

# **Pomona College Staff Handbook**

Published: May 2003  
Revised: September 1, 2011



**RECEIPT AND ACKNOWLEDGMENT OF  
A HANDBOOK FOR THE STAFF OF POMONA COLLEGE**

PLEASE PRINT:

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Name	Department
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I have received a copy of *A Handbook for the Staff of Pomona College*, effective September 1, 2011. I understand that this handbook may also be accessed on-line on the College HR web site. I further understand that this Handbook contains important information about Pomona College’s general personnel policies, practices and procedures and about my privileges and obligations as its employee. I agree to read, and comply with this *Handbook* during my employment at Pomona College. I also understand that this *Handbook* may be amended at any time and that Pomona College may rescind, or add to, any policies, practices, and procedures described in the *Handbook* at any time. Pomona College will advise employees of material changes accordingly within a reasonable time.

I further understand that any policy updates and/or revisions will be communicated by email from Human Resources and posted on the College HR web site.

I understand that this *Handbook* is not an express or implied contract of employment for a specific period of time. This means that the College and I have the right to end our employment relationship at any time with or without notice or cause, unless otherwise prohibited by law. Employment at the College is “at will.”

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Employee’s Signature	Date
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**Employee Copy**



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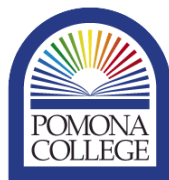
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# INTRODUCTION





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**Greetings from the President of the College**

Dear Colleagues:

Members of the Pomona staff are key contributors to the success of this College. Your dedication and high standards have played a significant role in our reaching a level of recognition as one of the top liberal arts colleges in the United States. Faculty and students rely on you to make our campus a safe, attractive, and comfortable environment where the highest quality teaching and research can be carried out. They frequently comment on your high level of skill and the hard work you put in to make the College work. Visitors also are consistently impressed with the welcoming atmosphere that you convey when they come to our campus.

All parts of the college need to work together in a supportive and collaborative environment for us to maintain and extend our success into the future. Pomona College strives to be a good and responsible employer. This handbook draws together information about staff procedures, benefits, rights, and responsibilities. I hope that you will find it helpful.

I appreciate everything that you do for Pomona College. It is an honor and a pleasure for me to work alongside you.

Yours sincerely,

David Oxtoby



## FOREWORD

The *Pomona College Staff Handbook* is addressed to all members of the administrative and support staff at Pomona College, including employees in the administrative, managerial, professional, secretarial/clerical, technical, paraprofessional, trades and service categories.

It serves as a general guide on employment policies, practices and procedures, as well as a source of information on various aspects of employment at Pomona College.

This *Handbook* is not an express or implied contract of employment between Pomona College and its employees for any particular benefit or for employment for a specific period of time. This means that both you and the College have the right to end the employment relationship at any time with or without notice or cause, unless otherwise prohibited by law.

This *Handbook* is not intended to be an exhaustive list of all staff employment policies, and the College may have policies not reflected in this handbook. The College reserves the right to change or delete any provision described herein at any time. In such an event, the College will inform you accordingly.

The format of this *Handbook* allows for updates on a regular or as-needed basis. When revisions are in order, you will be provided replacement pages for you to insert in the appropriate sections.

You may obtain specific information not found in this handbook from your supervisor or from the Human Resources (HR) Office.

## **ABOUT POMONA COLLEGE**

Pomona College is a coeducational liberal arts college located in Claremont, California, a small college town at the foot of the San Gabriel Mountains. The campus covers 140 acres, including more than 60 buildings.

Considered “most selective” according to admissions evaluations, the College offers instruction in all major fields of the humanities, social sciences, fine arts, and natural sciences, and is strongly committed to the value of a residential educational community. Students come from a variety of geographic, social and ethnic backgrounds. The student-faculty ratio is less than 10:1.

As Founding Member of The Claremont Colleges, Pomona College is part of an incomparable arrangement in American higher education – five autonomous undergraduate colleges and two graduate institutions on adjacent campuses, affiliated to broaden the intellectual, social and cultural resources available to their students. The Colleges jointly support certain central facilities, open their courses to one another’s students, and cooperate in sponsoring special academic and extracurricular programs. The Claremont Colleges arose from Pomona College’s desire to maintain the advantages of a small college while providing opportunities and resources usually found only at universities.

Pomona College was incorporated on October 14, 1887 by a group of East Coast Congregationalists who wanted to establish an independent college “of the New England type” in Southern California. Instruction was begun in September 1888 in a small rented house in the city of Pomona. The following January, an unfinished hotel (now Sumner Hall) in nearby Claremont, together with considerable adjacent land, was given to the College, which relocated there. Although this location was originally regarded as temporary, Claremont became the permanent home of the College. The name “Pomona College” had, however, become so closely identified with the institution that it was retained.

Former presidents of Pomona College include: Cyrus G. Baldwin (1890-1897), Franklin L. Ferguson (1897-1901), George A. Gates (1901-1910), James A. Blaisdell (1910-1928), Charles K. Edmunds (1928-1941), E. Wilson Lyon (1941-1969), John David Alexander (1969-1991) and Peter W. Stanley (1991-2004).

The College is accredited by the Western Association of Schools and Colleges (WASC).

## THE CLAREMONT COLLEGES AND AFFILIATED INSTITUTIONS

More than 2,600 staff members assist the seven campuses in attaining their educational and service goals. An important common purpose is to maintain and improve the collective campus as a unique place in which to learn, teach, and work. Your competence, resourcefulness and commitment in supporting this purpose at Pomona College will be essential in building and maintaining strong institutions.

Each institution at The Claremont Colleges is independent, with its own faculty, staff, student body, administration, and curricular emphasis. The Council of The Claremont Colleges is composed of the presidents of each of the institutions and the chief executive officer of Claremont University Consortium (CUC).

### THE CLAREMONT COLLEGES

***Claremont Graduate University (CGU)***, founded in 1925, offers advanced work in the humanities, fine arts, mathematics, social sciences, education, management, executive management and information science. It is a graduate-only institution, granting masters and doctoral degrees.

***Claremont McKenna College (CMC)***, founded in 1946 as Claremont Men's College, offers the Bachelor of Arts degree in 26 fields, often combined by students in dual majors. Most CMC students choose a major or part of a dual major in economics, government, or international relations. CMC is unique among liberal arts colleges in that it actively supports faculty and student research and publications through nine research institutes.

***Harvey Mudd College (HMC)***, founded in 1955, is a coeducational college of science and engineering. The curriculum is designed to create scientists and engineers with unusual breadth in their technical education and a firm academic grounding in the humanities and social sciences. Engineering students may opt for a fifth-year Master's program.

***Keck Graduate Institute (KGI)***, founded in 1997, offers professional masters degrees in applied life sciences and plans eventually to grant interdisciplinary Ph.D. degrees. Its curriculum interweaves engineering and the life sciences, and emphasizes project-based learning.

***Pitzer College***, founded in 1963, is a coeducational liberal arts college that blends classroom instruction with fieldwork to engage a student's mind, heart and spirit by integrating educational resources on-campus, abroad and in the local community. Pitzer offers a curriculum that spans 40 major fields and focuses on interdisciplinary and intercultural education with an emphasis on social responsibility and community service.

***Pomona College***, founded in 1887, is the Founding Member of the Claremont Colleges. It is an independent, coeducational college offering instruction in all major fields of the arts, humanities, social, and natural sciences. Strongly

committed to the value of a residential educational community, it emphasizes both liberal arts and paraprofessional training, providing students with considerable exposure to a wide range of fields and first-rate preparation for future professions.

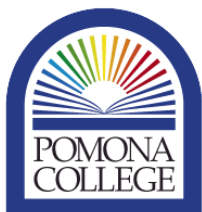
**Scripps College** was founded in 1926 by newspaper publisher and philanthropist Ellen Browning Scripps. The mission of Scripps College is to educate women to develop their intellects and talents through active participation in a community of scholars. Scripps emphasizes a challenging core curriculum, based on interdisciplinary humanistic studies and rigorous training in the disciplines, as the best possible foundation for any goals a woman may pursue.

**Claremont University Consortium (CUC)**, founded in 1925, is the central coordinating body of The Claremont Colleges. Under the supervision of the Council, CUC is responsible for the development and administration of central resources and programs, inter-collegiate organization and coordination, and for the establishment of new colleges and professional schools within the group. For this reason, it is funded by all of the member-institutions.

#### AFFILIATED INSTITUTIONS

**The Claremont School of Theology** traces its history back to 1885 with the founding of the Maclay College of Theology in San Fernando, California, and moved to its present Claremont site in 1957. It is an ecumenical and globally-oriented graduate school of the United Methodist Church, whose mission is to teach and learn within a tradition that stresses the quest for knowledge. In confidence that faith and reason should be inseparable, its goal is educated and faithful leaders equipped to serve God in church, society, and higher education.

**Rancho Santa Ana Botanic Garden**, founded in 1927 and located in Claremont since 1951, offers a graduate program in Botany in cooperation with Claremont Graduate University. The graduate education places its main emphasis on the systematics and evolution of higher plants with an active research focus on native California plants and their conservation. Graduate classes and research work are conducted at the 86-acre Garden facility adjacent to the main campus of The Claremont Colleges.



# EMPLOYMENT



## **EMPLOYMENT AT POMONA COLLEGE**

### **At-Will Employment**

Employment with Pomona College is voluntarily entered into, and you are free to resign at any time, with or without notice or cause. Similarly, the College may terminate the employment relationship at any time, with or without notice or cause, unless prohibited by law. This employment relationship is called “employment at will,” and it cannot be altered or modified except by an express written agreement signed by the employee and the College President. Furthermore, this “at-will” employment relationship cannot be modified by an oral or implied agreement.

### **Non-Discrimination Policy**

Pomona College complies with all applicable state and federal civil rights laws prohibiting discrimination in education and the workplace. This policy of non-discrimination covers admissions, access, and service in Pomona College programs and activities, as well as hiring, promotion, compensation, benefits, and all other terms and conditions of employment at Pomona College. The College offers reasonable accommodations to qualified individuals with physical or mental disabilities to the extent the accommodation will allow them to perform the essential functions of the job and will not create an undue hardship. Further information relating to reasonable accommodations is available from the Human Resources office. If you believe you need reasonable accommodation because of a disability, please speak with the Human Resources Office or your supervisor.

### **Wage and Salary Administration**

*Job Classifications:* Staff positions are classified under the following categories: Executive/Administrative/Managerial, Professional, Clerical, Technical, Crafts/Trades, and Service. Under each classification, positions are arranged by respective levels that designate salary ranges. There is an established procedure for evaluating significant changes in job duties. The fact that a position performs a greater quantity of work will not of itself result in a reclassification to a higher-level salary grade. The primary factors to be considered are the type and difficulty of duties that you perform and the amount of independent judgment, discretion, and level of responsibility that are required in your position. The Assistant Vice President, Human Resources can explain your job title, classification and salary range and the procedure for evaluating job changes.

*Job Descriptions:* It is important to have a copy of your specific job description. Your job description will form the basis for your annual performance appraisals. You and your supervisor should note any changes that may indicate the need for updating your job description. If you do not have a job description, you should develop one with your supervisor and submit a draft to the HR Office for review. A final version, agreed upon by you, your supervisor and the HR Office will be used as the official job description for your position.

*Job Status:* For purposes of determining the applicability of some policies, practices and benefits, employees may be classified by the nature of their positions and the number of hours that they normally are scheduled to work:

*Regular Status* is defined as an authorized benefits-eligible position that has a set or consistent schedule of hours for an indefinite period of time and is funded annually. *Full-time* status is defined as a regular schedule of 40 hours per week. *Part-time* status is defined as a regular schedule of less than 40 hours per week.

*Temporary Status* is defined as a position that may be a full or part-time assignment to fulfill a specific need for a limited period of time normally not to exceed 12 consecutive months.

*On-Call* employees are hired to work intermittently, they do not have a regular, pre-determined work schedule and generally work less than 1,000 hours in an anniversary year. There is no requirement that an occasional or on-call employee be available when called to work. The College makes no promise to provide a specific number, or any, hours of work for occasional or on-call employees.

*Exempt* employees are exempt from the minimum wage and overtime pay requirements of applicable state and federal wage and hour laws.

*Non-exempt* employees are not exempt, but rather are required, under applicable state and federal law, to be paid at least the minimum wage, and to receive premium pay for overtime hours worked.

### **Human Resources (“HR”)**

Pomona College Human Resources (HR) Office serves the staff and faculty as the resident advisor or consultant on human resources management. The HR staff serves as liaison between and among employees and supervisors. You are encouraged to consult HR regarding your employment status, benefits, working conditions and other matters pertaining to your job. The Human Resources Office is located in Alexander Hall, Suite 129. The main extension for HR is 18175.

### **Role as an Employee and Co-Worker**

You have been employed by Pomona College because of the special qualifications you offer in support of the College mission. The staff, one of three major constituencies on campus in addition to faculty and students, provides the support that the College needs to carry out its teaching, research and public/community service functions. In order to be an effective member of the workplace and the College community and to appreciate fully your environment, it is important for you to learn about the College as an educational institution and as an employer.

## **Orientation Sessions**

During your first week on the job, you will be scheduled to attend an orientation session conducted by the HR Office. This meeting will cover employment policies, practices and procedures and will provide information about your employment status and other relevant issues.

Another session will be on benefits, including a description of available insurance plans and a timetable for submission of benefits enrollment forms, to be conducted by a representative from the Benefits Administration Office, a CUC unit that administers certain benefits programs on behalf of the College.

## **Identification (ID) Card**

You will be issued an identification (ID) card that can also be used for library access and privileges. In addition, you can use the card to take advantage of classes offered through the College's Faculty/Staff Fitness/Wellness Program, the College's athletics facilities and to enjoy discounted ticket rates at the College's Seaver Theatre, a showcase for student-faculty productions. The card may also be used in connection with the Claremont Cash program run by the CUC Card Center. You may also use your ID card to purchase meals through Dining Services. You should carry this card with you at all times during your work week, especially if you use your ID card for the abovementioned purposes.

Photo ID cards are issued to eligible employees at no cost when first employed. Lost cards may be replaced at the Office of Campus Life located in Sumner Hall. If you do not have - or lost - a card, please contact the HR Office.

Upon termination of your employment at Pomona College, your ID card will be automatically (electronically) invalidated. You also must surrender it to the HR Office during your exit interview. If you become employed at any of the other member-institutions of The Claremont Colleges, you will be issued a new and different ID card.

## **Performance Evaluation**

Feedback is an essential aspect of the workplace. Supervisors are required to conduct annual written performance appraisals for their employees. As stated in this Handbook's section on "Your Job Description," both employee and supervisor should use the specific job description for the position as a basis for the performance review.

This is a two-way process, wherein both employee and supervisor share their views regarding the position. It is also a session that allows the employee and the supervisor to develop a schedule of tasks or a timetable for improvement, create better ways of dealing with work situations, set career goals, and reaffirm current practices and procedures and plan for the next year. Your supervisor will inform you of your work performance strengths, and offer suggestions for improvement and development of job-related skills. You or your supervisor may request a performance evaluation at any time.

The performance evaluation process can be a very useful tool for both the employee and the supervisor.

### **Employee Records**

Pomona College Human Resources Office maintains a personnel file on each employee (faculty and staff). You are responsible for reporting any changes in name, home or campus address, telephone number, number of dependents, etc., to your HR office. Mail is sent by the College to your most recent address on file, and it is assumed that you are receiving correspondence or materials sent there.

The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. Documents in the personnel file are of a confidential nature. Personnel files are the property of the College, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the College who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Assistant Vice President, Human Resources. With reasonable advance notice, employees may review their own personnel files in the HR offices, in the presence of an individual appointed by the College to maintain the files. An employee may request a copy of any document that he/she has signed relating to obtaining or holding employment.

### **Resolving Problems: Open-Door Policy**

Consistent with its view of the academic environment generally, the College believes in open communication and dialogue as a preferred method of handling any job- or workplace-related concern or complaint you may have. Accordingly, the College has an Open-Door Policy under which your immediate supervisor, director or department chair and the persons listed below are available to discuss work-related concerns. You are encouraged to take advantage of these avenues for discussion and to raise and discuss concerns or complaints as soon as possible after the events that cause them. You are further encouraged to pursue the discussion of your work-related concerns until the matter is fully resolved.

