used to extend the starting time or advance departure time of a work session). Therefore, Skidmore Employees who minimally work 6 hours per day receive in total a one-hour break period daily at which time Employees are completely relieved from their job duties (Please note: It is customary for Campus Safety employees to not receive an uninterrupted meal period in accordance with Department of Labor regulations).

Employees shall be allowed an additional twenty-minute meal period between 5:00 p.m. and 7:00 p.m. in the unusual circumstance where an Employee has begun work before 11:00 a.m. and is required to work later than 7:00 p.m.

At times, emergencies such as power failures, road closings, fires, or severe weather may interfere with Skidmore College's operations. In such an event, Skidmore College may order a temporary shutdown of part or all of its operations. Depending on the circumstances, time off due to a temporary shutdown may or may not be paid. For more information, please see Skidmore's Inclement Weather Policy in Section VI. - R. of this handbook.

For employees who travel, home-to-work and work-to-home travel is considered commuting time and is ordinarily not compensable working time. Travel time during a regularly scheduled work day is compensable. For overnight travel, travel time during an employee's normal working hours is compensable; and travel time on Saturdays, Sundays and holidays which corresponds to an employee's normal working hours is compensable; but, travel time outside an employee's normal working hours is ordinarily not compensable.

For those employee's attending training or meetings, time spent in training or meetings is not compensable working time if: attendance is voluntary; the training or meeting is not directly related to an employee's duties; and, the training occurs outside regular working hours. Time spent by employees voluntarily attending courses or vocational training outside regular working hours is not compensable even if related to the employee's current job duties.

### **B. TIMEKEEPING PROCEDURES**

Non Exempt Employees must record their actual time worked for payroll and benefit purposes. Non Exempt Employees should record either the time work begins and ends or the total hours worked in a day. Non Exempt Employees must also record any departure from work for any non-work-related reason. Failure to report hours may result in disciplinary action.

Altering, falsifying, and tampering with time records, or recording time on another Employee's time record is prohibited and subject to disciplinary action, up to and including termination of employment.

Exempt Employees may also be required to record their time worked and report full days of absence from work for reasons such as vacation, leaves of absence, sick leave, or personal business. Please see your Supervisor for further clarification. For more information regarding vacation reporting, please refer to the Vacation Leave information in Section VII-AA of this handbook.

It is your responsibility to ensure the accuracy of all time recorded. Any errors in time recorded should be reported immediately to your Supervisor, who will attempt to correct legitimate errors.

### **C. OVERTIME**

When operating requirements or other needs cannot be met during regular working hours, you may be scheduled to work overtime. Your Supervisor must authorize all overtime work in advance. Working overtime without prior authorization may result in disciplinary action. Non Exempt (hourly) Employees will be paid time and one-half compensation for all hours worked in excess of 40 in one workweek and as otherwise required by state and federal law. For the purposes of calculating overtime for Non Exempt Employees, the workweek begins at 12:01 a.m. Saturday and ends at midnight on Friday. Exempt (salaried) Employees are expected to work as much of each workday as is necessary to complete their job responsibilities. No overtime or additional compensation is provided to Exempt Employees.

### **D. PAYMENT OF WAGES**

Paydays are on Friday of every other week for work performed during the previous two-week pay period. If a regular payday falls on a holiday, Employees will be paid on the preceding workday.

Paychecks are normally available by 8:30 a.m. on a payday. If there is an error in your check, please report it immediately to your Supervisor.

### **E. CALL-IN PAY**

A Non Exempt Employee who is requested to report to work (called-in), but is sent home early, may be entitled to call-in pay in accordance with state law.

### **F. SALARY PAY POLICY**

Exempt (Administrative/Professional) Employees will be paid a salary in accordance with applicable law. Although Exempt Employees are generally entitled to their salary for any week in which work is performed, deductions can and will be made when permitted by law. For example, an Exempt Employee's salary may be reduced for complete days of absence for personal reasons and incomplete initial or final weeks of work. There may also be other occasions when an Exempt Employee's salary may be reduced. Please contact your Supervisor or Human Resources for more information.

### **G. AUTOMATIC DEPOSIT**

Employees may designate one bank account for automatic deposit of their paychecks.

### **H. CREDIT UNION**

The Skidmore Employees Federal Credit Union is a federally Chartered organization, totally independent from Skidmore College, and administered by a member elected board of directors. All Employees, retired personnel, and their families are eligible for membership in the credit

union. Membership provides opportunities to participate in savings, share drafts (checking accounts) and/or loan programs.

## **I. WAGE GARNISHMENTS**

Skidmore College would like to avoid incurring the administrative costs of garnishments and wage assignments for Employees. Accordingly, Skidmore College encourages all Employees to meet their financial obligations without involving Skidmore College. Nonetheless, Skidmore College will adhere to legally imposed wage assignments and garnishments, and will not modify the terms of those legal arrangements unless ordered to by a court. Skidmore College will deduct the administrative costs of complying with wage assignment and garnishment orders from the Employee's pay, to the extent allowed by law.

## **J. BUSINESS EXPENSE REIMBURSEMENT**

Employees may be reimbursed for reasonable expenses necessarily incurred in the course of business and approved by a Supervisor. These expenses may include air travel, hotels, motels, meals, cab fare, rental vehicles, and gas or car mileage for personal vehicles. All proper expenses incurred should be submitted to Accounts Payable along with the receipts within 30 days of the date of the expenditure.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their Supervisor in advance if they have any question about whether an expense will be reimbursed. For more information, please see Skidmore's Travel and Entertainment Policies (Section VI-BB).

## **V. POLICIES & PRACTICES**

### **A. OPEN-DOOR POLICY**

Skidmore College recognizes that Employees will have suggestions for improving the workplace, as well as concerns about the workplace. The most satisfactory solution to a job-related problem or concern is usually reached through a prompt discussion with your Supervisor. Please feel free to contact your Supervisor with any suggestions and/or concerns.

If you do not feel comfortable contacting your Supervisor or are not satisfied with your Supervisor's response, please contact either your Supervisor's Supervisor or Human Resources regarding your suggestion or concern. They will work with you to help find a final resolution.

While Skidmore College provides you with this opportunity to communicate your views, please understand that not every concern can be resolved to your satisfaction. Even so, Skidmore College believes that open communication is essential to a successful work environment and all Employees should feel free to raise issues of concern without fear of reprisal.

### **B. UNLAWFUL HARASSMENT**

In accordance with applicable law, Skidmore College prohibits sexual harassment and harassment because of race, color, national origin, ancestry, religion, creed, physical or mental disability, sexual orientation, marital status, age, or any other basis protected by federal, state, or local law. Any such harassment may violate the law and will not be tolerated.