In many circumstances, your immediate supervisor, director or department chair will be the most appropriate person to whom to speak. However, if for any reason you do not wish to discuss the matter with her or him, you should visit **any** of the following persons instead:

- your department chair, if you work in an academic department **or**
- your director, if you work in an administrative office **or**
- the Assistant Vice President, Human Resources (who is also a Grievance Officer) **or**
- the Vice President responsible for your office or department

The College will attempt to keep the discussions, the results of the investigation and the terms of resolution confidential. In the course of investigating and attempting to help resolve matters, however, some discussion with and dissemination of information to others may be necessary or appropriate.

Complaints arising under, or which you believe may arise under, the College's Harassment and Discrimination Policy and Complaint Procedure, should be brought to the attention of one of the College's Grievance Officers in accordance with the procedures of said policy. Or your complaint may be brought directly to the Human Resources Office.

### **Whistleblower Policy**

Pomona College is committed to the highest standards of financial conduct. This policy is designed to enable all of the College's faculty and staff to report concerns about possible financial misconduct, with reassurance that they will be protected from retaliation for acting in good faith. Reports on financial misconduct would address such issues as accounting discrepancies, fraud, accounting misrepresentations, auditing matters, accounting omissions, and misappropriation of grant funds.

All reports of suspected financial misconduct by Pomona College employees shall be made confidentially and directly to the Chair of the Audit Committee of the Board of Trustees, who shall oversee the receipt, retention and resolution of such reports. S/he will work with the Administration and outside advisors to ensure that these reports receive the appropriate attention. Any employee ultimately found to have engaged in financial misconduct is subject to disciplinary action by the College, which may include dismissal as well as prosecution by appropriate law enforcement authorities.

The protection of employees who submit reports of suspected financial misconduct is an important part of this policy, as is maintenance of the confidentiality, objectivity and independence necessary to resolve complaints appropriately. The Chair of the Audit Committee and the Administration share responsibility for maintaining these features of the policy, although, depending on the nature of the discipline and subject to legal requirements, this confidentiality cannot be guaranteed.

It is a violation of this policy to knowingly make fraudulent allegations of financial misconduct with the intent to cause harm to another individual. Those making such allegations are also subject to disciplinary action, up to and including termination.

### **PROCEDURE:**

Since confidentiality is an important part of this policy, the College has contracted with an outside reporting service called MySafeCampus to facilitate the transmission of reports of financial misconduct to the Chair of the Audit Committee of the Board of Trustees. Reports may be made by accessing the website ([www.MySafeCampus.com](http://www.MySafeCampus.com)) or by calling the toll-free number (1-800-716-9007). Both methods are available 24

hours a day, seven days a week. Upon submission, the reporting party is provided with a confidential access number and is asked to generate a personal password that provides access to the status of the report. The reporting party may also send and receive anonymous messages pertaining to his/her report. Responding to any follow-up questions posted on the message board from the Chair of the Audit Committee will expedite an efficient investigation.

When a reporting party makes a report, he or she will be asked to choose among three levels of anonymity: anonymous to both the College and MySafeCampus; anonymous to the College but not to MySafeCampus; or known to both parties. The report should contain as much detailed information about the incident(s) as possible in order to facilitate an efficient and thorough investigation. This detail should include, at a minimum, the names of the parties involved, the location of the incident(s) and the nature of the possible financial misconduct. Once a report is made, it is important for the reporting party to check the status of the report periodically, because if the respondent requires additional information, a message will be posted on the MySafeCampus message board for follow-up by the reporting party. If the additional information is not provided, the investigation may be deemed inconclusive and, therefore, result in no action.

Any questions regarding this policy should be directed to the Special Assistant to the President in his/her capacity as the Secretary of the Board of Trustees for Pomona College.

### **Staff Grievance Procedure**

Pomona College has a staff grievance procedure that addresses violations of policy. If the efforts described in the section on “Resolving Problems: Open-Door Policy” are not successful, you may pursue a grievance in accordance with this procedure. The current staff grievance policy and procedures may be found in a later section of this *Staff Handbook*.

### **Safety in the Workplace**

Pomona College is committed to providing a safe work place and complies with all applicable federal and state safety regulations. In this regard, the College has instituted an Injury and Illness Prevention Program (IIPP). A complete copy is available for your review in the HR Office.

Employees are required to observe safety requirements, and to use the safety equipment as instructed. Each employee is expected to: (1) obey safety and health rules, (2) follow established safe and healthy work practices, (3) exercise caution in all work activities, (4) correct or promptly report unsafe and unhealthy acts and conditions in the workplace, and (5) participate in safety training programs. Employees may be subject to discipline, including termination, for engaging in unsafe work practices or for violating established safety rules. If you observe unsafe actions or conditions, you should report them immediately to your supervisor or to the Human Resources Office.

In keeping with its commitment to providing a safe workplace, the College has a zero-tolerance Policy on Workplace Confrontation and Violence which can be found in Section V of this *Handbook*.

### **Reporting On-the-Job Injuries**

You must report any injury on the job to your supervisor immediately. Treatment, if required, will be provided in accordance with law.

You and your supervisor must each complete a “Report of Occupational Accident” form within 24 hours of the occurrence of the injury. Forms are available from your supervisor, the HR Office and the CUC Disability Administration Office.

### **Emergency/Disaster Preparedness Plan**

Pomona College has an Emergency/Disaster Preparedness Plan in the event of a disaster. You are provided with information about this important program upon your new-hire orientation. In addition, you will be participating in periodic drills and training programs. A description of the College’s Disaster Preparedness Plan may be found on the College’s website at [www.pomona.edu](http://www.pomona.edu).

### **Emergency Notification System**

Tragic events and other incidents from across the country have emphasized the need for colleges to be prepared to communicate rapidly and effectively in the event of an emergency. Pomona College and the other members of the Claremont Colleges Consortium began implementing an emergency notification system called Connect-ED®. The system allows campus leaders to convey time-sensitive information within minutes, through a variety of methods.

Pomona College students, faculty and staff who have a campus or residence hall telephone extension and college email are automatically added to the Connect-ED® service. Having additional cell phones and e-mail addresses on the Connect-ED® service is an option open to all community members. The more means we have to contact individuals, the better the College’s odds are of spreading timely information and keeping everyone safe and informed. Those community members without a telephone extension or College e-mail can also sign up to receive a voice message on their home phone or a cell phone, a text message or they can receive e-mails at a home e-mail address.

**To add your cell phone or home phone number or an additional e-mail address, faculty and staff may submit their information at <http://my.pomona.edu>. Log in and click on the link for Connect ED. You will see a link to a Connect ED form.**

Note: If you are a current Pomona College student, faculty or staff and you cannot log in, please contact anyone at the ITS help desk. If you have any non-technical questions

about the service and how the College intends to use it, then please feel free to contact the project manager, Dean of Campus Life by telephone at 909-607-2239. For more information on the Connect-ED® system, visit <http://www.ntigroup.com>.

### **Termination**

*Resignation.* If at some time you decide to leave your position, you are asked to give your supervisor at least two weeks' written notice in advance as a courtesy, in order to permit proper processing of your final paycheck, the scheduling of an exit interview, and the return of all college property. However, as an at-will employer, the employee may terminate his/her employment with the College at any time with or without notice. At the exit interview with the HR Office, you will have an opportunity to comment on your employment at Pomona College.

*Dismissal.* Pomona College reserves the right to terminate employees at any time for any lawful reason. Action or inaction on your part that may lead to your dismissal includes, but is not limited to: unsatisfactory job performance, negligence, misconduct, excessive absenteeism, tardiness, misconduct, theft, insubordination, violation of confidentiality, sleeping on the job, fighting or other altercations, threatening and/or engaging in violent actions, drug or alcohol intoxication, falsifying records including timecards or violation of rules. Since it is not possible to list all potential unacceptable conduct, the aforementioned list is merely illustrative and not exhaustive.

*Job Abandonment/Constructive Quit.* Employees who fail to report to work for more than three successive days, without notifying their supervisors, are considered to have abandoned their jobs and will be terminated, unless otherwise prohibited by applicable law. This includes employees who do not return from an approved leave.

*Retirement.* The CUC Benefits Administration Office is the primary source of information on retirement plan and benefits eligibility. The College provides basic and supplemental retirement plans that make it possible for eligible employees to accumulate a retirement benefit. The basic retirement plan is a defined contribution plan funded solely by Pomona College. Additional information about plan benefits and eligibility may be obtained from the HR Office or from the CUC Retirement Services Office Manager. If you are eligible, you will be notified when you begin to participate in the basic retirement plan. The supplemental retirement plan allows you to save additional funds for retirement on a tax-deferred basis. If you are retiring, you should make an appointment with the CUC Retirement Services Office at least six months before your retirement date. This meeting will allow you to discuss benefits and distribution options on retirement payments.

### **Pay for Vacation and Personal Days at Termination**

At termination, you will be paid for the vacation days you have earned but have not taken (subject to the vacation accrual cap) at your final rate of pay. The number of days will be calculated based on the vacation schedules in the section on "Vacation Time" in this handbook and the amount of vacation already taken. Unused personal days will be

paid at termination at your final rate of pay. Personal days are defined in the section on "Personal Days" in this handbook.

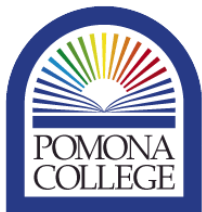
### **Converting Benefits at Termination**

Some benefit programs as an employee may be converted or extended after your employment is terminated. The CUC Benefits Administration Office will mail this information to your last known address, or you may phone extension 73195 for additional information.

### **Unemployment Insurance**

Terminated employees may, under certain conditions, be eligible to receive unemployment compensation payments. Contact the local State Employment Development Department (EDD) and the CUC Unemployment Insurance Administrator at extension 18847.





# **EMPLOYEE BENEFITS**



## **EMPLOYEE BENEFITS PROGRAMS**

Pomona College participates in a comprehensive program of employee benefits as part of The Claremont Colleges. Benefits are generally classified into two types: those required by law (short-term disability, Social Security, Workers' Compensation) and those that the College has chosen to provide for its employees and eligible registered domestic partners and the dependents of employees and registered domestic partners. These voluntary or elective benefits may be modified or terminated at any time in response to legal requirements or financial and organizational necessities. In such an event, the College will inform you accordingly.

### **Benefits Required By Law**

#### **Short-term Disability Insurance (VDI)**

A short-term disability program is administered in accordance with the Unemployment Insurance Code of the State of California. This program may provide partial compensation for wages lost while you are on an approved medical leave of absence. The program does not cover illness or injuries for which you receive Workers' Compensation benefits. For additional information on this benefit, please call the CUC Disability and Unemployment Insurance Office at extension 18847 or 73943.

#### **Social Security (FICA) and Medicare**

The College withholds Social Security taxes from your paycheck as required by the Federal Insurance Contributions Act (FICA).

#### **Workers' Compensation**

The State of California requires that employers provide Workers' Compensation Insurance for work-related injuries or illnesses. Under provisions of the Workers' Compensation Act of the State of California, the College provides insurance -- at no cost to you -- in case of injury, illness, or death caused by your employment. This coverage provides partial payment of your salary as well as medical treatment, rehabilitation, disability and death benefits.

All work-related injuries and illnesses should be reported to your supervisor immediately (or within 24 hours), so that an accident report can be completed. If the injury requires medical attention, your supervisor, your HR Office, or the CUC Disability Administrator will arrange for an appointment with a designated physician. If the injury or illness results in immediate hospitalization, your benefits will begin the first day you are out of work. If you are not hospitalized, there is a 3-day waiting period. To facilitate salary continuation, under most circumstances, your available paid sick time will be coordinated with your Workers' Compensation benefits. If those benefits are exhausted, you may elect to use your available paid vacation time or personal days.

Due to business necessity, it may be necessary for the College to fill some positions on a temporary or regular basis when an employee may be off of work for an extended period of time.

## **Elective Benefits**

As a new employee you must apply for benefits during your “Initial Eligibility Period,” that is, within 30 days of your hire date. If your date of employment is the first of the month, your coverage will become effective on your date of employment. If your date of employment is any date other than the first of the month, your benefits coverage will become effective the first day of the following month.

After your initial eligibility period, your application for enrollment in, and/or changes to your existing coverage will only be accepted during an annual Open Enrollment Period. As an exception to this rule, your application may be accepted under certain circumstances, if you experience a “qualifying life event” such as the birth, adoption, or death of a dependent; marriage; divorce; legal separation; and loss of coverage through a spouse’s employment status. You are responsible for requesting benefits changes due to a significant life event, and must apply within 30 days of such event.

### **Flexible Spending Accounts (FSAs)**

The College offers a Flexible Spending Account (FSA) program which allows you to pay for out of pocket Health Care, Dependent Care and Personally Paid Health Insurance Premiums with pre-tax dollars.

### **Group Dental Insurance**

The College offers two dental plans. An eligible employee may sign up for individual coverage or coverage for dependents, registered domestic partner or eligible children of registered domestic partners. A portion of the dental premium is paid by the employee on a pre-tax basis.

### **Group Health Plans**

While the College is under no obligation to maintain any level of health insurance coverage for its employees, the College offers two health plans to eligible employees. These health programs provide comprehensive medical and hospital benefits to you, your dependents, your registered domestic partner, and eligible dependents of your registered domestic partner. Pomona College shares costs with you by providing employer contributions to the health plan premium. If you choose to participate, your monthly premiums will be deducted from your paycheck in the month prior to the month of coverage on a pre-tax basis, unless you request otherwise.

### **Group Life Insurance**

A one-time base annual earnings, minimum \$20,000 & maximum \$50,000 Term Life Insurance Policy is paid by Pomona College for eligible employees. Additional life insurance may be purchased by employees for themselves and their dependents.

### **Group Vision Plans**

The College offers two levels of vision coverage. An eligible employee may sign up for individual coverage or coverage for dependents, registered domestic partner or eligible children of registered domestic partners. A portion of the vision premium is paid by the employee on a pre-tax basis.

**Personal Accident Insurance (AD&D)**

Otherwise known as “accidental death and dismemberment,” the Personal Accident Insurance Program provides participating employees and their eligible dependents with benefits in the event of death or the loss of a hand, foot or eye caused by an accident anywhere, on or off the job. The premium is paid by the employee through payroll deduction.

**Time Off Benefits****Holidays**

Pomona College observes the following as paid holidays for eligible employees:

- New Year's Day
- Martin Luther King Jr. Day (third Monday in January)
- César Chávez Day (March 31 each year, as declared by the Governor of California; to be observed at Pomona College in accordance with academic calendar; announced on an annual basis and noted on the Pomona College Engagement Calendar)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (4th Thursday in November)
- Friday following Thanksgiving
- Christmas Eve
- Christmas Day

When one of the aforementioned holidays falls on a Saturday, it is observed on the preceding Friday. When the holiday falls on a Sunday, it is observed on the following Monday.

Non-exempt employees who are required to work on any of the holidays listed above will be paid at the rate of 1 1/2 hours for each holiday hour worked. If a non-exempt employee works on such a holiday, he/she will receive holiday pay plus wages at time and one half for the hours worked on the holiday.

**Holiday Replacement for Exempt Staff**

From time to time, usually because of the demands of the academic calendar, some employees may be required to work on a College holiday. If an exempt employee works on such a holiday, he/she will receive a floating holiday to be used within 30 days following the holiday, subject to approval in advance by the employee's supervisor.

**Personal Time**

Personal time is granted to employees who may wish to use benefit time for personal reasons other than sick or vacation. Personal time may be used for, but not limited to religious observance, parent/teacher conferences, doctor's appointments, or any other reason that an employee deems personal in nature. To use personal time, employees must request advance approval from their supervisors.

Regular full-time employees are eligible to accrue two paid personal days (16 hours) in each fiscal year. The personal days are prorated for regular part-time employees who work at least an average of 20 hours per week. Personal time benefits are calculated on the basis of a “benefit year,” the twelve-month period that begins when the employee starts to earn personal time benefits. Personal time benefits accrue at the Full Time Equivalent (FTE) that an employee works. For example, an employee who works 75% time, accumulates personal time benefits at 75%. Personal time benefits only accumulate during periods of a paid leave. Personal time benefits do not accrue during an unpaid absence.