#### **1. Sexual Harassment Defined**

Applicable state and federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to the conduct is made either explicitly or implicitly a term or condition of employment; or (2) submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of unreasonably interfering with the Employee's work performance or creating an intimidating, hostile, or offensive working environment. This definition includes many forms of offensive behavior. The following is a partial list:

- a. Unwanted sexual advances;
- b. Offering employment benefits in exchange for sexual favors;
- c. Making or threatening reprisals after a negative response to sexual advances;
- d. Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters;
- e. Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any Employee's body or dress;
- f. Verbal sexual advances or propositions;
- g. Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations;

- h. Physical conduct such as touching, assault, or impeding or blocking movements; and
- i. Retaliation for reporting harassment or threatening to report harassment.

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a Supervisor, or harassment by persons doing business with or for Skidmore College.

## **2. Other Types Of Harassment**

Prohibited harassment on the basis of race, color, national origin, ancestry, religion, physical or mental disability, marital status, age, or any other protected basis, includes behavior similar to sexual harassment, such as:

- j. Verbal conduct such as threats, epithets, derogatory comments, or slurs;
- k. Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
- l. Physical conduct such as assault, unwanted touching, or blocking normal movement; and
- m. Retaliation for reporting harassment or threatening to report harassment.

## **3. Skidmore College's Complaint Procedure**

Skidmore College's complaint procedure provides for an immediate, thorough, and objective investigation of any claim of unlawful or prohibited harassment, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies for any victim of harassment. A claim of harassment may exist even if the Employee has not lost a job or some economic benefit.

Any members of the College community who believe they have been the victims of unlawful or prohibited harassment at the College are encouraged to disclose the conduct and to talk candidly to any individual listed below. Disclosure provides the complainant (the person seeking help) an opportunity for consultation regarding the respondent (the person exhibiting harassing behavior) with College personnel educated in handling such matters. These individuals include the Director of Institutional Diversity (DID), Director of Human Resources, and the Dean of Student Affairs.

Applicable law also prohibits retaliation against any Employee by another Employee or by Skidmore College for using this complaint procedure or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by a governmental enforcement agency. Additionally, Skidmore College will not knowingly permit any retaliation against any Employee who complains of prohibited harassment or who participates in an investigation. The College will not tolerate false accusations of unlawful or prohibited harassment. Such allegations constitute Employee misconduct, and any Employee who knowingly, maliciously, or frivolously makes a false allegation of unlawful or prohibited harassment will be subject to discipline up to, and including, termination of employment.

All incidents of prohibited harassment that are reported will be investigated. Skidmore College will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed and a determination regarding the reported harassment will be made and communicated to the Employee who complained and to the accused harasser(s).

If Skidmore College determines that prohibited harassment has occurred, Skidmore College will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of prohibited harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken. Whatever action is taken against the harasser will be communicated to the Employee who complained.

#### **4. Liability For Harassment**

Any Employee of Skidmore College, whether a coworker or Supervisor, who is found to have engaged in prohibited harassment is subject to disciplinary action, up to and including discharge from employment. Any Employee who engages in prohibited harassment, including any Supervisor or manager who knew about the harassment but took no action to stop it, may be held personally liable. Any Supervisor or manager who knew about harassment and took no action to stop it or failed to report the harassment to the Director of Human Resources or designee or the Director of Institutional Diversity may also be subject to discipline up to and including discharge. Skidmore College does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, Skidmore College reserves the right not to provide a defense or pay damages assessed against Employees for conduct in violation of this policy.

#### **5. Additional Information**

For more information, contact the Director of Institutional Diversity or review Skidmore's Sexual Harassment Policy and Information Guide (the guide can be located at the following web site: <http://www.skidmore.edu/administration/daao/>). You may also contact the nearest office of the EEOC or the State Division of Human Rights, as listed in the telephone directory.

### **C. PUNCTUALITY & ATTENDANCE**

Skidmore College expects you to report to work on a reliable and punctual basis. Absenteeism, early departures from work, and late arrivals burden your fellow Employees and Skidmore College. If you cannot avoid being late to work or are unable to work as scheduled, you must call your Supervisor as soon as possible.

Every time you are absent or late, or leave early, you must provide your Supervisor with an honest reason or explanation. You must also inform your Supervisor of the expected duration of any absence. Skidmore College will comply with applicable laws relating to time off from work, but it is your responsibility to provide sufficient information to enable Skidmore College to make a determination. You must notify your Supervisor of any change in your status as soon as possible.

The College reserves the right to require any staff member who is absent due to illness to provide a physician's note confirming the staff member was ill. Patterns of absence that indicate abuse of the sick leave policy can be reason for requiring a medical certification and/or taking disciplinary action.

Excessive absenteeism may lead to disciplinary action, up to and including termination of employment. Continuing patterns of absences, early departures, or tardiness--regardless of the exact number of days--may warrant disciplinary action.

If you fail to report for work without any notification to your Supervisor, you may be considered to have abandoned your employment.

Individuals with disabilities may be granted reasonable accommodation in complying with these policies if undue hardship does not result to Skidmore College's operations. However, regular attendance and promptness are considered part of each Employee's essential job functions.

#### **D. INVESTIGATIONS OF CURRENT EMPLOYEES**

Skidmore College may occasionally find it necessary to investigate current Employees where behavior or other relevant circumstances raise questions (For example, work performance, honesty, trustworthiness, or potential threat to the safety of coworkers or others). In the event that an investigation is necessary, the College will comply with all applicable federal and state laws. Employees subject to an investigation are required to cooperate with Skidmore College's lawful efforts to obtain relevant information, and may be disciplined up to and including termination for failure to do so.

#### **E. PERFORMANCE EVALUATIONS**

Performance evaluations are conducted on a regular basis to provide both you and your Supervisor with the opportunity to discuss your job tasks, goals and objectives, accomplishments, strengths/growths, identify improvement/development needs and plans to address them as well as to discuss your career goals. In addition to these more formal performance evaluations, Skidmore College encourages you and your Supervisor to discuss your job performance on an ongoing basis. Further information regarding Skidmore's Performance Evaluation process is available on Human Resource's web site: <http://www.skidmore.edu/administration/hr/index.htm>.

Skidmore College believes in the principle that Employees should be given the opportunity to demonstrate their abilities and continually improve their job performance. Where performance problems exist, Employees should be told about these deficiencies and, in many instances, given an opportunity to improve. When Skidmore College determines that an Employee requires improvement, Skidmore College will attempt to help the Employee meet the College's expectations. However, any effort to work with Employees to overcome performance problems should not be deemed as changing Skidmore College's policy of at-will employment.

#### **F. HUMAN RESOURCE RECORDS**

Employee's personnel files are College files. The information recorded in your personnel file is extremely important. Make sure that the personal data in the file is accurate and up to date. Please report any change of address, phone number, et cetera, to Human Resources.

Employees may review their personnel file in the presence of a representative of Skidmore College. Please contact Human Resources to schedule an appointment. You may request copies from your file of any documents. If you desire, you may add a written statement to your file explaining any disputed item.