Personal time benefits may be used in half-hour increments for non-exempt staff and in half-day increments for exempt staff. Personal time will be calculated based on the employee’s base pay rate at the time of absence and will not include any special forms of compensation. Personal time will not be counted as hours worked for the purposes of determining overtime.

Effective July 1, 2010, employees will accrue 2 days or 16 hours of personal time per year to a maximum accrual of 3 days or 24 hours.

Upon termination of employment, employees will be paid for unused personal time that has accrued through the last day of employment.

### **School Closure**

The College will close during the winter break from December 26<sup>th</sup> through December 31<sup>st</sup>. The days between the Christmas holiday and New Year’s Day holiday will be treated as school closure days and not as holidays. Non-exempt employees who are required to work on any of the school closure days will be paid at his/her regular rate for each straight-time hour worked. If a non-exempt employee works on a school closure day, he/she will receive straight time pay for the school closure day and straight time pay for the hours worked. If the employee does work more than 8 hours in a day or more than 40 hours in that work week, overtime provisions as provided by state and federal law will be observed.

### **Sick Leave Benefits**

The College provides paid sick leave benefits to all regular full-time or part-time employees working at least 20 hours per week for periods of temporary absence due to illness or injury. Regular employees who work 20 or more regularly-scheduled hours per week earn paid sick time on a daily basis, beginning on date of hire.

Eligible employees will accumulate sick leave benefits at the rate of 12 days per year (one day for every full month of service). Sick leave benefits are calculated on the basis of a “benefit year,” the twelve-month period that begins when the employee starts to earn sick leave benefits. Sick leave benefits accumulate at the Full Time Equivalent (FTE) that an employee works. For example, an employee who works 75% time, accumulates sick leave benefits at 75%. Sick leave benefits only accumulate during periods of a paid leave. Sick leave benefits do not accumulate during an unpaid absence.

Sick leave benefits may be used in half-hour increments for non-exempt staff and in half-day increments for exempt staff. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a spouse, registered domestic partner, child, parent, or other persons living in your immediate household.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. Your direct supervisor must also be contacted on each additional day of absence. Before returning to work from an extended sick leave absence, employees may be required to provide a physician's verification that the employee may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation. As an additional condition of eligibility for sick leave benefits, an employee on an extended absence may apply for any other available compensation and benefits, such as workers' compensation or disability. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from disability insurance or workers' compensation. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Employees may also use accumulated sick time (maximum of 12 days during a 12-month cycle) to attend to an ill spouse, registered domestic partner, child, parent, or other persons living in your immediate household or as otherwise permitted by law. This does not extend any leave to which an employee may be entitled under FMLA/CFRA, PDL or any other leave entitlement.

Unused sick leave benefits will be allowed to accumulate until the employee has accumulated a total cap of 960 hours or 120 calendar days. Thereafter, employees will not accumulate additional sick leave except to the extent accumulated sick leave is taken. If the employee's benefits reach this maximum, further accumulation of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Upon termination of employment, employees will not be paid for unused sick time that has been earned.

### **Supplemental Emergency Staff Sick Leave**

This policy is designed to provide additional sick leave to eligible members of the staff who have exhausted their sick-day accumulation as a result of extended, chronic or intermittent serious illnesses requiring a medical or disability leave.

### **Summer Early Release**

Pomona College observes a summer early release program for regular, **full time** staff generally beginning the Monday following Commencement in May for a period of 12-work weeks.

Regular, full-time staff may reduce the 8-hour workday to 7½ hours, and continue to receive pay for the equivalent of 8 hours. Please be aware that should a supervisor, at anytime during the summer early release time program require a full-time staff member to work 8 hours on a regular business day, the entire 8 hours will be paid at regular pay. The summer office hours will be 8:00 a.m. - 4:30 p.m., with a one hour unpaid break for lunch.

Summer release time is not vacation time, or any other type of leave time. It cannot be accrued or banked for later use and/or paid out at a later date. The 30 minutes of release time is an occasional payment that the College makes to qualifying employees during the summer recess and does not constitute pay for hours worked. Summer Early Release time is not available on a day when an employee is not regularly scheduled to work.

It is important to remember that time/attendance records for hourly non-exempt staff must always record the actual hours worked and the ½ hour as early summer release. If the employee works beyond 7.5 hours, then the employee may be given early release up to but not to exceed a full 8 hours in a day. If the employee works a full 8 hour day, early release is not available.

Vacation time earned during this period will accrue at the same rate as if the College was working a five-day, 40-hour work week. One day of vacation will count as eight (8) hours accrued or used during the summer early release program.

The College will observe Memorial Day and Fourth of July as paid holidays for eligible staff. Should circumstances require a non-exempt staff member to work on any of these holidays, the employee will be paid 1½ hours for each hour worked on the holiday, in addition to the holiday pay to which they are entitled.

### **Vacation Benefits**

Pomona College recognizes the importance of a regular vacation for employees for rest, relaxation, and personal pursuits. Regular employees who work 20 or more regularly-scheduled hours per week earn paid vacation time on a daily basis, beginning on date of hire. If a vacation period includes a paid holiday, that holiday will not be counted as a vacation day.

Vacation benefits are calculated on the basis of a “benefit year,” the twelve-month period that begins when the employee starts to earn vacation benefits. Vacation benefits accrue at the Full Time Equivalent (FTE) that an employee works. For example, an employee who works 75% time, accumulates vacation benefits at 75%. Vacation benefits only accumulate during periods of a paid leave. Vacation benefits do not accrue during an unpaid absence

The following chart shows the monthly vacation accrual rates for regular full-time employees. Regular part-time employees who work an average of at least 20 hours per week or more earn vacation at pro-rated rates.

<u>Vacation Accrual Rates for Regular Status Full Time Employees</u>	
1st through 12th month of continuous employment:	6.67 hours per month (10 days per year, capped at 15 days or 120 hours)
13th through 24th month of continuous employment:	8.00 hours per month (12 days per year, capped at 18 days or 144 hours)
25th through 36th month of continuous employment:	12.00 hours per month (18 days per year, capped at 27 days or 216 hours)
37 <sup>th</sup> month and after:	14.67 hours per month (22 days per year, capped at 33 days or 264 hours)

The “vacation accrual cap,” that is, the maximum number of vacation days that regular-status, full-time employees may accrue, is 33 days or 264 hours. Vacation accruals and the vacation accrual cap is pro-rated for eligible part-time employees. Once an employee’s accrual reaches the vacation accrual cap, further vacation accrual ceases until vacation time is used and the available time has been reduced to an amount below the vacation accrual cap.

Paid vacation time may be used in half-hour increments for non-exempt staff and in half-day increments for exempt staff. To take vacation, employees must request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Your supervisor has the discretion as to establish how much advance notice is needed to grant vacation time. Supervisors may properly deny a vacation request if you do not provide enough advance notice or if scheduling problems exist.

Vacation time off is paid at the employee’s base pay rate at the time of vacation and will not include any special forms of compensation.

Upon termination of employment, employees will be paid for accrued but unused vacation time through the last day of employment.

## **Other Benefits**

### **Automobile and Home Insurance**

Group programs for automobile, homeowners, and renters insurance are available to full-time and part-time regular status faculty and staff through the A+ Auto & Home Insurance. Premiums are fully paid by the employee, and may be made through payroll deduction. Eligible employees may obtain information from the CUC Benefits Administration Office at extension 73195.

### **Child Care**

Pomona College, in cooperation with the Early Childhood Center of the Claremont United Church of Christ, sponsors a child care program for dependents of faculty and

staff between the ages of 6 months and five years. The program provides for guaranteed priority-access, holiday and drop-in care. In addition, a child care subsidy program is also available via the Flexible Spending Account (FSA) program. Additional information is available from the HR Office.

### **Credit Union**

Regular status faculty and staff members are eligible to join First City Credit Union. The Credit Union offers insured savings accounts as well as personal loans to eligible members. There is a membership fee, and you must open a share (savings) account to become a member. The Credit Union can arrange payroll deduction for loan payments and savings deposits. For further information call the Credit Union at 1-800-944-2200. *(Please note that the Credit Union is not affiliated with Pomona College.)*

### **Employee Assistance Program (EAP)**

The EAP provides psychological counseling and referral for employees and their dependents through a network of psychiatrists, psychologists, and certified family counselors. This benefit is paid fully by the College. In addition, EAP sessions (such as team-building, conflict resolution, dealing with addictive behavior and others) have been incorporated in College quality-of-work-life programs.

### **Long-term Disability Insurance (LTD)**

Eligible employees are those who are actively employed in regular positions at 30 hours or more per week. This coverage provides a monthly benefit (after approval by the insurance company) if you are limited from performing the material and substantial duties of your regular occupation after 180 consecutive days of disability.

### **Registered Domestic Partners**

The College provides certain benefits to eligible registered domestic partners of faculty and staff and their dependent children, including tuition assistance and library and athletic privileges.

### **Travel Accident Insurance**

Eligible employees are covered for accidental death or dismemberment while traveling on college-authorized business. The premium is paid by the College.

### **Undergraduate Tuition Aid**

Pomona College offers a plan of undergraduate tuition aid to its regular, benefits-based employees, their spouses, registered domestic partners and eligible dependent children who do not have a Bachelor's degree. Such aid is restricted to undergraduate study in any four-year accredited baccalaureate-granting institution in the United States or any two-year accredited institution in the United States that grants an Associate's degree counting as progress toward a baccalaureate degree.

Undergraduate tuition aid for an eligible full-time employee is a maximum of 100% of the tuition only for a half-time academic load per term. Regular, benefits-based employees working less than 100% FTE are eligible for pro-rated tuition aid.

Undergraduate tuition aid for an eligible spouse, registered domestic partner and/or dependent child(ren) is a maximum of 50% of the tuition only per term, not to exceed 50% of Pomona College tuition. Regular, benefits-based employees working less than 100% FTE are eligible for pro-rated tuition aid for their eligible spouse, registered domestic partner and/or dependent child(ren). A dependent child is entitled to a maximum of 50% of the tuition, even when more than one parent is employed by the College. An eligible employee may not receive a combination of tuition aid as an employee and a dependent.

All eligible employees have a waiting period of twelve (12) months of employment before tuition aid may be granted. Aid is available for eight (8) full semesters or twelve (12) full quarters of study or an equivalent combination of terms (semesters, quarters and summer sessions). Eligibility for dependent children ceases at the end of the term during which the age of 25 is reached.

Application for benefits under this policy must be made PRIOR to the term of attendance. Forms may be obtained from the Human Resources Office, Alexander Hall 129, and should be returned to the Human Resources Office for review and approval.

#### **Graduate Tuition Aid for Staff**

Pomona College offers a plan of graduate tuition aid intended to enable eligible staff to obtain a relevant masters-level degree in order to enhance job performance at the College. This plan, which is not open to employees holding a faculty appointment, covers a portion of the tuition of staff that are enrolled in pre-approved graduate programs relevant to their employment at the College. Such aid is restricted to graduate programs in any accredited graduate institution in the United States. Additionally, graduate tuition aid is available only for master's level programs (i.e. MA, MS, MBA, MFA) and not doctoral programs (i.e. Ph.D., Ed.D., J.D.)

To be eligible, staff must have worked for the College continuously in a regular, benefits-based position for at least 12 months, submit a request to their immediate supervisor for endorsement of a graduate degree program, and receive approval from the Vice President to whom they report. Graduate tuition aid for eligible staff is a maximum of 50% of the graduate institution's tuition only for a half-time academic load per term. Regular, benefits-based staff working less than 100% FTE are eligible for pro-rated graduate tuition aid.

If he/she agrees with the request, the staff member's immediate supervisor will endorse the eligible employee's request and transmit it to the appropriate Vice President for review and approval. If the Vice President approves, he/she will so indicate on the request, and transmit the request to the President for approval and to the Human Resources Office for processing.

This plan is administered in accordance with tax law in effect during the time the employee is enrolled.

Once accepted and enrolled by the accredited institution, the staff member will inform the Human Resources Office in writing of the total number of credits/units necessary to satisfy graduation requirements.

Application for benefits under this policy must be made and approved PRIOR to the term of attendance. Once written approval is obtained, please consult the Human Resources Office, Alexander Hall 129, extension 18175.

## **Moving Policy**

Pomona College provides moving assistance for certain prospective members of the faculty and administration. "Moving" is defined as the transport of a new employee and her/his household and personal effects from point of origin to place of residence in Southern California.

*Who is Eligible.* Moving allowances will be included in the offer of employment for nationally-recruited positions.

*Funding.* Each Vice President will be required to transfer the appropriate budget for each eligible administrator to a moving account monitored by the Business Office. Salary savings available from the vacancy being filled will normally provide the necessary funding.

*Allowance Based on Distance and Size of Household.* The amount of a moving allowance will be determined by the number of miles from point of origin to place of residence in Southern California and the number of individuals in the household. The minimum number of miles for purposes of moving is 50 miles, in accordance with IRS guidelines.

*Accounting for Expenses.* Upon request, the moving allowance may be given in advance of the move. Original receipts have to be submitted to the Staff Accountant within 30 days of completion of the move. Unexpended portions of the moving allowance must be returned to the College during the same period of time. Qualified moving expenses incurred prior to receiving the moving allowance will be reimbursed upon presentation of original receipts.

*Qualified Moving Expenses.* The moving allowance is a benefit that enables a new employee to supplement a personal or family relocation budget. The College follows the moving expenses guidelines published by the IRS and recognizes only the following expenses as a non-taxable benefit:

- reasonable travel expenses (gas, oil, toll, airfare) using the shortest and most direct route available by conventional transportation
- reasonable lodging between point of origin and Claremont (excluding side trips in transit)
- personal packing
- moving van or truck

Exceptions to this policy may be made by the President of the College, recognizing that any exception will have to be fully taxable to the employee.





# LEAVES OF ABSENCE



## LEAVES OF ABSENCE

### Family and Medical Leave

#### Leaves in accordance with the Federal Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA)

*The terms of FMLA and CFRA leave are extremely complex. If you anticipate that you require such a leave, you are advised to contact the Human Resources Office for specific information that pertains to your own situation. This handbook provides you with general information only.*

The FMLA and CFRA allow for a maximum of 12 weeks of unpaid leave in a 12-month period, measured backward from the date an employee takes leave, for: (1) care of a spouse, registered domestic partner (CFRA only), child, or parent with a serious health condition; (2) birth or adoption of a child, or placement of a foster child; or (3) for the employee's own serious health condition.

In order to be eligible for FMLA and/or CFRA, a regular employee must have completed at least 12 months of employment and must have provided at least 1,250 hours of service during the 12 months preceding commencement of the leave. The College requires that any leave that meets FMLA/CFRA criteria be counted toward the employee's 12-week leave entitlement.

FMLA/CFRA is unpaid. However, the employee is required to use his/her accumulated paid sick time while on FMLA/CFRA for the employee's own serious health condition. Use of sick leave is optional, not required, during periods the employee is receiving any kind of income replacement benefits, such as workers' compensation, disability or Paid Family Leave benefits. Use of sick leave is optional during periods the employee is also receiving workers' compensation benefits. Use of accrued vacation and paid personal days during FMLA/CFRA is optional.

Using paid leave will not extend the maximum amount of leave available. When paid leave is exhausted, the remaining leave is unpaid. (For permissible use of paid time during FMLA/CFRA leave for reasons other than an employee's own serious health condition, see section below.)

If the need for a leave is foreseeable, the employee must provide 30 days' written notice of the need for the leave. If the need for a leave is not foreseeable, or if it is otherwise not possible to provide 30 days' notice, notice must be provided as soon as practicable. In no event shall the employee provide less than one or two days of notice, unless otherwise permitted by applicable law.

### Medical Certification

In order to be granted FMLA and/or CFRA leave, the employee must provide medical certification from her/his health care provider to the CUC Disability Office and Human Resources.

If the leave is needed to care for an ill family member, the medical certification must contain the following information: (1) date of commencement of the serious health condition; (2) probable duration of the condition; (3) estimated amount of time the employee will be needed to provide care; and (4) that the serious health condition warrants the participation of a family member to provide care.

If the leave is needed for the employee's own serious health condition, the medical certification must contain the following information: (1) date of commencement of the serious health condition; (2) probable duration of the condition; and (3) that the employee is unable to perform the function of his/her position because of the serious health condition or must be absent from work for medical treatment.

Failure to provide timely and complete medical certification may result in delay or denial of a family/medical leave. If the leave is due to the employee's own illness, Pomona College may require the employee to obtain a second medical certification from a health care provider selected by the College. In the event the first and second opinions differ, the College may require the employee to obtain a third medical certification from a mutually-agreed upon health care provider. The third opinion will be binding on the employee and on the College. The second and third medical opinions, if required by the College, will be at the College's expense.

### Reinstatement upon Return from FMLA and CFRA Leave

An employee who is on approved FMLA and/or CFRA leave is expected to return to work upon medical release by her/his health care provider, whether or not the periods of time permitted under FMLA and/or CFRA have expired.

Prior to returning to work, the employee must provide the CUC Disability Office and Human Resources with a signed note from her/his medical provider indicating that the employee is cleared to return to work. An employee who does not so return with such note will be considered to have voluntarily resigned and will be terminated from employment, unless otherwise prohibited by applicable law.

Subject to applicable exceptions, an employee who returns from an approved FMLA and/or CFRA leave on or before the expiration of the period of time required by law, will be restored to the same or equivalent position. If, however, due to administrative reasons, the same or equivalent position ceased to exist during the employee's leave, and, had the employee not taken the leave, the employee would not otherwise have been employed at the time reinstatement is requested, the College may not be required to reinstate the employee. In certain circumstances, the College may deny reinstatement to a "key employee" who is among the highest paid 10 percent of the

salaried employees working for the College within 75 miles of the employee's worksite, if necessary to prevent substantial and grievous economic injury. Employees will be given notice of their status as a "key employee" at the time their leave commences or as soon thereafter as is practicable.

In addition, an employee is considered to have voluntarily resigned if:

- The employee does not return to work on the next regularly scheduled workday after the end of the approved leave period;
- The employee does not return to his or her original position or an equivalent one as soon as he or she is able;

#### Benefits during FMLA and/or CFRA Leave

Pomona College will continue the employee's health benefits coverage while the employee is on family/medical leave under the same terms and conditions as was provided while the employee was working. The employee is responsible for the same premiums for her/his health benefits coverage as if he/she were at work. If the employee is on an unpaid leave of absence, or is receiving insufficient pay while on leave, she/he will need to make arrangements with the CUC Benefits Administration Office to pay for his/her portion of the premium within the first five days of each month. Failure to make timely payments may result in termination of coverage.

If the employee fails to return from the leave, or returns to work for less than 30 days, the College may recover from the employee the premiums it paid for maintaining health benefits coverage during the leave period.

#### FMLA/CFRA Leave and Short-term Disability

Where applicable, FMLA/CFRA leave is considered to run concurrently with short-term disability periods (CFRA leave does not run concurrently with those short-term disability periods that qualify for Pregnancy Disability Leave, as discussed below). Available paid sick (where applicable), vacation and/or personal time may be coordinated with Short-Term Disability (VDI benefits) to approximate regular wages.

#### FMLA/CFRA Leave and Workers' Compensation Disability

FMLA/CFRA leave is considered to run concurrently with Workers' Compensation disability periods. Available paid sick, vacation and/or personal time may be coordinated with Workers' Compensation benefits to approximate regular wages.

#### FMLA/CFRA Leave for Reasons Other Than Employee's Own Serious Health Condition

When an FMLA/CFRA leave is taken for the birth or adoption of a child, placement of a foster child, or care of a child, spouse, registered domestic partner (CFRA only) or

parent with a serious health condition, the employee has the option of using accrued vacation and paid personal days. In addition, the employee may use up to 12 days of accumulated paid sick time each fiscal year for the care of an ill spouse, registered domestic partner, child or parent. The maximum is 12 days of allowed Sick time during a 12-month cycles, and not during a fiscal year.

### Military Family Leave

Two types of military family leave are available to FMLA-eligible employees related to a family member's military service.

- FMLA-eligible employees may take a "Military Exigency Leave" to deal with a "qualifying exigency" related to or affected by the active military duty or call to active military duty of the employee's spouse, child or parent. For additional information on what constitutes a "qualifying exigency" please see the Human Resources Office. The maximum period of leave is up to 12 weeks in a 12-month period, offset by any family care or medical leave taken in that period.
- FMLA-eligible employees may take a "Military Caregiver Leave" to care for a spouse, son, daughter, parent or next of kin who is a member of the Armed Forces, National Guard, or military reserves and who is undergoing medical treatment, recuperation or therapy, is in outpatient status, or on the temporary disability retired list, for a serious illness or injury incurred in the line of duty while on active duty. The maximum period of leave is up to 26 weeks of leave in a 12-month period. Military Caregiver Leave is generally a one-time entitlement, and has a special 12-month leave period which begins on the first day the employee takes Military Caregiver Leave. Additional Military Caregiver Leave is available, however, if the military family member sustains a later injury or illness or for the injury or illness of a different military family member.
- When both spouses work for the College, they are limited to a combined total of 26 weeks for Military Caregiver Leave.

In addition, all eligible employees (including employees who are not necessarily FMLA-eligible), are entitled to "Leave for Military Spouses," which is described in the policy below.

Employees on a Military Family Leave must use accrued vacation time and/or paid personal days during the period of leave. In addition, the employee may use up to 12 days of accumulated paid sick time each calendar year for the care of an ill spouse, registered domestic partner, child or parent. Use of vacation, paid personal days, and/or sick leave is optional, not required, during periods the employee is receiving any kind of income replacement benefits, such as workers' compensation, disability or PFL benefits.

The maximum is 12 days of allowed Sick time during a 12-month cycles, and not during a fiscal year. An employee may not use any supplemental time while on PFL.

## **Military Leave**

Pomona College grants military leave to eligible staff members in accordance with applicable state and federal laws. The College complies with the requirements of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), as well as applicable state law, which protects the rights and benefits of employees called to active duty in a uniformed service.

## **Leave For Military Spouses and Registered Domestic Partners**

Eligible employees may take up to 10 days of unpaid leave during the period the employee's spouse or registered domestic partner is home on leave from deployment during a period of military conflict.

Eligibility requirements for this type of leave are as follows:

- The employee must work an average of at least 20 or more hours per week;
- The employee's spouse or registered domestic partner must (a) be a member of the U.S. Armed Forces, National Guard or military reserves who has been deployed during a period of military conflict (as defined in California Military Code section 395.10), and (b) if a member of the U.S. Armed Forces, must have been deployed to an area designated as a combat theater or combat zone by the President of the United States.

An employee wishing to take this kind of leave must give the College advance notice of the leave, within two business days of receiving notice that the spouse or registered domestic partner will be on leave from deployment. The employee must also submit written documentation of the dates that the spouse or registered domestic partner will be on leave from military deployment.

## **Organ and Bone Marrow Donor Leave**

Pursuant to the Michelle Maykin Memorial Donation Protection Act, employees may take paid leave for up to 30 days for the purpose of organ donation and up to five days for bone marrow donation. To do so, the employee must provide written verification to Human Resources that he or she is an organ or bone marrow donor and that there is a medical necessity for the organ or bone marrow donation. The leave will not be considered a break in continuous service for purposes of the employee's rights to salary adjustments, sick leave, vacation, annual leave or seniority. Leave taken for the purposes of donating bone marrow or an organ may run concurrently with leave under the FMLA but not with leave under CFRA.

## **Paid Family Leave (PFL)**

Employees who suffer a wage loss in order to care for an ill family member or for the birth or adoption of a new child may qualify for PFL. The terms of PFL are complex. If

you anticipate that you require this benefit, you are advised to contact the Human Resources Office for specific information that pertains to your own situation. This *Handbook* provides you with general information only.

PFL provides partial wage replacement for up to six weeks for an employee who takes time off to care for an ill child, spouse, registered domestic partner, or for the birth, adoption, or placement for foster care of a child.

PFL does not guarantee job retention or reinstatement. However, if you are eligible for leave under the FMLA, the CFRA or the PDL, your job may be protected. You must apply separately for a leave of absence under our FMLA/CFRA Leave, PDL, and/or Leave of Absence for Personal Reasons policies.

### **Pregnancy Disability Leave (PDL)**

In accordance with federal and California law, female employees may be eligible for unpaid pregnancy disability leave while disabled due to pregnancy, childbirth or related medical conditions. A female employee is disabled by pregnancy if, in the opinion of her health care provider, she is unable because of pregnancy, childbirth or a related medical condition to perform one or more of the essential functions of her job, or to perform those functions without undue risk to herself, the successful completion of her pregnancy, or to other persons. The duration of a PDL will be determined by a physician, but is not to exceed the maximum of four months allowed by law. In addition, an employee may be eligible under CFRA for a birth-bonding leave after the birth of a child, up to a maximum of 12 weeks. PDL does not count against an eligible employee's CFRA leave entitlement.

Employees must provide at least 30 days' advance notice before the PDL is to begin if the need for the leave is foreseeable. If the need for a PDL is not foreseeable, employees must give notice as soon as practicable. Employees who are disabled due to pregnancy may request an accommodation which may include, but not be limited to, a transfer to a less strenuous position provided that: (1) the employee requests the accommodation or transfer; (2) the accommodation or transfer is medically necessary; and (3) the College can reasonably grant the accommodation or transfer request.

An employee who requests a PDL must provide the CUC Disability Office and Human Resources a medical certification from her attending physician. The certification must include the first date of disability and the estimated duration of the disability. This certification must also contain a statement that the disability renders the employee unable to perform one or more of the essential functions of the position. A physician's statement that the employee is able to return to work at the end of the leave is required to be provided to the CUC Disability Office and Human Resources. The College reserves the right to require the employee to be examined, at the College's expense, by a physician of its choice to verify the disability or the release. Failure to return to work at the end of any combination of PDL/CFRA, on the next regularly scheduled workday, will be considered a voluntary resignation of employment, unless otherwise permitted by

applicable law. Additionally, an employee will also be considered to have voluntarily resigned if she accepts other employment during a PDL.

During the PDL, available sick time must be used. The use of vacation and/or personal time is at the option of the employee. Use of vacation, paid personal days, and/or sick leave is optional, not required, during periods the employee is receiving any kind of income replacement benefits, such as workers' compensation or disability benefits.

Pomona College will continue the employee's health benefits coverage while the employee is on PDL under the same terms and conditions as was provided while the employee was working. The employee is responsible for the same premiums for her/his health benefits coverage as if he/she were at work. If the employee is on an unpaid leave of absence, or is receiving insufficient pay while on leave, she will need to make arrangements with the CUC Benefits Administration Office to pay for her portion of the premium within the first five days of each month. Failure to make timely payments may result in termination of health benefits coverage.

To the extent required by applicable law, the College will reinstate an employee returning from a PDL that did not exceed her approved leave period, or four months, whichever is shorter, to the same position or to a comparable position, subject to applicable exceptions.

### **Supplemental Emergency Sick Leave for Staff**

The supplemental emergency sick leave policy for staff is designed to provide additional sick leave to eligible members of the staff who have exhausted their sick-day accumulation as a result of extended, chronic or intermittent serious illnesses requiring a medical or disability leave.

Specifically, any benefit-based member of the staff employed for at least 12 continuous months is eligible to apply for supplemental emergency sick leave, if the following conditions are met: (1) must have used up all of his/her own available earned sick days, as a result of extended, chronic or intermittent serious illnesses requiring a medical or disability leave, and (2) must be on medical or disability leave according to a physician or health care provider.

Procedure: The policy is administered by the Human Resources Office. An eligible staff member in need of supplemental sick leave should submit a request to HR, including supporting documentation of the need. If the request is approved, based on the policy criteria, the College will make up the difference between the employee's daily short-term disability benefit and his/her daily rate of pay for up to 12 days per request, with a total not to exceed 24 days in the course of employment at Pomona. An employee must exhaust all available benefit time (vacation, personal, and sick) before the granting of Supplemental Emergency Sick Leave.

### **Leave for Victims of Domestic Violence or Sexual Assault**

The Labor Code extends the right to a leave of absence, as well as protection against retaliation, to victims of domestic violence and/or victims of sexual assault for the following purposes: attending court hearings, seeking medical, legal or psychological assistance, or for otherwise protecting their own or their child's health, safety, or welfare. Accrued sick leave, if applicable, and vacation may be used for such absences. The maximum length of unpaid leave an employee may take under this policy is limited to 12 weeks, offset by any FMLA or CFRA leave taken in the same 12-month period.

Employees who seek to take time off for these reasons must give the College reasonable notice. However, if an unscheduled or emergency court appearance is required for the health, safety or welfare of the victim or his/her child, the employee need not provide advance notice, but in this situation we require employees to provide evidence from the court or the prosecuting attorney that he/she has appeared in court. The College will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

Because domestic violence and assault may find its way into the workplace, we encourage any employee who has safety concerns to alert the College. This will assist us in maintaining a safe workplace. Please see the College's Workplace Confrontation/Violence Policy for more information.

### **Victims of a Serious Crime**

The Labor Code also allows an employee who is the victim of a serious crime, an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim to take time off from work in order to attend judicial proceedings related to that crime. Advance notice is required, unless this is not feasible. The College also requires documentation concerning the judicial proceedings. The time off is unpaid, but employees may elect to use their accrued vacation, personal time, or sick time for such absences. The College will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

### **Leave of Absence for Personal Reasons (LOA)**

Leaves of absence (LOA) for personal reasons may be granted, at the sole discretion of Pomona College, for such purposes as career development, public service, special family needs, or medical reasons. In some cases, it is possible to grant a leave and to hold the position open for the employee's return. In other cases, it is not possible to hold the position open. There is no guarantee that the employee will be returned to her/his former position. It is important that the supervisor and employee discuss a request for personal leave and that it is clearly understood whether or not the position will be held open for the employee's return. Each request is considered on its own merit and must meet the following conditions:

- An employee must be on regular status and must have completed at least one year of continuous service.
- The request for leave must be approved by the employee's supervisor and the Assistant Vice President, Human Resources. Consideration will be given to the employee's reason for requesting the leave and the effect of the employee's absence on the operation of the department and/or College.
- The maximum duration of a personal leave is one year. Leaves of absence for a period longer than 30 days normally are granted only to employees who have completed at least two years of continuous service.
- A leave of absence will not be granted to an employee who has accepted employment elsewhere. If an employee on leave accepts employment elsewhere or engages in self-employment, the leave will be ended immediately and employment terminated.
- Failure to return to work at the end of a leave will be considered a voluntary resignation of employment.
- An employee will be considered to have voluntarily resigned if he/she accepts other employment during a Leave of Absence for Personal Reasons that is not due to a medical condition.

### **Bereavement Leave**

Regular full-time and part-time employees may be excused for up to three days with pay, following the death of an immediate family member. Immediate family members are defined as child, including grandchild or stepchild; current spouse or registered domestic partner and his/her child; parent, including grandparent, step-parent or in-law; brother or sister, including step-brother and step-sister or in-law; or any other person living in your immediate household.

Bereavement leave is used to attend funeral or memorial services and/or to attend to matters related to the death of one of the aforementioned family members (e.g., insurance, estate, housing, etc.). Whenever possible, arrangement for such an absence should be made in advance with your supervisor. You may be required to furnish satisfactory evidence to support the bereavement leave.

### **Family-School Leave**

Under the Family-School Partnership Act, any employee who is a parent, guardian or grandparent with custody of a child in kindergarten or grades 1 to 12 is legally entitled to take up to 40 hours off each school year to participate in activities of the child's school. The employee may not take more than eight hours off in any calendar month of the school year. In addition, an employee is required to (1) give the employer reasonable notice of any such planned absence and (2) use vacation or personal days for this purpose. An employee may take time off without pay if all vacation or personal days have been exhausted.

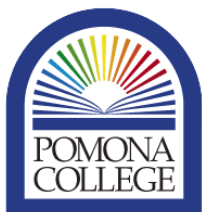
### **Jury Duty or Appearance as Witness**

Pomona College provides employees with time off to serve, as required by law, on a jury or grand jury or as a witness. In addition, it is the policy of Pomona College to grant to regular employees paid leave for up to ten (10) days of actual jury or witness service.