Outside of Human Resources staff, only your current Supervisor will have access to your personnel file. However, Skidmore College will cooperate with--and provide access to your personnel file to--law enforcement officials or local, state, or federal agencies in accordance with applicable law. All requests to review an Employee's personnel file should be referred to Human Resources.

Confidential health/medical records are not included in your personnel file. Skidmore College will safeguard them from disclosure and will share information only as required by law. The College

reserves the right to charge a nominal fee for administrative costs associated with these records.

## **G. STUDENTS RELATIONS**

Skidmore College's success depends on satisfying our students. Employees of Skidmore College are expected to treat students courteously and with the utmost respect at all times. You must attend to our students' questions and concerns promptly and professionally. If you need assistance, please contact your Supervisor or another Employee who you know will be able to assist you and/or the students.

## **H. CONFIDENTIALITY**

All records and files maintained by Skidmore College are confidential and remain the property of Skidmore College. Records and files are not to be disclosed to any outside party without appropriate permission. Confidential information includes, but is in no way limited to: financial records; personnel and payroll records regarding current and former Employees; as well as student records. Confidential information may not be removed from Skidmore College premises without express authorization.

Information about Skidmore College, its Employees, students, suppliers, and vendors is to be kept confidential and divulged only to individuals within Skidmore College with both a need and authorization to receive the information. If in doubt as to whether information should be divulged, do not divulge the information and discuss the situation with your Supervisor.

## **I. EMPLOYEE CONDUCT**

Skidmore College expects Employees to follow rules of conduct that will protect the interests of the College and safety of its Employees. This policy will outline how the college handles performance or work-related problems that do not meet these standards. Supervisors are directly responsible for administering Employee conduct and disciplinary actions as well as initiating appropriate corrective action. Human Resources provides assistance to Supervisors regarding these matters.

Skidmore's Employee Conduct policy attempts to correct problem situations in an atmosphere in which an Employee is allowed every reasonable opportunity for improving levels of performance in a consistent and sustained way. The procedure generally will be progressive involving counseling, verbal warning, written warning (which may include suspension without pay), and termination. However, it should be understood that these procedures are intended as guidelines. As a result, Skidmore may determine that the nature of the offense, the Employee's performance record, or other circumstances warrant immediate suspension or termination. Serious misconduct may result in immediate discharge.

The counseling and warnings will include a private conversation with your Supervisor outlining the work-related problems and concerns. Employees may submit a written response to any action taken that will be placed in the Employee's file in Human Resources.

The following examples of misconduct are examples only and are not intended to be inclusive:

- Record of poor attendance or tardiness
- Violation of any departmental work rule or procedure

- Unwillingness or inability to work in harmony with others, discourtesy, or conduct creating disharmony, irritation, or friction
- Disclosure of information considered confidential and private by Skidmore College
- Neglect of assigned duties (unsatisfactory performance on the job)
- Insubordination

Illustrations of serious types of misconduct, subject to immediate dismissal, include but are not limited to:

- Gross insubordination; refusal to obey orders from an immediate Supervisor
- Deliberate destruction or misuse of Skidmore College resources
- Dishonesty or theft, including falsification of records, including Employee time records
- Illegal use or possession of controlled substances
- Fighting or other disorderly conduct on Skidmore premises; threatening, intimidating, coercing, or disrupting the work of other Employees
- Violation of Skidmore's harassment policy
- Absence from work without approval (for three consecutive work days)
- Sleeping on the job
- Conviction of a crime involving dishonesty or violence that impairs suitability for employment
- Being under the influence of alcohol

This statement of misconduct does not alter or limit Skidmore College's policy of employment at-will. Either you or Skidmore College may terminate the employment relationship at any time for any reason, with or without cause or without notice.

## **J. EMPLOYEE RESPONSIBILITIES**

Skidmore seeks to attract and retain capable and motivated individuals who recognize the need to meet certain basic responsibilities. Your responsibilities include, but are not limited to, those listed below. Some or all of these responsibilities may seem like common sense to you, but they are listed to help ensure that no one misunderstands what is expected from Skidmore staff members. It is your responsibility to:

1. Comply with the policies and practices of Skidmore College.
2. Spend the workday efficiently - by performing each task quickly, safely and well. To be at work when you are scheduled to be working (to attend work regularly, arrive on time and remain until the end of the workday) and to work when you are supposed to be working (for example, keeping

personal phone calls to a minimum and attending to personal matters during your non-work hours).

3. Attend department meetings, staff meetings, and training programs and apply new information learned.
4. Respect the rights of others and cooperate with reasonable requests from co-workers.
5. Work in safe conditions using safe practices.
6. Ask for your Supervisor's standards and expectations of your performance.
7. Be prepared to discuss your performance during the Performance Review discussion.
8. Ask for, listen to, and act on performance feedback.
9. Review your Position Questionnaire (PQ) with your Supervisor.
10. Respect the confidentiality of sensitive information. Such information should not be repeated, discussed, or removed from your work area except for legitimate work reasons.
11. Respect the property of others and of Skidmore College and to use Skidmore property only for legitimate work purposes, unless specific authorization has been received.

Additionally, Skidmore encourages Employees to serve on College committees and attend College meetings with the approval of their Supervisor.

## **K. SUPERVISORY RESPONSIBILITIES**

In order for Skidmore to operate effectively, it is essential that Supervisors carry out their delegated responsibilities in accordance with the College's goals and objectives. Responsibilities of an effective Supervisor include:

1. Comply with the policies and practices of Skidmore College and ensure that those who work in the department or area comply as well.
2. Assign and review work; ensure the proper completion of day-to-day work in his or her area of responsibility.
3. Ensure appropriate training and Employee orientation to the department and work area; Provide Employees with the appropriate tools and resources to perform the work.
4. Actively promote equal opportunity and diversity.
5. Promote safe work practices and conditions
6. Establish standards and expectations for work performance; Meet with Employees to discuss and clearly communicate.
7. Evaluate Employee's job performance regularly according to the College's Performance Review Process.

8. Advise and counsel Employees regarding their performance; Suggest or effect disciplinary action consistent with Skidmore's Employee Conduct policy.
9. Recommend Employees for Position Questionnaire (PQ) reviews as appropriate.
10. Recommend or select applicants or Employees to fill vacant positions.
11. Serve as the primary resources for Employees, as well as assist with their work-related problems, whenever appropriate.

Additionally, Skidmore asks Supervisors to encourage Employees to serve on College committees and attend College meetings.

Almost any action taken concerning an Employee begins with the recommendation of the Supervisor. The responsibilities listed here cover the essential part of a Supervisor's duties, but is not intended to be a complete list.

## **L. CAREER OPPORTUNITIES/JOB POSTINGS**

Skidmore is committed to the personal and professional development of its Employees.

Vacancies are announced internally in the "Job Opportunities" bulletin, generally published weekly and posted in Barrett Center. Position listings are also available through the Skidmore web site (<http://www.skidmore.edu/administration/hr/jobs/index.html>). Positions will not be filled for a minimum of five days from initial date of publication.