Any jury duty that extends beyond 10 days will be unpaid. No deductions will be made for partial workweek absence due to jury duty from the salary of exempt employees who have exhausted their paid leave or who are ineligible for paid leave. Upon receipt of a proposed juror questionnaire or witness subpoena, notify your immediate supervisor that you are required to report for jury duty. During your jury or witness service, you will continue to accrue those benefits (such as vacation and sick time), if any, to which you were entitled before your jury or witness leave began. In addition, during the jury or witness leave, the College will continue to make those benefit contributions, if any, that it was making on your behalf before your leave began. Employees placed "on call" by the Court during jury or witness service must return to work while "on call."

### **Voting Leave**

Employees who are eligible to vote in state and federal elections (of voting age and registered to vote) are encouraged to exercise their voting privileges. In accordance with Section 14350 of the California Election Code, employees who do not have sufficient time to vote outside their working hours, will be allowed to take up to two hours off, with pay, for this purpose. In order to receive time off for voting, the employee must notify the supervisor of the need to be off, two days prior to the day of election, and present proof of voter registration. Unless otherwise agreed, this time must be taken at the beginning or end of the shift, whichever will minimize the disruption. Proof of having voted may be required by the supervisor or the Human Resources Office.



# **TIME-KEEPING, ATTENDANCE, AND PAYROLL**



## **Attendance and Absence Policy**

Attendance is a key factor in your job performance. Pomona College expects you to report to work regularly as scheduled, and to be on time, in accordance with the standards defined by your supervisor. Excessive absences, unauthorized absences, tardiness, or leaving early without authorization is not acceptable. This may lead to disciplinary action, up to and including termination. "Excessive" is defined by your supervisor as frequent and disruptive to the College, department, coworkers, or clients/customers, unless absences are otherwise excused by applicable law or Pomona College policy.

Any time you have to be absent, may be arriving late, or wish to leave work early, you must notify your supervisor in advance. If this is not possible you must notify your supervisor as soon as you are able. It is also your responsibility to notify your supervisor each day that you will be absent, unless you have provided an off-work notice from your medical provider for the entire period that you are absent. A statement from your health care provider, stating the expected duration of the absence may be required for verification of any medical-related absence regardless of length of time or duration of the absence. Please refer to the "Leaves of Absence" section for information regarding health care providers' statements for verification of medical absences, including those under FMLA/CFRA. Failure to inform your supervisor may result in disciplinary action, up to and including termination of employment.

If you fail to report to work without any notification to your supervisor for a period of more than three days, you will be considered to have abandoned your job, and your employment will be terminated accordingly.

## **Breaks/Rest/Meal Periods**

Non-exempt employees are provided a 10-minute break period for each 4-hour work period or major fraction thereof. Break periods are considered employer-paid time. Break periods may not be combined, added to a meal period, or taken at the end of the day. Employees who find that the work is preventing them from taking a rest break they desire to take must notify their supervisor so that arrangements can be made. Unless the employee provides this notification, the College will assume the employee is taking or voluntarily foregoing the rest breaks to which the employee is entitled.

Meal periods of at least 30 minutes are provided for each employee and must begin not more than five hours after the beginning of her/his shift. Employees are required to take their meal periods and non-exempt employees are also required to record the beginning and end of each meal period. Meal periods are unpaid. Because of the nature of the College's operations and activities, it is not always possible to adhere to regularly scheduled lunch and break periods.

**Taking a 30 minute duty-free meal period is mandatory for non-exempt employees.** Employees who fail to comply with this policy will be subject to disciplinary action. No penalty applies to exempt employees who miss his/her meal period.

## **Overtime**

When operating requirements or other needs cannot be met during regular working hours, non-exempt employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's **prior** authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour requirements. Overtime pay is based on actual hours worked. Time off for sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of calculating overtime.

Failure to work scheduled overtime or working overtime without prior authorization from your supervisor may result in disciplinary action, up to and including possible termination of employment.

## **Workweek Schedule**

At Pomona College, the established workweek for payroll purposes is from Sunday, 12:01 a.m. through Saturday midnight.

## **Salary Adjustments**

Salaries are normally reviewed annually and generally revised every fiscal year. The wage-and-salary structure is maintained by the Human Resources Department at the College. Salary rates are normally based on market surveys of local and national employers. Salary adjustments or increases are usually made effective July 1, the beginning of the fiscal year, if approved by the College Board of Trustees.

## **Paychecks and Payroll Schedules**

Paychecks are normally delivered to you at your campus location. Non-exempt employees are paid on a bi-weekly basis and exempt employees on the 26<sup>th</sup> of the month. In the event that your pay date occurs during a weekend or a holiday, your paycheck will be issued on the last weekday preceding such weekend or holiday. Monthly and bi-weekly schedules are available from the Payroll Office.

## **Direct Deposit**

Your paycheck may be deposited electronically to your banking facility on your payroll date. To take advantage of this convenience, simply complete the appropriate request form available at both the HR and Payroll offices.

## **Payroll Deductions**

The College makes the deductions from your paycheck as required by law. These include deductions for FICA (Social Security and Medicare), VDI (Short-Term Disability), and withholding for federal and state income taxes. In addition, you also may authorize other voluntary deductions, such as health or dental insurance premium(s). Your paycheck stub itemizes all deductions and provides information regarding your earnings to date.

## **W-4 and W-2 Forms**

In order to change the federal and state withholding exemptions that you claim, you must complete a new W-4 or DE4 form. By law, your W-2 statement for tax purposes has to be mailed to you by the College no later than January 31 each year. These forms and additional information are available from the Payroll Office. Questions about your W-4 and W-2 forms should be addressed to the Payroll Office.

## **Salary Advances**

Requests for salary payments in advance of any normal pay period may be granted only on an emergency basis and after an employee has exhausted all other options or available recourse. "Emergency" is defined for this purpose as an unforeseen event involving medical and life or safety situations beyond an employee's control. **Salary advances will be granted no more than twice in any fiscal year.**

To request a salary advance, an employee should submit a memorandum to her/his supervisor, indicating the nature of the emergency and the requested salary advance amount. Under no circumstances should the requested amount exceed the employee's next regular net paycheck amount. The supervisor may confirm the employee's next regular net paycheck amount with the Payroll Office. (For faculty members, the supervisor is the Dean of the College.)

If the supervisor agrees that a salary advance is warranted, based on the definition of "emergency" above, he/she should send the employee's memorandum to the Human Resources Office recommending approval and explaining the reasons for the recommendation. Salary Advances are not given on vacation time.

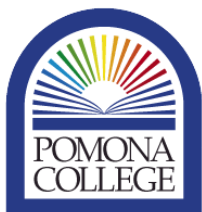
The Assistant Vice President, Human Resources, in consultation with the Assistant Vice President & Associate Treasurer, will review the recommendation and approve or disapprove the request, based on the criteria contained in the first paragraph of these guidelines.

If approved, the Assistant Vice President, Human Resources will notify the supervisor, and the employee will be asked to complete a "Request for Salary Advance" and submit it to the HR Department. If not approved, the Assistant Vice President, Human Resources will notify the supervisor and explain the reason(s) why.

If approved, the HR Department will forward the "Request for Salary Advance" to the Payroll Department.

The employee will pick up the salary-advance check in person from the Business Office upon being notified that the check is available (usually within two to three days of the submission of the "Request for Salary Advance" to the Payroll Office).

In order to make an exception to these procedures, permission must be obtained from the President of the College.



# **EMPLOYEE CONDUCT AND DISCIPLINARY ACTION**



## **EMPLOYEE CONDUCT AND DISCIPLINARY ACTION**

### **Code of Ethics**

As a member of the staff, you are expected to perform your work not only as stated in your job description, but in accordance with the highest ethical standards as well. Conduct in the workplace that is illegal and behavior that compromises your position, department and the College will be subject to censure and/or disciplinary action up to and including termination. Accordingly, the entire College campus is considered your workplace. Any conduct anywhere on campus whether on duty or off duty is subject to this Code of Ethics.

In addition, you have an obligation to report to your supervisor or any officer of the administration any situation that may be illegal or detrimental to the interests of the College, or any form of behavior that threatens the principles for which the College stands or undermines the attainment of its mission.

### **Confidentiality and Proprietary Information**

All employees have a continuing responsibility to protect the College's confidential and proprietary information, during and after their employment with the College. Such confidential information includes, for example, trade secrets and inventions, financial data, employee and student information, or any other proprietary information acquired through employment with the College. This information is critical to our mission and should be kept strictly confidential. It is not to be discussed outside the College, except as necessary in the normal course of business and cannot be used except for the benefit of the College.

[As a condition of employment, employees are required to acknowledge this obligation by signing a "Proprietary Information and Inventions Agreement" covering proprietary and confidential information, trade secrets and inventions.]

Care should be taken to protect confidential information from disclosure. It should be marked "confidential," kept out of sight, and stored in locked cabinets or drawers when not in use. Any proprietary information not in use should be shredded.

### **Conflict of Interest**

It is the policy of Pomona College that its employees refrain from any activity or association that runs counter to the interest or well-being of the College. This policy prohibits employees from using the following, among others, for the purposes of personal gain: College time, campus resources, campus services, and classified, privileged or confidential information acquired in the course of work. If you are also employed elsewhere or have business interests that may create a conflict of interest with your employment at the College, discuss the matter with your supervisor or the Assistant Vice President, Human Resources.

An employee who knowingly engages in any of the above listed or similar activities may be subject to disciplinary action, up to and including termination of employment.

### **Copyright**

Federal law forbids the reproduction of printed materials protected by copyright. You are required to present proof of authorization from a publisher if you intend to reproduce copyrighted material for distribution. Duplicating Services personnel are not permitted to accept unauthorized copying jobs. It is important to note that stiff penalties are assessed by federal authorities.

Federal copyright law also protects computer software.

### **Dress Code and Grooming Standards**

It is important to Pomona College that its employees project a professional attitude and appearance. Accordingly, your dress and demeanor should reflect the College's high institutional standards. The College expects you to use good sense in dressing for work and to present yourself professionally at all times.

The College provides required uniforms and mandated personal protection equipment.

In consideration for fellow employees with health problems, the use of liberal doses of fragrance (perfume, hair spray, after-shave lotion and the like) is discouraged in the workplace. Some of your colleagues react to these in the same way that you or others do to bee stings, cut grass, paints, disinfectants, and other chemical substances.

If you have questions regarding appropriate attire, please talk to your immediate supervisor or the Assistant Vice President, Human Resources.

### **Drug-free Workplace (Substance Abuse Policy)**

In compliance with federal law, Pomona College maintains a drug-free workplace policy. Employees, as well as those who perform work for the College but are not employees (e.g., independent contractors, temporary agency personnel, authorized volunteers) are prohibited from unlawfully manufacturing, distributing, selling, offering to sell, dispensing, possessing, purchasing or using illegal or controlled substances on the premises of the College, at any time either during work hours or non-work hours, including meal and break periods. The entire College campus is considered the workplace.

Furthermore, the College does not condone abusive or inappropriate use of alcohol, including incidence of drunkenness or any level of intoxication during normal work hours. Employees, contract workers and authorized volunteers are expected to report to work with faculties unimpaired by alcohol or illegal or controlled substances. Employees who violate this policy will be subject to discipline, up to and including

termination of employment, termination of project, contract or any other form of agreement, and debarment from campus. Those who are not terminated from employment will be offered the voluntary option of enrolling in a rehabilitation program.

Employees are subject to “probable/reasonable cause” drug/alcohol testing. This means that employees who, in the opinion of their supervisors, exhibit behavioral or physical effects of drug or alcohol intoxication during working hours may be asked to undergo drug and/or alcohol testing.

Any questions regarding this policy should be directed to your supervisor or the Assistant Vice President, Human Resources. Information about support groups and rehabilitation programs is also available from the Assistant Vice President, Human Resources on a confidential basis.

An Employee Assistance Program (EAP) is available at no cost to all benefits-eligible employees. This employee benefit includes, among other features, counseling sessions on alcohol and drug dependency for adults, adolescents and children at no cost. The system is accessed by calling a toll-free number (1-800-998-8448). A clinical coordinator evaluates the problem and offers a choice of providers. All records are treated confidentially. Additional information is available from your HR Office.

### **No-Smoking Policy**

Smoking is prohibited in all administrative and academic buildings. This policy has been created in recognition of the harmful effects of smoking, including “second-hand” smoke and in accordance with applicable state and local law.

### **Authorized Driver Program**

Your driving record will be reviewed in compliance with Risk Insurance requirements, if you are expected to drive a College vehicle in the course of your employment. You will not be allowed to operate a College vehicle until a satisfactory record is confirmed through the Department of Motor Vehicles (DMV). Once authorized, you will be covered by the College’s insurance when driving a College vehicle on official business.

You must meet the following criteria to be authorized to operate vehicles owned by Pomona College: (1) current/valid U.S. driver's license; (2) no more than a total of three (3) moving violations and/or at-fault accidents in the last three (3) years; (3) no citations for reckless driving or driving under the influence of alcohol or drugs in the past three (3) years; and (4) no drivers under 21 years of age with a combined total of more than two (2) moving violations or at-fault accidents in the past three (3) years.

Under the College’s Rideshare program, carpoolers are guaranteed a ride home in the event of an emergency (e.g., carpool driver’s vehicle is disabled; carpool driver has to leave on an emergency, thus “stranding” carpool passengers, etc.). When a College vehicle is released for this purpose, an “authorized driver” is still required.

## **Electric Cart Usage**

The following policy shall be in force for all electric carts owned by or operated at Pomona College. It is the responsibility of the office controlling the cart to ensure compliance with this policy. Employees who violate any portion of this policy may be subject to disciplinary action including termination of employment.

College employees are the only persons authorized to drive carts. College employees are defined as those on a regular payroll of the College, including student employees. All drivers must possess a current/valid driver's license. A current/valid driver's license must be in the possession of the driver of the cart at all times while driving. The office controlling the cart will obtain a copy of the driver's license and have it on file prior to issuing keys to the cart. Keys to all carts and padlocks will be kept in a secure place, in the department controlling the cart. (Please note: authorized cart drivers are not necessarily authorized to drive other College motor vehicles.)

At the time of hire, the office controlling the cart will give training to all employees who will be driving carts. The training will include information about the specific vehicle they will drive, how to secure the cart, etc. and employees will be required to drive the cart as practice. As part of this training, each employee will be given a copy of this policy.

All electric carts must be driven in conformance with all applicable state laws and College policies. Electric carts that are licensed with the Department of Motor vehicles shall be operated on the roadway and adhere to all rules of the road, similar to passenger and commercial vehicles. Always use caution when operating any College owned vehicle on campus and city streets.

Use of cell phones while driving is prohibited. Employees may not talk on the phone, text, or internet surf on electronic devices while operating an electric cart.

**Licensed carts:** Electric carts with California license plates shall travel in the regular traffic lane in the appropriate direction as other vehicles. Carts may pull close to the curb when driving to allow fast moving vehicles to pass. If a bicyclist is in the bike lane, the electric vehicle shall move into the regular traffic lane and pass the cyclist safely. Electric vehicles shall not operate on public sidewalks, except when crossing the sidewalk is necessary to enter a driveway.

**Unlicensed carts:** Electric Carts without California license plates are not allowed west of College Avenue and are prohibited from operating on public streets or public sidewalks.

**Exceptions for unlicensed carts:** Leaving the Physical Plant's west driveway, across 1<sup>st</sup> Street and entering College property at Amherst and crossing 6<sup>th</sup> Street at College Way.

Carts should not be driven or parked on turf or other landscaped areas.

Any employee who is under the influence of or who is impaired in any way by alcohol or illegal or controlled substances may not drive a cart. Violation of this “zero tolerance” policy shall be grounds for immediate termination of employment.

The maximum number of occupants for an electric cart is the number of seats provided by the manufacturer. In a licensed cart, the driver and all passengers must be properly restrained by a safety belt when traveling on city streets.

When operating an electric cart at night, headlights are mandatory.

No cart owned by Pomona College may be used to transport an intoxicated person. If such a transport is requested, the intoxicated person should be walked home with either an RA (Resident Advisor) or Campus Safety Officer. Campus Safety may also be asked to provide a car for transport of the intoxicated person.

Any accident involving the cart, any cart damage, property damage or any cart malfunction must be reported to the cart operator’s supervisor immediately, but no later than 24 hours from the occurrence of the incident.

### **Pomona College Property**

All Pomona College property located on campus or otherwise assigned to an employee, including, but not limited to, offices, desks, desk drawers, file cabinets, closets, lockers, voice-mail, e-mail, computers, computer disks and disk drives, and network space belongs solely to Pomona College and should be used and treated accordingly. Employees should not rely on or have any expectation of privacy in connection with such property, and employees are discouraged from bringing personal and/or valuable items to work. College supervisors are entitled to access College property on an as-needed basis, with or without an employee’s prior knowledge or approval.

### **Appropriate Use of Campus Computing and Network Resources**

An overall guiding mission of The Claremont Colleges is education in an environment where the free exchange of ideas is encouraged and protected. The Claremont Colleges make available computing and network facilities (CNF) resources for use by the Colleges’ students, faculty and staff. These services are provided for educational purposes and to carry out the legitimate business of the Colleges.

The Colleges and members of the college communities are expected to observe Federal, State and local laws that govern computer and telecommunications use, as well as the Colleges’ regulations and policies.

Computing and network facilities resources users are required to use these resources within the Colleges’ standards of conduct. Individuals with expert knowledge of information systems or who make extensive use of these facilities, or with a position of trust regarding these facilities will be held accountable to a higher standard.

Responsible, considerate, and ethical behavior expected by the Colleges extends to use of computing and network facilities resources, and networks throughout the world to which electronic access is been provided.

The full policy on Appropriate Use is available on the ITS website.

### **Immigration Reform and Control Act (IRCA) of 1986**

As a result of the Federal Immigration Reform and Control Act of 1986, any offer of employment is contingent upon satisfactory proof of a prospective employee's identity and legal authorization to remain and work in the United States. Pomona College is required to complete the appropriate documentation on file and to coordinate the record-keeping requirements under the regulations.

If you are not a citizen of the United States, but have permission to work in this country, it is your responsibility to report any changes in your visa status to the Human Resources Office, including extension of employment authorization after expiration. If the required document has expired and is not extended, the College will be compelled to terminate your employment, in compliance with the law.

### **Workplace Confrontation/Violence Policy**

Pomona College is committed to providing a safe and healthful work environment for its campus community. This policy specifically addresses issues of violence, hostility, intimidation, and the like, that may occur in the workplace. As such, any act or omission of actions that results in actual violence, threats of violence, hostility, or intimidation of others on campus is prohibited. Employees engaging in such acts will be subject to immediate disciplinary action up to and including termination, and may also be subject to civil or criminal penalties as prescribed by law.

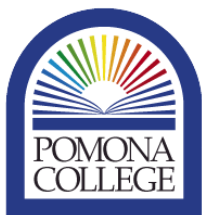
Employees who believe they have been subjected to, witnesses of, or have first-hand knowledge of actions involving violent, hostile or intimidating acts that have occurred on campus, or have substantial reason to believe that such actions may occur, are encouraged to immediately report such information to the Assistant Vice President, Human Resources. In the case of an imminent threat, employees are asked to notify Campus Safety immediately at extension 72000.

For purposes of this policy, violent, hostile and intimidating behavior includes, but is not limited to:

- The actual or implied threat of harm to an individual, or group of individuals;
- The possession of weapons of any kind, on College property, or the brandishing of any object that may reasonably be construed as a weapon (excludes law enforcement officers acting under color of authority);
- Angry or disruptive behavior that is not consistent with the Pomona College environment conducive to work and study;

- Acts of retaliation;
- Malicious or intentional disregard for the physical safety or well-being of others;
- The willful destruction of College property or personal property belonging to another as a means of expressing anger or intimidation; and
- The commission of a felony or misdemeanor on Pomona College property, or during a College-sponsored event for which the College is responsible, regardless of location, or any other conduct that a reasonable person would perceive as hostile, intimidating or constituting a threat of violence.





# **EMPLOYEE COMPLAINT AND GRIEVANCE PROCEDURE**



**POMONA COLLEGE HARASSMENT AND DISCRIMINATION POLICY**  
**AND COMPLAINT PROCEDURE**

(As adopted by the Board of Trustees on 7 October 2000 and revised on 14 December 2005  
and 10 October 2009)

**I. Statement of Policy**

Pomona College seeks to maintain an environment of mutual respect among all members of its community. All forms of harassment and discrimination on the basis of sex, gender identity and expression, religion, creed, color, race, national or ethnic origin, ancestry, sexual orientation, physical or mental disability, age, marital status, or any other basis described in Pomona College's Nondiscrimination Policy or otherwise prohibited by state or federal law destroy the foundation for such respect and violate the sense of community vital to the College's educational enterprise.

This policy strictly prohibits discrimination against, or the harassment of, any individual at the College or at official College activities occurring away from campus, including but not limited to all individuals regularly or temporarily employed, studying, or with an official capacity at Pomona College (such as Trustees, guest lecturers, volunteers, and contractors). Persons violating this policy will be subject to disciplinary action up to and including discharge from employment or expulsion from the College.

It is the responsibility of all faculty, staff and students at the College to ensure compliance with this policy. Accordingly, faculty, staff or students who believe they are being harassed or discriminated against, have observed harassment of, or discrimination against, another person at the College in violation of this policy, or believe such conduct has occurred, should immediately report the incident following the complaint reporting procedures below.

Because harassment and discrimination can also constitute violations of federal and state law (Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and/or Section 12940 of the State of California Government Code), any individual who feels that she or he has been subjected to harassment or discrimination may, in addition to notifying the College by using the complaint reporting procedures below, file a complaint with the appropriate state or federal agencies. Such complaints may be filed with the California Department of Fair Employment and Housing (DFEH) or the comparable federal agency, the Equal Employment Opportunity Commission (EEOC). Complaints may also be filed with the federal government's Office of Civil Rights (OCR).

**II. Retaliation and Intentional False Charges Are Prohibited**

Retaliation against a person who reports, complains about, or participates in the investigation of harassment or discrimination is prohibited and is a violation of this policy. To protect against such behavior, any individual fearing retaliation may work with the Grievance Officer to devise some measure of protection. For a student fearing retaliation from a faculty member, this might include allowing a late course drop without penalty; or an agreement with the student's advisor or department chair to review the student's grading pattern for consistency in the class under question; or some similar

action. For a staff member this might include the temporary altering of work responsibilities or place, reporting to a different supervisor, or some similar action. Making a knowingly false charge of harassment or discrimination against anyone is also prohibited and is a violation of this policy.

### **III. Confidentiality**

All investigations will, to the extent possible, be conducted confidentially consistent with the College's policy to be prompt and thorough. To protect all parties involved in an alleged harassment case, it is essential that confidentiality be maintained by the persons involved and any witnesses. The breaching of confidentiality is prohibited and is a violation of this policy.

### **IV. Discrimination and Harassment Defined**

**A.** Discrimination is the denial of opportunity to, or adverse action against, a person because of that person's sex, gender identity and expression, religion, creed, color, race, national or ethnic origin, ancestry, sexual orientation, physical or mental disability, age, marital status, or any other basis described in Pomona College's Nondiscrimination Policy or otherwise prohibited by state or federal law. Actions or policies that provide unequal opportunity in education or employment or adversely affect the terms and conditions of a person's employment or education at the College, and which are motivated or based, in whole or part, upon any of the foregoing categories, can constitute discrimination in violation of this policy. For example, a faculty member who subjects a student to a stricter grading standard than others due to the student's race would violate this policy.

**B.** Harassment can take many forms, and it needs to be emphasized that harassment can be, and often is, nonphysical, including verbal or visual conduct such as words, pictures, gestures, and other forms of expression. To count as harassment under this policy, such conduct must: a) be based upon one or more of the categories mentioned above,

b) be offensive to the individual complaining of harassment and offensive to a reasonable person, and c) be so persistent, repetitive, pervasive or severe that it has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, abusive or hostile educational, employment or living environment at the College. Harassment may also occur when submission to conduct described above is made either explicitly or implicitly a term or condition of an individual's employment, education, living environment at the college, or participation in a college activity.

For important limitations and the necessity of understanding conduct in context see Section V below, **Harassment, Discrimination and Free Speech**.

**C.** Sexual harassment, like other forms of harassment, clearly endangers an atmosphere of civility and respect and is not tolerated at Pomona College. In addition to the types of conduct summarized above, sexual harassment can include unwelcome conduct such as sexual advances, unwanted touching, and conversation containing sexual comments.

The College's definition of sexual harassment is based on the definition formulated by the federal Equal Employment Opportunity Commission, as follows:

Sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, living environment at the College, or participation in a College activity; **or**
- (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; **or**
- (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance by creating an intimidating, abusive or hostile educational, employment, or living environment at the College.

In addition, in order to constitute sexual harassment, the conduct must be offensive to the individual complaining of harassment and offensive to a reasonable person of the same gender.

#### **V. Harassment, Discrimination and Free Speech**

As an educational institution, Pomona College is committed to the principle of free expression and the exploration of ideas in an atmosphere of civility and mutual respect. Thus, in keeping with the principles of academic freedom, there can be no forbidden ideas.

Pomona College also recognizes that the educational process can often be disturbing and unsettling, particularly when one's current ideas or values are being challenged. This means that the learning, working, and living environments might not always be comfortable for all members of the college community. The College does not proscribe speech simply because it is offensive, even gravely so. In determining whether an act constitutes discrimination or harassment, the context must be carefully reviewed and full consideration must be given to protection of individual rights, freedom of speech, and academic freedom.

#### **VI. Harassment and Discrimination Complaint and Resolution Procedures**

The surest prevention of harassment and discrimination is the clear understanding among all members of the community that such behavior both will not be tolerated and will be reported as soon as feasibly possible. Any faculty member, staff member, or student believing that she or he has experienced or observed harassment or discrimination in violation of this policy, or who believes such conduct has occurred, should promptly follow these complaint procedures:

- 1) In cases of harassment, approach the harasser and ask him/her to stop. If you are unable to approach the harasser or are unsuccessful in doing so, make a complaint to one of the College's Grievance Officers per step two.

- 2) Complaints of harassment or discrimination should be made to any one of the following four Grievance Officers: the Office of the Dean of the College, Associate Dean Katherine Hagedorn (ext. 18518); the Office of Human Resources, Brenda Rushforth (ext. 18175); the Office of the Dean of Students, Marcelle Holmes (ext. 72147); or the Office of the Dean of Campus Life, Dean Ric Townes (ext. 72239), who are designated by the College as the Harassment and Discrimination Grievance Officers to receive complaints of harassment or discrimination in violation of this policy. The offices of the first three Officers are located at Alexander Hall, and the office of the fourth Officer is located at Sumner 122.

Complaints may be made in person to the Grievance Officer or in a written statement that identifies the complainant, and should be made as soon as reasonably possible after occurrence of the events in question.

#### **A. Response of the Grievance Officer to Complaints**

The Grievance Officer will take appropriate action in response to every complaint. Upon receipt of a complaint, the Grievance Officer will attempt to consult first with the complainant (who is always considered to be the person against whom violations of this policy have allegedly occurred, even if a third party reports a complaint). The Grievance Officer may, after attempting to confer with the complainant, determine that the conduct complained about clearly does not constitute harassment or discrimination and so inform the complainant. The Grievance Officer may also, in determining that the conduct does not constitute harassment or discrimination, decide that, if left unchecked, it could develop into harassment or discrimination, and therefore speak with the person engaging in this conduct and/or take other steps to prevent such harassment or discrimination from occurring. This action will be taken in recognition of the fact that an effective harassment and discrimination policy involves taking every opportunity available to educate those who may not realize that certain conduct could constitute harassment or discrimination if left unchecked.

#### **B. Investigation**

Every complaint will be investigated promptly and thoroughly, including any alleged instances of retaliation, intentional false charges, or breaches of confidentiality. In conducting an investigation, the Grievance Officer will be sensitive to the possibility of retaliation by the respondent as the result of the initiation of an investigation. The Grievance Officer may, at his or her discretion, appoint an outside neutral investigator to assist the Grievance Officer and conduct the investigation.

As part of the investigation process, the Grievance Officer may ask, but not require, the complainant (who is always considered to be the person against whom a violation of this policy has allegedly occurred, even if a third party actually reported the complaint) to submit a signed, written statement concerning the allegations. This statement should contain all relevant details, such as the names of the people involved, the names of any witnesses, and the times and locations of the alleged harassing behavior. The Grievance Officer may also, at his or her discretion, prepare a written summary of the charges. If a written statement or summary (or both) is prepared, the Grievance Officer

will furnish a copy to the respondent, who will normally have one week (or a longer or shorter time if circumstances warrant) from the date the notification of charges is sent in which to respond, either orally or in writing. Any documents generated during this process must be kept confidential by the parties involved and not shared with witnesses or persons not involved in the matter. The foregoing documents and/or response are not a required component or precondition of an investigation, and there will be no adverse consequence for anyone who declines to submit a complaint or response in writing.

### **C. Informal Resolution**

If, after the Grievance Officer completes an investigation, both parties agree to attempt an informal resolution of a charge of harassment or discrimination, and if the Grievance Officer determines that such an informal process is appropriate under the facts and circumstances of the case, one or more of the following, or similar, methods may be utilized:

- (a) a meeting of the Grievance Officer, the complainant, and the respondent; and/or
- (b) a meeting between the Grievance Officer and the respondent; and/or
- (c) a recommendation of training courses or seminars for either principal; and/or
- (d) referral of the case to a mediator who has both legal and personnel relations experience. The mediator will discuss the issues with both principals and seek appropriate actions by the principals involved to reach an acceptable resolution.

This informal procedure is intended to resolve actual or perceived instances of harassment and discrimination through agreement and mutual understanding between the parties involved without the need for more formal action by the College. Accordingly, at the conclusion of an informal procedure which results in the parties and the Grievance Officer agreeing the charge has been successfully resolved, each party will be asked to sign an acknowledgment that the informal procedure was performed with her or his agreement and resulted in a resolution of the charge that was satisfactory to her or him. The details of any conditions agreed to by either party (e.g. counseling, the avoidance of a particular behavior) may be included in this agreement. Signing the acknowledgment form is the final step in the informal resolution process and is entirely voluntary on the part of each party. There will be no adverse consequences for anyone who declines to participate in the informal resolution procedure or who participates in an informal resolution procedure and then subsequently declines to sign the acknowledgment of resolution. If either party declines to sign the acknowledgment, the informal procedure will be deemed unsuccessful.

This informal procedure normally will not exceed four weeks, although in some cases mediation may take longer. The signed acknowledgment will be kept in the confidential files of the Grievance Officer who conducted the investigation and informal resolution.

### **D. Formal Resolution**

In cases where, after investigation, the Grievance Officer determines that there are no material issues or factual disputes (e.g., where the allegations do not constitute a violation of the policy or where the respondent admits the allegations), then the Grievance Officer will prepare a final report and, if a violation of this policy is found,

submit the report in the form of a recommendation to the Vice Presidents (Vice President for Academic Affairs and Dean of the College, the Vice President and Dean of Students, and the Vice President and Treasurer of the College) for further action without the need for a hearing.

In all cases where informal resolution attempts are not made or have failed, and where there are material issues and/or factual/credibility disputes to resolve, the Grievance Officer will set the charge for a formal hearing. If the Grievance Officer has not done so already, the complainant will be asked, but not required, to submit a signed, written statement concerning the allegations. In the event the complainant refuses to submit a statement, or if the statement submitted is not sufficient, the Grievance Officer shall prepare one summarizing the charge. This statement should contain the relevant available details, such as the names of the people involved, the names of any witnesses, the times and locations of the alleged misconduct, and a summary of the alleged misconduct. If not done already, the Grievance Officer will furnish a copy of the charge to the respondent, who will have two weeks in which to submit a written response if he or she chooses, a copy of which will be given to the complainant. These documents must be kept confidential by the parties involved and not shared with witnesses or persons not involved in the matter. There will be no adverse consequences for anyone who declines to submit a complaint or response in writing.

The procedure for formal resolution will normally be completed within three months of receipt of the complainant's written statement by the Grievance Officer or the composition of a written statement by the Grievance Officer in the absence of a written statement by the complainant, although the process may sometimes take longer.