Employees are encouraged to apply for positions for which they qualify. All applications will be confidential. An employee must be in their current position for six (6) months prior to applying for an open position. This time period requirement may be waived by mutual agreement of the employee, department head and Human Resources. The College's hiring, transfer, and promotion procedures do not discriminate on the basis of race, color, creed, gender, age, national origin or ancestry, physical or mental disability, veteran status, marital status, sexual orientation or any other category protected by federal, state, or local laws. Skidmore encourages applications from women and men of diverse racial, ethnic and cultural backgrounds. If you wish to apply for any position listed, please submit an up-to-date resume and/or application to Human Resources.

Any Employee selected for a posted position is expected to give the present Supervisor the usual two weeks' notice. Compensation decisions for those Employees who make a job move within the College will be based on the salary grade and range of the new position as well as internal equity.

## **M. DRUG-FREE CAMPUS**

Skidmore College seeks to maintain a work and educational environment that is safe for our Employees and students as well as conducive to work standards that support an effective work force. To that end, and in accordance with appropriate legislation (the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act Amendments of 1989), Skidmore prohibits the unlawful manufacture, distribution, possession, sale or use of illegal drugs, designer and synthetic drugs, prohibited drugs and drug-related paraphernalia. Skidmore College also prohibits the possession or consumption of alcoholic beverages by any person under the age of 21.

Skidmore stands willing to assist in the resolution of problems associated with the use of alcohol and drugs and encourages employees to seek medical help by contacting their private physician or the Employee Assistance Program (EAP). Conscientious efforts to seek such help will not jeopardize any employee's job, and will not be noted in personnel records.

As applicable, Skidmore will notify the designated federal agency within 10 days after receiving notice from an employee, student, or law enforcement agency of a criminal drug statute conviction for a violation occurring at Skidmore. Any person convicted for the use, possession, or sale of illegal drugs on or off Skidmore premises may be subject to discipline up to and including discharge. For more information, please see Skidmore's Policy on Drug & Alcohol Use/Abuse available on Human Resource's web site:

<http://www.skidmore.edu/administration/hr/Policies/SubstanceAbuse.htm>.

## **N. EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Skidmore College provides confidential counseling services to Employees and members of their families through its Employee Assistance Program when personal concerns interfere with work performance, personal happiness, or good family relations. Use of EAP's services is confidential to the fullest extent allowable by law. EAP provides up to three consultations per incident or situation to help define the problem and plan a course of action. If the Employee or family members need further assistance, EAP will help find additional resources best suited for the need. If referral for treatment is required, any financial obligation for treatment will be assumed by the Employee in conjunction with his or her health insurance plan. Where circumstances warrant, sick leave, short-term disability or unpaid leaves of absence may be granted for treatment or rehabilitation on the same basis it is granted for other medical reasons.

Employees may participate in the program through self-referral, Supervisory referral, or referral through Human Resources. Employees may be referred to the EAP if it appears that their performance is being adversely affected by a problem. The Employee may decline the offer of assistance. However, a referral to the program may be considered a positive step in improving job performance.

Employees wishing to contact Skidmore's EAP may call 1-800-734-6072 or 518-793-9768.

## **O. OBJECTIVES OF THE TOTAL COMPENSATION PHILOSOPHY**

Skidmore College affirms the importance of each employee's contribution to its educational mission and accordingly is committed to providing appropriate compensation – the combination of direct pay and benefits – to everyone who works at the College. This commitment is grounded in two principles: First, Skidmore College adheres to basic values of fairness and equity (both internal and external) in the workplace. Second, the College can fulfill its mission only by hiring and retaining members of its faculty, staff, and administration who are capable of meeting the highest standards of performance and are motivated to do so.

The College also strongly believes that working at Skidmore should be rewarding not only because of compensation but also because of

- the advantages of association with a vibrant liberal arts college noted for its unique sense of community,
- the nature of the work itself,
- working conditions,

- opportunities for continuing education and professional development,
- educational opportunities extended to dependents, spouses, and domestic partners,
- where possible, opportunities for career advancement within the College, and
- opportunities to participate in institutional governance.

For these reasons, the College will strive both to maintain externally competitive and internally equitable levels of compensation and to consider other factors affecting job satisfaction in strategic planning, in budgeting, and in other areas of institutional decision-For further information regarding the College's Total Compensation Framework refer to the HR web site (<http://www.skidmore.edu/administration/hr/>).

## **P. POSITION DESCRIPTIONS AND EVALUATIONS**

Skidmore College has a position description review process designed to systematically compare jobs on the basis of 5 common factors that represent what the College considers to be of value. These are called "compensable factors" and include 1. responsibility for results, 2. complexity, 3. relationships, 4. application of knowledge, and 5. resource management (considered for Exempt positions) and environmental elements (considered for Non Exempt positions).

Job facts are usually obtained by descriptions provided through the completion of Position Questionnaires (PQ) and, at times, by direct interviews with Employees and Supervisors. The PQ is the source document utilized to re-evaluate a position. Two PQ committees (Administrative/Professional and Support Staff) have been appointed to review PQs submitted for re-evaluation. These peer advisory committees are made up of Employees representing a cross section of the relevant College community. Further information regarding the PQ review process is available on the HR web site (<http://www.skidmore.edu/administration/hr/campus-only/PQProcess.htm>).

## **Q. REASONABLE ACCOMMODATION**

Skidmore College is committed to complying with the Americans with Disabilities Act (ADA), the New York State Human Rights Law (NYHRL), and all applicable laws providing nondiscrimination in employment against qualified individuals with disabilities. Skidmore will work with Employees who have disabilities to develop reasonable accommodations that allow an individual the opportunity to perform the essential functions of his or her job in a safe and efficient manner. Employees are encouraged to inform their Supervisor of any physical or mental disability and to suggest appropriate methods of reasonable accommodation. Volunteering this information will not subject an Employee to any adverse treatment or penalty. All information concerning disabilities will be considered confidential and will be released only in accordance with the requirements of the ADA and the NYHRL.

## **R. SALARY GRADES AND PAY/SALARY RANGES**

Skidmore has established a salary grade structure for classifying positions in Exempt and Non-Exempt employment categories. Each salary grade has a pay/salary range identified by a minimum and midpoint of the range. The pay plan is reviewed regularly by Human Resources to reflect the goals of internal equity and external competitiveness. Periodic salary surveys are conducted/completed as a part of this process.

## **S. TRAINING AND DEVELOPMENT**

Whenever possible, Skidmore provides opportunities for the education, training and development of Employees. Emphasis is placed on courses and programs that have been determined to be necessary and of general or specific benefit to an individual or a group of Employees. For example, CITS provides training classes and programs in various computer applications. Other specially designed training programs tailored specifically for Skidmore Employees are provided periodically. Employees are encouraged to speak with their Supervisors directly regarding training that would be of most assistance to them.