The Grievance Officer will refer the written complaint and the response, if any, to a panel of the Harassment and Discrimination Grievance Committee (the "panel") and will notify the President that a formal hearing has been initiated. The submission of these documents to the Committee panel constitutes the opening of the formal procedure. The Harassment and Discrimination Grievance Committee will select six members to form a hearing panel in the manner described in Section IX below. Selection will normally be made within one week of receiving the response (or expiration of the two-week response period) or sooner if the response is already on file. The panel will be chaired by the Grievance Officer. The complainant and respondent will be informed of the composition of the panel and have the right to one peremptory challenge each. The complainant and respondent may also indicate at this point if they think any members of the panel have a conflict of interest. The panel will make the final determination as to whether or not such a conflict of interest exists, and may consult with the Grievance Officer in making its determination. Individuals removed from the panel as a result of these challenges will be replaced according to the procedures outlined in Section IX below.

Normally, within one week of their selection, the members of the Committee panel will meet to discuss the complaint and the response. The Committee panel will proceed as quickly as possible to conduct a prompt, thorough, and unbiased hearing. It will invite the complainant and respondent to appear before it, and will hear and question

witnesses, if there are any. The complainant and respondent may be present at the hearing if they choose. The panel will conduct its own inquiry, receiving whatever information it deems necessary to assist it in reaching a determination as to the merits of the charge, including information obtained by the Grievance Officer during the initial investigation. The panel may also rely upon the investigation conducted by the Grievance Officer. Both parties may provide, for the panel's consideration, the names of any witnesses they suggest be called. If the panel determines that "new" evidence has been presented during the hearing, the panel will, at the request of the complainant or respondent, adjourn the hearing for a period that the panel deems appropriate to enable the party to respond to such evidence. Evidence is considered "new" only if the panel believes the evidence is relevant and important and could not with a reasonable effort have been discovered earlier by the party. The panel will base its determination whether behavior constitutes discrimination or harassment under the policy on the evidence presented.

The hearings will be closed, except to the principals, and the attendance of lawyers will not be permitted. Each principal may have an academic advisor from within the College (approved by the panel) at the hearing. The advisor may consult with the party but may not address the hearing panel. Once the hearings have ended and the process of deliberation has begun, meetings of the Committee panel will be closed to all but panel members. The Grievance Officer shall be present for and may participate in the hearing but shall not be present for the panel's deliberation. All proceedings will be confidential and will not be discussed outside the Committee panel or hearing process. The parties and any witnesses and advisors must keep the hearing proceedings strictly confidential.

Decisions of the Committee panel will be by majority vote and limited to the issue of whether, in the panel's judgment, a violation of this policy has occurred. The Grievance Officer shall not vote except in cases of a tie or when the panel is otherwise unable to reach a conclusion. As soon as a decision on the case is reached, it will be summarized in writing in the form of a recommendation to the Vice Presidents. The form and content of the panel's written decision, which shall contain factual findings and a written summary of the basis for the conclusion, shall be agreed upon and signed by all panel members. A confidential copy of the Committee panel's report will be given to the complainant and the respondent and will be placed in the permanent confidential records of the Grievance Officer.

The Vice Presidents will have access to the complete record of the case and will determine any sanctions to be imposed or corrective action to be taken in light of any prior sanctions imposed on the violator or corrective action taken. The Vice Presidents will communicate their decision to the Grievance Officer, Committee panel, and the parties within two weeks. The appropriate Vice President will also enter the decision in the permanent record of an individual found to have violated this policy.

In cases where related complaints are being submitted to both the Grievance Officer and the Faculty Grievance Committee or Staff Grievance Committee, the investigation and/or hearing of the harassment or discrimination complaint will be completed first in accordance with this policy, and the results submitted to the Faculty Grievance

Committee or Staff Grievance Committee, as well as to the Vice Presidents and President of the College.

In cases where a faculty member contends that a decision of reappointment, promotion, tenure, or dismissal was the result of discriminatory treatment in violation of this policy, and in the event the Committee panel and/or Grievance Officer concludes that there has been a violation, the written report will be submitted to the President in addition to the Vice Presidents. The President shall decide whether to direct a new consideration of the faculty member for reappointment, promotion, tenure, or dismissal, as the case may be, purged of the discriminatory treatment complained of. The President will have access to the complete record of the case and will consider the Grievance Officer's and/or Committee panel's report. The President shall inform the complainant, the members of the Committee panel, and the Grievance Officer of the action or actions taken.

#### **E. Disciplinary Action**

Disciplinary action for a violation of this policy may range from a reprimand and warning to dismissal or expulsion. Intermediate sanctions may include suspension, with or without pay, or required attendance at training courses and seminars, among other things. In appropriate cases, the Vice Presidents may, upon the recommendation of the Grievance Officer, temporarily suspend, with pay, a person accused of violating this policy pending an investigation and/or hearing. Other interim steps, such as separating the complainant and respondent or modifying work schedules, may also be employed while the investigation and/or hearing is in progress.

#### **F. Appeal of Decision**

Once any case has been resolved, any person sanctioned for a violation of this policy by the formal procedure may appeal the decision to the President of the College. The complainant also has the right of appeal in cases where a sanction is not imposed. The President will have access to the complete record of the case. The President may reverse or uphold the decision in its entirety or may refer the case back to the Grievance Officer or Committee panel or, if appropriate, to the Vice Presidents with a request for reconsideration based upon his or her specific objections. Written notice of any appeal decision shall be provided to both parties and the Grievance Officer. The Grievance Officer will inform any Committee panel members who are still at the College of the appeal decision. Any sanctions imposed shall remain in effect while the appeal is being considered.

### **VII. Record Keeping**

Each of the Grievance Officers will register each complaint of harassment or discrimination he or she receives. Records relating to such complaints will be confidential and maintained separately from other College records in secure locations in the offices of the Grievance Officers. Records of allegations maintained by the Grievance Officers which do not result in sanctions normally will be discarded after four years unless there are additional complaints against the same person within this four-year period.

### **VIII. Appointment and Duties of a College Grievance Officer**

There will be four Grievance Officers: a senior administrator from the office of the Dean of the College; the Director of Human Resources; a senior administrator from the office of the Dean of Students; and a senior administrator from the office of the Dean of Campus Life. The office responsible for the category of the respondent (i.e. student, faculty, or staff) normally will be in charge of the investigation. It will be the responsibility of each Grievance Officer to:

- (a) administer and conduct investigations pursuant to this policy;
- (b) maintain and monitor confidential records relating to complaints brought under this policy;
- (c) initiate informal resolution procedures as appropriate;
- (d) initiate formal resolution procedures as appropriate.

The Grievance Officers shall also have the authority to:

- (a) coordinate with the three other Grievance Officers an on-going, campus-wide educational program designed to help all members of the Pomona College community understand, prevent, and combat harassment and discrimination;
- (b) oversee the dissemination of the Pomona College Policy Against Harassment and Discrimination;
- (c) suggest training courses and seminars as part of the informal resolution process;
- (d) initiate follow-up with respect to cases that have been resolved; and
- (e) provide annual reports to the President and to the whole Pomona College community on efforts against harassment and discrimination at the College.

### **IX. Appointment of the Harassment and Discrimination Grievance Committee**

The Harassment and Discrimination Grievance Committee will consist of six faculty members, six staff members, and six student members appointed by the President for staggered two-year terms with the possibility of reappointment. Ordinarily each group—i.e. faculty, staff, and students—will consist of three males and three females, chosen with regard to the heterogeneity of the College community. The College Grievance Officers will receive nominations for members of the Harassment and Discrimination Grievance Committee from the Faculty Executive Committee, the Staff Council, and the Associated Students of Pomona College.

At the beginning of each academic year, members of the Committee will receive education on the grievance procedures as well as problems and issues that arise in discrimination and harassment cases. The Committee will select six of its members to conduct a hearing under the formal resolution procedures. In all cases of alleged sexual or gender harassment, at least three of the six panelists will be the same gender as the complainant. When the complainant and respondent are both faculty members, the panel will consist of six faculty members. When either the complainant or the respondent is not a faculty member, the panel will consist of three faculty members and three members of the committee from the category of the other party. In cases where a faculty member contends that a decision on reappointment, promotion, tenure, or dismissal was the result of discriminatory treatment in violation of this policy, the

Committee shall consist of six faculty members. If, for some reason, an individual cannot serve on a panel (e.g. because of a peremptory challenge or because the panel determines that one of its members has a conflict of interest) and cannot be replaced from among other members of the Committee, an alternate will be selected from the faculty, staff, or student bodies at large by the Faculty Executive Committee, the Staff Council, or the Associated Students of Pomona College as appropriate. The student members of the Committee will only hear cases where a student is one of the principals involved. After the panel has been selected, the Grievance Officer may indicate any instances where a conflict of interest exists, and an alternate will be appointed as set forth above.

**X. Review of Policy**

This policy will be reviewed from time to time by the College faculty and/or administration and modified when appropriate.

## **STAFF GRIEVANCE POLICY AND PROCEDURES** **(May 2007)**

### **POLICY**

**Purpose:** Pomona College believes that the workplace should be an environment of communication, support and trust, and that employment issues concerning supervisors and staff can be addressed fully and fairly. Therefore, the Staff Grievance Policy has been established to provide an internal channel for correcting practices that violate policy and therefore undermine the fostering of positive working relationships. All parties are required to adhere to this College policy and related procedures. The Staff Grievance Policy may be used by all regular\* members of the staff and by those faculty members holding staff appointments who think that College policy as stated in the *Staff Handbook* has been violated by any other employee, either faculty or staff. It has jurisdiction, however, over faculty members only in their capacity as supervisors. Examples of matters that are addressed by this policy are disciplinary actions regarding job performance, demotions and changes in working assignments, terminations of employment for non-performance of work duties and responsibilities and issues regarding environmental health and safety conditions in the workplace.

Employment concerns not covered by the College's Harassment and Discrimination Policy and Complaint Procedure and by this policy are addressed in the *Staff Handbook* (Resolving Problems – Open-Door Policy"). These include - but are not limited to – hostile working environment, unfair treatment, and others.

The College has a strong commitment to non-discrimination in accordance with state and federal law. Grievances pursued under this policy must not fall within the jurisdiction of other College committees or procedures. In addition to the Staff Grievance Policy, the College has sexual harassment and discrimination policies and procedures in place for faculty, staff, and students.

*\*Employees who have not completed their initial review period are not considered "regular" employees.*

**Role of the Staff Grievance Committee:** The role of the Committee is advisory in nature; therefore, it does not act as an arbitration body. In addition, it does not hear cases related to employee qualifications or merits. The Committee may dismiss a complaint because it concludes that it does not have merit or does not appropriately fall under the grievance policy. The Committee's recommendation will be based on informed and considered opinions of all voting members of the Committee.

**Composition of the Staff Grievance Committee:** The Staff Grievance Committee will be convened whenever necessary to hear a grievance and will be composed of the following members:

- one chosen by the grievant (staff member filing the grievance),
- one chosen by the respondent (staff member/supervisor against whom the

grievance is being filed),

- a staff member, chosen by the first two members, who shall serve as Chair,
- *two staff members, chosen by the aforementioned three members, from a panel of five elected to serve two-year terms in elections conducted by the Staff Council, and*
- the Assistant Vice President, Human Resources (HR), also a Grievance Officer of the College, or designee\* who will be a non-voting *ex officio* member of the Committee.

All participants in the grievance process must be Pomona College employees. Former employees must submit grievance complaints within 30 calendar days of termination. The individual chosen by the grievant or the respondent may not be the President or any Vice President, any member of the Human Resources Office, any witness(es), any other parties invited to the hearing, or any employee for whom a conflict of interest would exist.

**Role of the Assistant Vice President, Human Resources/designee:** The Assistant Vice President, Human Resources or designee will participate in the informal process (i.e., Step 2) prior to the formal filing of the grievance, i.e., before appropriate forms are distributed to appropriate parties. Prior to the hearing, the Assistant Vice President, Human Resources or designee will provide relevant HR and/or employee information from the personnel file to all members of the Committee, including distributing relevant materials to all persons involved in the hearing, as appropriate. During the hearing, the Assistant Vice President, Human Resources or designee, acting *ex officio*, will provide relevant information or clarification of policy and procedures as required. All records maintenance pertaining to the grievance will be the responsibility of the Assistant Vice President, Human Resources or designee.

*\*Designee may be the Associate Director, Human Resources or any one of the four other Grievance Officers of the College (Associate Dean of the College, Associate Dean of Students/Dean of Women or Associate Dean of Students/Dean of Campus Life. The use of a designee may be required under the following circumstances: (1) when there is a potential or perceived conflict of interest that precludes the participation – or requires the recusal – of the Assistant Vice President, Human Resources; (2) when the Assistant Vice President, Human Resources is the grievant or respondent, or (3) when the Assistant Vice President, Human Resources cannot be available to participate.*

**Full and Fair Consideration:**

The following are designed to allow full and fair consideration of all parties:

- Release time from a normal working schedule (including overtime pay, as appropriate) will be granted to a grievant and other participants during the grievance process in order to attend related meetings and/or hearings. This time will be exclusive of the grievant's paid time-off such as earned vacation, accumulated sick leave, and unused personal days.
- A staff member is expected to present a complaint to his/her immediate supervisor

and/or the Assistant Vice President, Human Resources or designee within a reasonable period of time. If the staff member decides to withdraw the complaint, he/she may stop the process at any time.

- The grievant, respondent(s) and all Committee members are expected to participate in the process and be present at the scheduled hearing. Others in attendance may be an interpreter (if requested) and other parties invited by the Committee to present additional information. Respondents who decline to appear or participate will forfeit their right to be heard. The hearing will proceed in the absence of respondents who decline to appear.
- After a grievance has been filed, the Grievance Committee process is to be completed within thirty (30) working days in accordance with the timetable spelled out in the attached procedures. (An exception may be made in the event that the case involves 9- or 10-month academic personnel and/or faculty members, in which case the timetable will not include days when they are on academic break.) The timetable will be monitored by the Assistant Vice President, Human Resources or designee. Any change in the schedule will be made only with the explicit, written approval of the Committee, and based only on the existence of extenuating circumstances.

**Confidentiality:** All persons involved in a grievance hearing will maintain the confidentiality of all aspects of that hearing.

**Reprisals and Retaliation:** The Staff Grievance procedure should be used by eligible employees without fear of reprisal or the threat of retaliation. Acts of reprisal or retaliation should be reported to the Assistant Vice President, Human Resources or designee, or the Vice President or supervisor of the department in which the grievant is or was employed. Any action that constitutes a reprisal will be subject to discipline up to and including termination.

**Annual Report:** The Committee will prepare a report of each grievance at the end of the proceedings and submit the same to the Assistant Vice President, Human Resources for the records and in a summary report that maintains appropriate confidentiality. This summary report will be distributed annually to staff. This summary report will coincide with the distribution of the grievance officers' annual report regarding cases and situations related to the Harassment and Discrimination Policy and Procedures.

## PROCEDURES

**Prior to initiating these procedures, an employee should feel free to meet with the Assistant Vice President, Human Resources (HR) or designee or any one of the College's other Grievance Officers about her/his situation in the context of this policy.**

### WHO

### ACTION

#### Step 1

#### Informal Process

Aggrieved Party	Discuss the continuing problem with your immediate supervisor and/or department head, indicating reasons for wanting to file a grievance.
Supervisor/Department Head	Discuss the continuing problem with the aggrieved party, indicating reasons for your decision or action. Make a reasonable effort to resolve the issue within five (5) working days.

#### Step 2

Aggrieved Party	If the procedures above have not resolved the problem, discuss the issues with the Assistant Vice President, Human Resources or designee. You may request a joint meeting with the Assistant Vice President, Human Resources, your supervisor, department head, and respondent(s)/individual(s) against whom the grievance is being contemplated.
Assistant Vice President, HR	Notify the aggrieved party's supervisor and/or department head and respondent(s) that a joint meeting has been requested. Every effort should be made for the parties to meet and resolve the problem. This meeting should be held within five (5) working days after it has been requested by the aggrieved party.