To learn about programs being offered to campus, please refer to the HR web site (<http://www.skidmore.edu/administration/hr/Training/Training.htm>). For employees interested in self study opportunities, Human Resources has a library of materials available to all employees. Please refer to the HR web site to take advantage of the HR Lending Library (<http://www.skidmore.edu/administration/hr/Training/hrlibrary2003.htm>)

## **VI. SKIDMORE COLLEGE FACILITIES**

### **A. POLICY AGAINST WORKPLACE VIOLENCE**

#### **1. Statement of Policy**

Acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect Skidmore College or that occur on Skidmore College property or in the conduct of Skidmore College business off Skidmore College property, will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in Skidmore College operations, including, but not limited to, Skidmore College personnel, contract workers, temporary Employees, and anyone else on Skidmore College property or conducting Skidmore College business off Skidmore College property. Violations of this policy, by any individual, may lead to disciplinary and/or legal action as appropriate.

This policy is intended to provide a safe workplace; it is not intended to create any obligations beyond those required by existing law.

#### **2. Definitions**

Workplace violence is any intentional conduct that is sufficiently severe, offensive, or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends, and/or property such that employment conditions are altered or a hostile, abusive, or intimidating work environment is created for one or more Skidmore College Employees.

Workplace violence may involve any threats or acts of violence occurring on Skidmore College premises, regardless of the relationship between Skidmore College and the parties involved in the incident. It also includes threats or acts of violence that affect the business interests of Skidmore College or that may lead to an incident of violence on Skidmore College premises. Threats or acts of violence occurring off Skidmore College premises that involve Employees, agents, or individuals acting as a representative of Skidmore College, whether as victims of or active participants in the conduct, may also constitute workplace violence. Specific examples of conduct that may constitute threats or acts of violence under this policy include, but are not limited to, the following:

- a. Threats or acts of physical or aggressive contact directed toward another individual;
- b. Threats or acts of physical harm directed toward an individual or his/her family, friends, associates, or property;
- c. The intentional destruction or threat of destruction of Skidmore College property or another Employee's property;
- d. Harassing or threatening phone calls;
- e. Surveillance;
- f. Stalking;
- g. Veiled threats of physical harm or similar intimidation; and
- h. Any conduct resulting in the conviction under any criminal code provision relating to violence or threats of violence that adversely affects Skidmore College's legitimate business interests.

Workplace violence does not refer to occasional comments of a socially acceptable nature. These comments may include references to legitimate sporting activities, popular entertainment, or current events. Rather, it refers to behavior that is personally offensive, threatening, or intimidating.

### **3. Enforcement**

Any person who engages in a threat or violent action on Skidmore College property may be removed from the premises as quickly as safety permits and may be required, at Skidmore College's discretion, to remain off Skidmore College premises pending the outcome of an investigation of the incident.

When threats are made or acts of violence are committed by an Employee, a judgment will be made by Skidmore College as to what actions are appropriate with respect to that Employee, including potential medical evaluation and/or disciplinary action up to and including discharge.

**Important Note:** Skidmore College will make the sole determination of whether, and to what extent, threats or acts of violence will be acted upon by Skidmore College. In making this determination, Skidmore College may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred. **No provision of this policy alters the at-will nature of employment at Skidmore College.**

### **B. OPERATION OF VEHICLES**

In accordance with the Skidmore College Motor Vehicle policy, all full time, part time and temporary employees, including students, work study students, and interns may be authorized to drive College owned, leased or rented motor vehicles when engaged in officially authorized College business.

Authorization requires the possession of a current, valid US driver's license and the integrity of the prospective drivers driving record. All drivers of College owned vehicles, shall have their drivers licenses and driving records reviewed periodically, and must comply with all applicable laws and regulations concerning the operation of motor vehicles.

College personnel, who are designated to drive by their department, must complete a Driver Authorization Application, which should be forwarded to the Business Services office to begin the process. The College reserves the right to suspend an employee/student's authorization in accordance with, and in violation of the College Motor Vehicle policy.

Certain employees/students may need to drive their own vehicles while conducting College business. Should this be the case, personal automobile insurance is considered primary in the event of an accident, and employees are expected to carry appropriate levels of insurance coverage. Skidmore College will reimburse mileage in accordance with applicable reimbursement rates.

The Motor Vehicle policy can be found in the Skidmore College Safety Program manual located in each department, or on line at [http://www.skidmore.edu/administration/business/security/MV\\_Policy.pdf](http://www.skidmore.edu/administration/business/security/MV_Policy.pdf)

### **C. SAFETY & SECURITY**

All members of the Skidmore community are responsible for helping to maintain a safe and secure campus environment. Although Skidmore is a very safe place to work and obtain a

quality education, we are not immune from issues that affect our personal safety and belongings. However, there are many simple precautions you can take to minimize the chances of becoming a victim of crime.

- Become familiar with your workplace. Keep your doors locked when you leave your work site, don't lend out your keys, and learn the fire escape routes.
- Secure valuables and other important materials to reduce the possibility of theft. Report any theft immediately to the Department of Campus Safety.
- Be aware of safety regulations in the workplace and wear appropriate safety equipment as dictated by your work environment. Report any unsafe conditions to your Supervisor.
- Be alert for suspicious activity or persons and report them immediately to the Department of Campus Safety.
- As you travel on the campus familiarize yourself with the location of the blue light emergency phones, which put you in direct contact with the Campus Safety Department.

The Department of Campus Safety, which is located in the basement of Jonsson Tower, provides security and services twenty-four hours a day year around. The officers are state certified security guards that have extensive training in first aid, investigation and fire safety procedures. The department also provides many services to members of the Skidmore community including:

- Personal escorts
- Battery jump start service
- Operation ID
- Bike registration
- Confidential TIPS line (X8477)
- SNOW line (X7669) - for snow plowing schedule

#### Campus Safety and Security Report (Clery Act)

The Department of Campus Safety compiles an annual Campus Safety and Security Report that follows the guidelines of Public Law 101-542, the "Student Right-to-Know and Campus Security Act," renamed the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," or more simply, the "Clery Act." In accordance with this law, the annual crime statistics provided in this report cover the period of January 1-December 31 and the two previous years. Skidmore makes this information available to all current students and employees, and makes it available upon request to anyone applying for admission or employment at the College, and to the general public.

The Campus Safety and Security Report is available online at ([http://www.skidmore.edu/administration/business/security/safety\\_report\\_2002.pdf](http://www.skidmore.edu/administration/business/security/safety_report_2002.pdf)) and in hard copy (call Campus Safety at 518-580-5567).

#### Campus Sex Crimes Prevention Act

The federal Campus Sex Crimes Prevention Act became effective on October 28, 2002. Under this act, designated sex offenders must register with the state where an institution of higher education is located (even if they do not reside in the state) once they become enrolled or work at an institution of higher education. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. Additional information regarding this act is available online at [http://www.skidmore.edu/administration/business/security/campus\\_sex\\_crime\\_prevention\\_act.htm](http://www.skidmore.edu/administration/business/security/campus_sex_crime_prevention_act.htm)

## **D. SOLICITATION & DISTRIBUTION OF LITERATURE**

Solicitation or distribution of solicitation material by Employees of Skidmore College during working time is prohibited. As used in this policy, "working time" includes all time for which an Employee is paid and/or is scheduled to be performing services for Skidmore College; it does not include meal periods, or periods in which either Employee is not, and is not scheduled to be, performing services or work for Skidmore College. The general public and campus visitors are not allowed to solicit or distribute literature on Skidmore property without prior written authorization from a President's Staff member.

Exceptions to this solicitation rule are made for the annual campus United Way campaign and Skidmore institutional solicitations in accordance with past practice.

## **E. SMOKING POLICY**

In accordance with state law, smoking is prohibited in all campus buildings.

## **F. HEALTH & SAFETY**

The health and safety of Employees and others on Skidmore College property are of critical concern to Skidmore College. Skidmore College intends to comply with all health and safety laws applicable to the College.

To this end, Skidmore College must rely upon Employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods and known dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to a Supervisor immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on Skidmore College's premises, or in a product, facility, piece of equipment, process, or business practice for which Skidmore College is responsible should be brought to the attention of a Supervisor immediately.

Periodically, Skidmore College may issue rules and guidelines governing workplace safety and health as well as the handling and disposal of hazardous substances and waste. All Employees should familiarize themselves with these rules and guidelines, as strict compliance will be required. Contact your Supervisor for copies of current rules and guidelines. Failure to comply strictly with rules and guidelines regarding health and safety or negligent work performance that endangers health and safety will not be tolerated.

## **G. USE OF EQUIPMENT**

Skidmore College provides access to resources such as telephones, voice mail systems, e-mail systems, and computer systems to support Employees in their assigned job duties. The Center for Information Technology Services (CITS) will create an individual user account for each appropriate employee upon request by the Employee, department head, or Supervisor. Sharing of user codes is unacceptable. Sharing of passwords or authorization codes is unacceptable.

All Skidmore property should be used properly and maintained in good working order. These resources should not contain content that may reasonably be considered offensive or disruptive to an Employee. Offensive content includes, but is not limited, to sexual comments or images, racial slurs, gender-specific comments, or any comments or images offensive on the basis of age, religious or political beliefs, national origin, or disability.

The use of College provided equipment is governed by a variety of College policies. These can be found by going to <http://www2.skidmore.edu/CITS/policies.cfm>. There may be other policies affecting use of various systems and your use of those systems is also governed by those policies.

Employees are permitted to use this equipment for occasional, non-work purposes with permission from their direct Supervisor provided that such use does not in any way impede the work related activities of others or in any way affects the Employee's own performance of their work related duties. Additionally, Employees are permitted to make personal local calls on a limited, as-needed basis. Employees are assigned a personal authorization code for personal long distance calling by the Office of Telecommunications. All long distance calls charged to an individual's personal authorization code will be detailed to the individual on a confidential monthly bill. The Employee is responsible for payment of the personal charges by the due date. Failure to pay by the due date will result in suspension of personal long-distance calling privileges.

For further information regarding these resources, please refer to the CITS Policies and Procedures web site (<http://www2.skidmore.edu/cits/policies.cfm>).

## **H. CAMPUS DIRECTORY**

Skidmore publishes an internal campus directory of Employees and retirees in order to facilitate communications within the College community. The directory listings include: home addresses and telephone numbers unless an Employee requests that this information not be published. The directory is considered confidential to Skidmore Employees and should not be released to any external person or group. The directory may not be used for non-Skidmore related business or marketing by Employees who have outside business interests. The directory is published by the Office of College Relations, which works in cooperation with Human Resources on data gathering.

## **I. AUTOMATED BANK TELLER MACHINE (ATM)**

An Automated Bank Teller Machine (ATM) is located in Case Center for the convenience of Employees and students.

## **J. CHILD CARE CENTER**

Skidmore, in conjunction with the Greenberg Child Care Center, provides on-campus child care services to full- and part-time Employees on an as-available basis. Payment for services may be handled as a payroll deduction. Information about this facility is available through the Center and its web site (<http://www.skidmore.edu/administration/business/greenberg/>).

## **K. COMPUTER LOAN PROGRAM**

The Skidmore College Computer Ownership Assistance Place (SCOAP) is a no-interest computer loan program available to all regular, full-time and part-time staff. The purpose of the program is to help make personal computers more affordable for our employees. The program is administered by the Financial Services Office, and more detailed information is available on the web at <http://www2.skidmore.edu/cits/depot/SCOAPFAQs.cfm>

## **L. CONSERVATION**

Please do your part to conserve energy, supplies and equipment. Turn off lights, computers and monitors when they are not needed, and use only those supplies needed to do the job. Also, be

sure to report promptly to your Supervisor or Facilities Services any leaky faucets, machinery that needs repair, or any other matter that requires maintenance.

## **M. CULTURAL, SOCIAL AND ATHLETIC EVENTS**

As an Employee of Skidmore College, you may take advantage of many of the same extracurricular opportunities available to students. Each year Skidmore offers a large variety of special events that you can attend free of charge or at reduced rates. Previous events have included music concerts, guest speakers, art exhibits, films, and plays performed by students.

## **N. EMERGENCY PROCEDURES**

In the event of an emergency requiring fire, police or EMS, contact the Campus Safety Department immediately at X5566. The dispatcher has direct contact with the Saratoga Springs Police Department, Fire Department and EMS.

Additionally, the College has developed a campus wide plan to deal with a variety of emergencies called the Comprehensive Emergency Management Plan (CEMP). Campus Safety has worked closely with College officials as well as local and state authorities to develop a multifaceted response to respond quickly to emergencies and to mitigate their impact on the College. Areas of responsibilities and action plans are included in this document which can be accessed via the Department of Campus website at:

[http://www.skidmore.edu/administration/business/security/cemp/cemp\\_contents.htm](http://www.skidmore.edu/administration/business/security/cemp/cemp_contents.htm)

## **O. FACILITIES USE**

Skidmore Sports and Recreation Center offers basketball, tennis, squash, racquetball, and volleyball courts, along with a swimming pool for use by Employees and their families. Children of Employees may only use the facilities when accompanied by a parent. A current, valid ID must be presented. Guidelines for availability and use of the facilities are available through the Sports Center.

Other Skidmore facilities are available on a rental basis for private gatherings such as weddings, meetings, or catered events. Facilities are available to Employees at a reduced rate. Information regarding all types of room reservations can be found the following web site:

<http://www.skidmore.edu/registrar/roomres/roomres.htm>.

## **P. FOOD SERVICE**

Food items not sold in the Spa (located in Case Center) may be ordered through Food Service. All items are sold in bulk institutional sizes. Catering for private functions is also available through Food Service. For complete information, contact Food Service or visit its web site <http://www.skidmore.edu/administration/food/>.

In accordance with New York State Sanitation Code (14-1.183 Animals), live animals are not permitted in food service operation areas. As the code indicates, patrol dogs accompanying police officers or guide dogs accompanying blind persons are the only animals permitted in a dining area.

## **Q. HEALTH SERVICES**

Health Services can provide first aid to Skidmore Employees in case of accident or illness during work hours. Unfortunately, this office is unable to act as a primary care provider. For injuries that

have occurred during non-work hours or any other illnesses, employees should seek medical care from their own health care provider or community facility.

## **R. INCLEMENT WEATHER PROCEDURE**

As a residential institution, Skidmore operates on a continuous 24-hour, 12-month basis. There may be occasions, however, when the College suspends some operations due to severe inclement weather or other emergencies.

Decisions for delayed campus openings, early releases, or campus closure due to inclement weather will be made by Human Resources in conjunction with the College administration based on the National Weather Service advisories and/or the State or local police bulletins.

In instances of delayed openings, early releases, or campus closures, only Employees essential to the operation of the College will be required to work. As a general guideline, this will include the staff in Campus Safety, Boiler Operations, Grounds and Transportation, and Maintenance. When the students are in residence, the Food Service staff is also designated as essential. This list is not all-inclusive and in the event that other departments are deemed necessary, department directors will notify personnel in those areas.

### **Campus Closure or Delayed Openings**

In the event of campus closure or delayed openings, announcements will be sent to the following media and internal communications:

- Radio Stations: WGY, WROW, AND STAR
- Television Stations: WNYT (13), WRGB (6) AND WTEN (10)
- Electronic email messages to Employees and students
- Automated telephone message on 580-SNOW through Campus Safety.

### **Early Release**

In the event of an early release, Human Resources will use the voice mail system to relay information to Employees. Employees are required to confirm that they are released from work with their Supervisor prior to leaving campus.

### **Leave Time**

In the event the College designates campus closures, late openings or early releases, regular and temporary Faculty, Administrative-Professional Staff, and Support Staff who were scheduled to work will be paid their regular salary or wage. (Note: Information for Union Employees who are not covered by this handbook is available in their Bargaining Unit Agreement.)

### **Other Options**

If Skidmore has not officially delayed the opening or closed the campus, but an Employee is unable to come to work because of adverse weather conditions or other emergency conditions, the following options are available:

- The Supervisor may allow late arrival or early release not to exceed two hours of paid time for non-union staff.

- The Employee may request time off charged to existing paid leave: absence leave for union staff; personal hours, vacation, or floating holiday for non-union staff.

## **S. LIBRARY**

Any person is welcome to use the resources of the Scribner Library, though there are restrictions on borrowing materials. Skidmore Employees may borrow materials with a valid Skidmore ID. Besides the extensive research and reference collections, the library has a collection of popular fiction and non-fiction as well as video and audio collections. Reference assistance is available during the academic semester approximately 60 hours per week or by appointment.

## **T. LOST AND FOUND**

Items found on the Skidmore campus should be turned in to the Department of Campus Safety where they will be stored in accordance with state law.

## **U. MEMORIAL GIFTS/DONATIONS**

In the interest of creating and building a spirit of caring and concern at Skidmore, the College contributes a cash gift to charity or flowers when there has been a death in an Employee's family. For purposes of this procedure, family includes the following relationships: spouse, domestic partner, child, parent, brother, sister, mother-in-law, and father-in-law. If you or one of your colleagues experience the loss of a family member, please notify Human Resources or ask your Supervisor to make the contact so arrangements can be made on a timely basis.

Once notified, the College also sends flowers to Employees when they are admitted to a hospital overnight. When Employees experience the birth or adoption of a child, a savings bond is presented in the child's name.

## **V. PARKING AND MOTOR VEHICLE POLICY**

Parking for faculty and staff at Skidmore College is free, but all Employees are required to register their vehicle with the Department of Campus Safety. To register, bring your vehicle registration and identification card (form) to the Campus Safety office located in the basement of Jonsson Tower to obtain a registration sticker that must be displayed on your vehicle. You are required to comply with the parking restrictions that are contained in the Skidmore Motor Vehicle Policy, a copy of which can be obtained at the Campus Safety office or on the Skidmore web site ([http://www.skidmore.edu/administration/business/security/MV\\_Policy.pdf](http://www.skidmore.edu/administration/business/security/MV_Policy.pdf)).

The following is a list of parking restrictions you should be familiar with:

Parking is permitted ONLY in parking areas that are clearly marked by striping. Parking in any other area is subject to sanctions.

1. Parking an unregistered vehicle on the campus is a violation.
2. Parking in fire lanes, handicapped zones, and loading zones is a violation. Vehicles parked in violation are subject to being towed at the owner/operator's expense.
3. Parking on roadways and grass is a violation.

Roadway - is defined as the portion of the highway designed and ordinarily used for vehicular travel.

Grass - includes areas of the campus that are not paved including dirt areas. Any portion of the vehicle that is parked on grass is in violation.

4. Vehicles parked in designated parking spots on the perimeter road must be parked FACING the direction of traffic (north). Parking the opposite way is a violation.

5. Vehicles registered to student who reside in Scribner Village may only be parked in the Village between the hours of 8am and 4pm Monday through Friday. Parking elsewhere on the campus during these hours is a violation.

6. Vehicles registered to students in residence halls other than Scribner Village or registered to commuters may NOT park in Scribner Village between the hours of 8am and 4pm Monday through Friday. Parking in the Village during these hours is a violation.

7. Parking on the Barrett Loop is limited to one hour for conducting business in Barrett Center between the hours of 8am and 4pm Monday through Friday. Parking in excess of one hour is a violation.

8. Case Lot, Tower Lot, Palamountain Lot are "commuter lots". These lots should be available to students, faculty and staff commuting to campus each morning. Therefore, no parking is permitted in these lots between the hours of 3am and 6am Monday through Friday. Parking in these locations during these hours is a violation.

9. Visitors and vendors are all subject to the College policy regarding parking and employees are responsible for advising their guests of these policies.

All Perimeter Road parallel parking spaces are "commuter spaces". These spaces should be available to students, faculty and staff who commute to campus daily. Therefore, no parking is permitted in these spaces between 3am and 6am every day of the week including Saturday and Sunday. Parking in these locations during these hours is a violation.

## **W. NOTARY PUBLIC**

Notary public services are available to Skidmore Employees through Human Resources, the Office of the Vice President for Business Affairs and Treasurer, as well as other campus locations. Please contact Human Resources for an up-to-date notary listing.

## **X. PERSONAL PURCHASES**

Some Skidmore vendors extend discounts to Employees for personal purchases. Refer to the Preferred Vendor page, which is found on the Purchasing Services web site for a list of these vendors (<http://www.skidmore.edu/administration/purchasing/>).

## **Y. POST OFFICE**

Skidmore's Post Office is located on the ground floor of Case Center and provides services that include stamp sales, insured, certified, registered, express mail, UPS ground, overnight and 2 day service. Hours of operation during the academic year are 9:00 a.m. to 4:00 p.m. Hours are subject to change during holiday and semester breaks. Summer hours are posted.

No mail deliveries are made on Saturday or Sunday; however, employees can pick up overnight and express items at Campus Safety located on the ground floor of Jonsson Tower. The

College's Post office accepts cash, traveler's checks (up to \$50) and the Skidmore ID Debit Card. For more detailed information of services provided by the Skidmore Post Office, please visit its web site (<http://www.skidmore.edu/administration/business/postoff/po.html>).

## **Z. PUBLICATIONS**

Several news publications and calendars are produced on a regular basis at Skidmore. INTERCOM is a campus newsletter published every two weeks during the academic year and monthly during the summer. SCAN, the calendar of campus events, is published every two weeks during the academic year. Skidmore's summer calendar of campus events, SPARC, is published monthly during the summer. SCOPE is the College's quarterly magazine containing news and feature articles of interest about Skidmore and its faculty, staff, students and alumni. Most of these publications can also be found on the Skidmore web site.

Employees are encouraged to contribute items of interest to the Office of College Relations for possible publication.

## **AA. SKIDMORE SHOP**

A wide selection of merchandise can be found at The Shop. A selection of general and reference books, art and school supplies, gifts, clothing, candy, toiletries, magazines, greeting cards, prints, balloon bouquets and fresh flower arrangements. Special orders for floral arrangements are also available. Additionally, textbooks and merchandise are available online.

Services provided by The Shop include special orders for general reading books and class rings. The Shop also offers film processing plus a selection of film, and a check cashing service. MasterCard, Discover, and Visa are accepted in addition to personal checks (with College ID), traveler's checks, the Skidmore Debit Card, debit cards and cash.

Throughout the year The Shop offers a variety of sales/discounts such as:

- Holiday Sales
- Discount Coupons
- Web Site Incentives
- Free Raffles

As a regular Employee of Skidmore College, customers receive 20% off the retail price on books in stock and a 10% discount on textbooks when Employees present their Skidmore ID.

For further information, please visit the web site (<http://www.skidmore.edu/bookstore>).

## **BB. TRAVEL AND ENTERTAINMENT**

Employees should become familiar with the Travel & Entertainment Policies of the College (The policies are located at the following web site:

<http://www.skidmore.edu/administration/finserv/trav&entertainpolicies.html>). Employees may contact Financial Services directly regarding specific questions or issues.

## **CC. WORKPLACE INJURIES**

In the event an Employee is injured while working, the accident or injury should be reported to his or her Supervisor as soon as possible. If immediate medical attention is required, the Supervisor will assist the Employee in obtaining medical care, after which the details of the accident or injury

must be reported on an Accident Report form. All workplace accidents or injuries must be reported regardless of the severity of the accident or injury.

Accident Report forms can be obtained from your Supervisor or downloaded directly from the Human Resources' web site (<http://www.skidmore.edu/administration/hr>). Once completed by the employee, the supervisor will complete their portion of the form, sign it, and then fax a copy to Human Resources at extension 5805. A letter will then be mailed to the Employee outlining the College's Workers' Compensation Program.

Additionally, the College has an Ergonomics Program to assist in eliminating or reducing employee injuries associated with repetitive motion and manual material handling work tasks. Information on this program can be found on the HR web site (<http://www.skidmore.edu/administration/hr/Policies/Ergonomics.htm>).

## **VII. SEPARATION**

### **A. SEPARATIONS**

If you decide to leave your employment with Skidmore College, we ask that you give us at least two weeks written notice. Please inform your Supervisor in writing as soon as possible of your last workday. This will give us the opportunity to make the necessary adjustments in our operation.

Your separation date will be your actual last day worked and you will be paid for any properly reported unused accrued vacation leave in accordance with the vacation policy. Once you leave the college, you are required to return all property owned by Skidmore College (e.g., identification card, keys, credit cards and other Skidmore equipment) to your Supervisor prior to your departure.

### **B. REDUCTIONS IN FORCE**

Skidmore College highly values the contribution of its Employees and attempts to provide continuous, regular employment. However, in the event it becomes necessary for the College to reduce its work force or eliminate work because of economic conditions, programmatic considerations, outsourcing, or other circumstances, there is a Reduction in Force (RIF) Program that sets forth criteria and procedures to guide the fair and equitable treatment of Employees. In keeping with the College's policy as an equal employment opportunity employer, race, color, creed, gender, age, national origin or ancestry, physical or mental disability, veteran status, marital status, sexual orientation as well as any other category protected by federal, state, or local laws are never to be considered in identifying an Employee for reduction or elimination of work. When reductions in force are necessary and multiple Employees perform the same work, the determination will be made on the basis of a comprehensive evaluation of the Employee's work history at the College. Affected Employees will be given at least six (6) weeks written notice prior to the termination of employment unless a longer period of notice is legally required. Please refer to the Reduction In Force Policy for further specific information available at <http://www.skidmore.edu/administration/hr/Policies/RIF.htm>.

In the event that Skidmore College determines to lay off any Employee or a number of Employees, Skidmore College retains full discretion to select which Employee(s) will be laid off. Please see Human Resources for details of this policy.

### **C. EXIT INTERVIEWS**

Before leaving, you may be asked to participate in a voluntary exit interview. This will provide closure to your employment and will allow Skidmore College to ensure that your questions are answered about continuation of benefits and your comments or ideas about improving the College are heard and given consideration.

### **D. REFERENCES**

All reference requests should be directed to Human Resources. No other Supervisor or Employee is authorized or permitted to release references for a current or former Employee.

### **E. RE-EMPLOYMENT**

Skidmore's re-employment policy recognizes the value of prior Skidmore training and experience. Regular full- and part-time Employees who have separated from Skidmore and whose employment was in good standing are eligible for re-employment. If the re-employment occurs

within one year from the date of resignation, the Employee's date of continuous service will be adjusted to include time previously spent in continuous regular employment with Skidmore College. Individuals who are re-employed by Skidmore in full- or part-time positions after having been separated from employment for more than one year will be considered as new Employees subject to all policies and practices. Employees seeking re-employment must make application for announced position openings through Human Resources.

## **VIII. CONCLUSION**

### **IN CLOSING**

Many Skidmore College policies and Employee benefits have been treated only briefly in this Employee Handbook. Skidmore encourages you to make your Supervisor your first resource for any questions or concerns you may have related to your job duties, work assignments, job performance, policies, or practices. If you have any questions or want more information, Human Resources is available to help you with questions or concerns.

### **ACKNOWLEDGMENT AND AGREEMENT**

This is to acknowledge that I have received a copy of the Skidmore College Handbook (via a printed version or CD or web access). I agree to read this information carefully and to comply with the policies and procedures therein and as modified from time to time.

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Employee Name (Printed)

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Employee Signature and Date