#### Formal Process begins

#### Step 3

Grievant	If Steps 1 and 2 have not resolved the problem, obtain Staff Grievance Form I from the Assistant Vice President, Human Resources or designee. Complete the form and return it to the Assistant Vice President, Human Resources or designee.
Assistant Vice President, HR or designee	Issue Staff Grievance Form IIA to supervisor and Form IIB to respondent(s). Complete Staff Grievance Form III. Obtain the names of the employees chosen by the grievant and the respondent(s) to serve on the committee. Contact each employee for their availability to serve and their choice of employee to serve as Chair of the Committee. These three members will then choose two members from the panel of five elected to serve two-year terms to complete the Committee composition.
Grievant's Supervisor	Complete Staff Grievance Form IIA and return it to the Assistant Vice President, Human Resources or designee.

Respondent(s) Complete Staff Grievance Form IIB and return it to the Assistant Vice President, Human Resources or designee.

Each person listed above must complete and return her/his form within three (3) working days.

#### **Step 4**

Assistant Vice President, HR or designee

Inform the Chair of the Staff Grievance Committee that a grievance has been filed. Forward copies of Forms I, IIA and/or IIB and III to members of the Committee, the grievant, the supervisor, department head and/or respondent(s). This process should be completed within one (1) working day of receipt of all of the aforementioned forms.

Involved parties have up to three (3) working days after receipt of Forms I, IIA and/or IIB and III to provide additional exhibits/information to the Committee.

The Assistant Vice President, Human Resources or designee will conduct a training session on the grievance procedures for the members of the Committee.

#### **Step 5**

Staff Grievance Committee

Have an initial organizational meeting and determine whether, given the facts of the case, there should be a hearing. If not, the process ends at this step, and the Chair notifies all of the involved parties. If there is to be a hearing, Steps 6-9 are followed.

#### **Step 6**

Grievance Committee Chair

Schedule a hearing within five (5) working days after Forms I, IIA and/or IIB and III have been received from the Assistant Vice President, Human Resources or designee.

#### **Step 7**

Staff Grievance Committee

Conduct a grievance hearing in accordance with the approved Staff Grievance Policy and Procedures.

#### **Step 8**

Grievance Committee Chair

Complete Staff Grievance Form IV. Forward copies of Forms I, IIA and/or IIB, III and IV along with the Committee's recommendation(s) to the President. This must be done within three (3) working days following the hearing.

Grievance Committee Chair

Collect all grievance materials from Committee members and return them to the Assistant Vice President, Human Resources or designee within three (3) working days of completing Form IV. Documents and records of the proceedings will not be part of the grievant's or the respondent's employment file.

**Step 9****President**

Review all relevant documents to ensure that all requirements of the Staff Grievance Procedure have been satisfied. Consider the Committee's recommendation and send a written notification (Form V) of your decision to the Staff Grievance Committee Chair, the grievant, respondent(s), immediate supervisor and department head in a timely manner. This decision is final.

**STAFF GRIEVANCE PROCEDURE**

**Form I**

Grievant's Statement

Name \_\_\_\_\_ Position \_\_\_\_\_

Department \_\_\_\_\_ Campus Address \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_ Department Head \_\_\_\_\_

Date of Step 1 meeting with Supervisor and/or Department Head \_\_\_\_\_

and/or Step 2 meeting with the Assistant Vice President, Human Resources or designee \_\_\_\_\_

Statement of grievance \_\_\_\_\_

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Statement of proposed solution \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to the Assistant Vice President, Human Resources or designee within three (3) working days of receipt. (You may use additional sheets if necessary.)

**STAFF GRIEVANCE PROCEDURE**

**Form IIA**

Immediate Supervisor's Statement

Name \_\_\_\_\_ Position \_\_\_\_\_

Department \_\_\_\_\_ Campus Address \_\_\_\_\_

Department Head/Position \_\_\_\_\_

Date of Step 1 meeting with Grievant \_\_\_\_\_

Description of grievance \_\_\_\_\_

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Statement of your actions \_\_\_\_\_

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Statement of proposed solution \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to the Assistant Vice President, Human Resources or designee within three (3) working days of receipt. (You may use additional sheets if necessary.)

**STAFF GRIEVANCE PROCEDURE**

**Form IIB**

Respondent(s)'s Statement

Name \_\_\_\_\_ Position \_\_\_\_\_

Department \_\_\_\_\_ Campus Address \_\_\_\_\_

Department Head/Position \_\_\_\_\_

Date of Step 2 meeting with Grievant \_\_\_\_\_

Description of grievance \_\_\_\_\_

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Statement/Response \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to the Assistant Vice President, Human Resources or designee within three (3) working days of receipt. (You may use additional sheets if necessary.)



**STAFF GRIEVANCE PROCEDURE****Form IV**

## Staff Grievance Committee's Recommendation

The description of results of the hearing is attached to this form and includes the following information: date, time, and location of hearing; names and identification of all parties present; specific recommendation and background or basis for recommendation; summary of Committee vote or consensus; signature of the Committee Chair. Forms I, IIA and/or IIB, III and this form (IV) with its attachments will be transmitted by the Committee Chair to the appropriate Executive Staff member within three (3) working days following the hearing.

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Signature, Chair/Staff Grievance Committee

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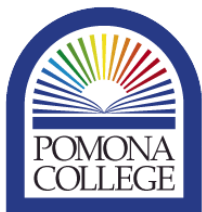
Date



### **STAFF GRIEVANCE COMMITTEE GUIDELINES**

1. Committee members who have any questions regarding the grievance to be heard can request clarification from the Chair or the Assistant Vice President, Human Resources (HR) or designee no later than three (3) working days prior to the scheduled date of the hearing. Additional information as a result of any query will be shared with all parties involved.
2. The grievant will be asked to present her/his statement of the case. Other parties involved may make additional statements after the grievant's presentation. All parties involved will be in attendance during the hearing. A question-and-answer session follows.
3. The Committee will conduct its deliberations in executive session after excusing the grievant, respondent(s), supervisor and/or department head, and other non-Committee members and the Assistant Vice President, Human Resources/designee. The Committee develops its recommendation(s) and prepares all documents for transmittal to the President.
4. Any member of the Committee who has been involved in the grievance case prior to its presentation to the Committee will disqualify herself/himself. If s/he fails to do so, the Chair will have the right to disqualify her/him.
5. Committee members are prohibited from discussing any aspect of the grievance with those involved (before or after the scheduled hearing) or with others.





# **EMPLOYEE ACTIVITIES AND SERVICES**



## EMPLOYEE ACTIVITIES AND SERVICES

### Athletic Events

Employees are encouraged to attend the intercollegiate events on campus. There is no charge for any of the SCIAC or varsity games played during the regular season. Tickets are required for championship games (NCAA). For information on game schedules for Pomona-Pitzer call extension 18016; for CMS (CMC-HMC-Scripps) games, call extension 72904.

### Athletic Facilities

A valid Pomona College ID card will allow you access and privileges at Rains Center, the athletic facility of the College. Upon presentation of a Rains Center card (which is available on-site), your eligible dependents will also be able to use the athletic facilities free of charge. With a few exceptions, Rains Center privileges are available only to Pomona and Pitzer College employees and their eligible dependents. Employees at other campuses may use the Center for a fee on a semester basis, but their limited privileges are not extended to their dependents. "Recreational Access and Hours" may be found in the Appendices section of this handbook.

### @Pomona

Monthly, the College website covers news about faculty and staff activities and achievements during the academic year. If you would like to share a recent work-related accomplishment, please call the Communications Office at extension 18503.

### Campus Safety Office

The function of The Claremont Colleges Department of Campus Safety is to protect life and property, to help maintain an environment conducive to the academic endeavors of the Colleges, to enforce vehicle and parking regulations and to perform other related duties. Located at 150 East 8th Street, it also houses an ATM that can process withdrawals only. Normal business hours are from 8:30 a.m. to 4:30 p.m. each weekday, but personnel are on duty 24 hours a day to handle calls for service at extensions 18179 or 72677. ~~For on-campus emergencies, call extension 72000.~~

### Coop Fountain

Operated by the Associated Students, Pomona College (ASPC), the "Coop" is located in the Smith Campus Center. With the compliments of the Coop Fountain staff, members of the faculty and staff may enjoy free coffee, tea and soft drinks. For Fountain hours, please call extension 73293.

### Coop Store

The ASPC also operates the Coop Store which is the sole distributor of Pomona College memorabilia and clothing. It is also located in the Smith Campus Center. For Store hours, please call extension 72264.

### Discount Amusement Tickets/Entertainment Packet

The HR Office maintains discount cards for many recreational attractions, such as Universal Studios, Movieland Wax Museum, Sea World, Knott's Berry Farm, Magic

Mountain and others. These cards may be obtained from the HR Office. Discount tickets to local movie theaters are also available through the Smith Campus Center, extension 18610.

### **Duplicating Services**

The Duplicating Services Office is centrally located to offer high-volume copying. The office is located in the Seeley G. Mudd Science Library building at 640 North College Avenue. Duplicating Services produces books, posters, class handouts, class schedules, promotional flyers and official College business cards for faculty, staff and students. Binding and FAX services are also available. In addition to the main copier, there are a number of satellite copiers in various departments throughout the campus.

### **Faculty/Staff Fitness Wellness Program (FSFW)**

Pomona College faculty and staff are eligible to participate in the Pomona College Faculty/Staff Fitness and Wellness Program (FSFW). The Physical Education Department and Human Resources jointly sponsor this program. To learn more about our program and to view the current FSFW schedule, click on the "athletics" link on the Pomona homepage and you will find an updated class schedule and other helpful information. Also, at the beginning of each semester the FSFW program hosts a kick-off lunch. This is a good time to learn about the various opportunities and to meet the instructors. Look for announcements via email.

Pomona faculty and staff members are also welcome to participate in Physical Education activity courses (provided space is available) and intramurals. Schedule information is available on the Pomona website (just follow the link to "athletics", then to "Physical Education" or to "Intramurals"). Please contact the individual instructors or the IM Director for additional information.

**FACILITY ACCESS:** Pomona College faculty and staff, their spouses/partners and dependents, are eligible for recreational facility use during regularly scheduled hours in Voelkel Gym, Memorial Gym, The Rains Center Weight Training and Aerobic Fitness Rooms, Sessions Racquetball and Squash Courts, the Haldeman and Pendleton Swimming Pools, and the Pauley and Rogers Tennis Courts.

For identification purposes in gaining entry into the facilities, faculty and staff may use their Pomona College picture ID cards. Spouses/partners and dependents will be issued Rains Center ID cards upon request (first, please go to Human Resources and pick up your "Dependent Certification" and then bring it by the upstairs office of Rains Center during business hours).

You may also access current facility hours and various schedules by clicking on the Pomona home page "athletics" link. For more information, call the HR Office at 18175 or the Rains Centers at 18428.

### **Huntley Bookstore**

Located at the northwest corner of East Eighth Street and Dartmouth Avenue, Huntley Bookstore is one of the joint services shared by all The Claremont Colleges. The

bookstore carries textbooks and a wide variety of general titles in paper and hardback editions. Huntley also has office supplies, children's books, art supplies, stationery, gifts, cards, clothing, drug and sundry items.

### **KSPC – 88.7FM**

With studios located in the lower level of Thatcher Music Building, KSPC, the College's radio station, offers "alternative radio" with well-balanced programming. KSPC's partnership with the HR Office includes public-service announcements informing listeners about jobs on the Pomona campus. For additional information, please call extension 18157 or visit the station website at [www.kspc.org](http://www.kspc.org).

### **Libraries of The Claremont Colleges**

As a regular employee of Pomona College with a valid College ID card, you can have access and borrowing privileges at all campus libraries. The center of the library system is Honnold/Mudd Library located at the end of North College Way and flanked by Dartmouth Avenue to the west and Columbia Street on the east. The total library collection makes more than 2,500,000 volumes available to students, faculty, and staff. In addition to the Honnold/Mudd Library, the libraries serving the Colleges are the Norman F. Sprague Library on the HMC campus, the Ella Strong Denison Library on the Scripps campus, and the Seeley G. Mudd Science Library on the Pomona campus. Cooperating libraries include the Educational Resource and Information Center and George G. Stone Center for Children's Books at Claremont Graduate University, the Rancho Santa Ana Botanic Garden Library and the Library at the School of Theology at Claremont.

### **Lost and Found**

A central lost-and-found for the campuses is located at Campus Safety, 150 East Eighth Street.

### **Mail Services**

College mail is handled by three offices: "Central Mail Service," a CUC unit located at 101 S. Mills Avenue, which provides services to Pomona College academic departments and all the member-institutions of The Claremont Colleges; "Mail Services," located in Sumner Hall, which serves only administrative offices at Pomona College; and "Student Mail Center," located in Smith Campus Center, which is dedicated entirely to Pomona College student mail. Both CUC's Central Mail Service and Pomona's Mail Services Office are restricted to official College communications. Use of campus mail services for personal or political correspondence is not permitted.

### **Opening Convocation**

To welcome the Fall semester of the new academic year, an annual opening convocation is held at 11 a.m. on the first Tuesday after classes begin. The convocation is held in Bridges Hall of Music (commonly referred to as "Little Bridges"). During this hour-long program, the President greets all members of the faculty, staff and students (especially the entering class of first-year students). Other speakers are the president of the Associated Students, Pomona College (ASPC) and a member of the faculty or administration who delivers the keynote address. You are encouraged to attend the

convocation in order to share the experience of a Pomona College tradition and a sense of community.

### **Parking and Vehicle Registration**

If you intend to park on campus, vehicle registration with Campus Safety is mandatory and should be done within your first week at work. To register your vehicle with Campus Safety, present your employee ID card and current DMV registration. You will be issued a parking sticker for the current academic year that entitles you to park in designated parking spaces throughout The Claremont Colleges. Employees retain full responsibility for their vehicles and for any liability or damage claims resulting from possession or operation of a motor vehicle on campus. A copy of the parking and vehicle registration regulations may be found on the CUC web site. Annual campus vehicle registration is conducted on the College campus every September.

### **Staff Council**

The Staff Council of Pomona College is a vehicle for consultation between staff and responsible administrators in the interest of effective communication among the campus community. Activities include social gatherings, Staff Forums for discussion of concerns and interests regarding practices and procedures affecting staff, and monthly meetings of the Council members. The Council also provides assistance to the administration in terms of selecting staff to serve on College committees. Information on the Staff Council is available on the Pomona College web site.

### **Staff Appreciation Luncheon**

To honor members of the staff who have served the College for 5, 10, 15, 20, 30 or more years, the HR Office sponsors an annual "Staff Appreciation" luncheon. This College-wide event is an excellent opportunity to meet employees from other departments.

### **Summer Recreation Program**

"Summer Rec" is a six-week program for K-6 dependents of faculty and staff administered by the HR Office. Led by a local schoolteacher, Pomona students serve as camp counselors. All activities are held on campus, mainly in Rains Center and the immediate vicinity. Fees subsidize student wages, materials and morning/afternoon snacks.

### **Staff & Faculty Directory**

Upon hire, you will receive a copy of the Staff & Faculty Directory of all employees at The Claremont Colleges, including campus addresses and telephone numbers. The Directory also includes a campus map for The Claremont Colleges, and a guide to telephone usage.

### **Telephones**

The Claremont Colleges own a private telephone system. Instructions for its use, as well as campus telephone extensions, are provided in the Staff & Faculty Directory, which is issued each fall. Telephone numbers for currently enrolled students are listed in a separate student directory. For information on campus numbers that you cannot

obtain from your directory, call extension 73344 on any campus telephone. If you have problems with your campus telephone and need to request repairs or assistance, dial extension 18188 and the operator will assist you. Emergency campus telephones may also be found throughout the campus. They are marked by posts with blue lights. Pay telephones may also be found in the following locations on campus: Haldeman Pool, Hahn Building, Mudd-Blaisdell, Oldenborg Center, Pauley Tennis Courts, Pendleton Dance Studio, Seaver Theatre, Seeley G. Mudd Science Library, Smith Campus Center, Sumner Hall, Thatcher Building, and Walton Commons.

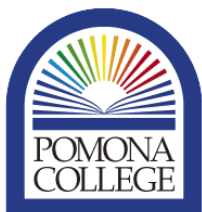
### **The Student Life**

The oldest College newspaper in Southern California, this is produced weekly by a staff of students, and is available every Friday during the academic year at various locations throughout the campus.

### **Trip Reduction Incentive Plan (TRiP)**

In compliance with regulations of the South Coast Air Quality Management District (SCAQMD), the College has an approved Transportation Reduction Incentive Plan (TRiP) or rideshare program. Regular employees (both faculty and staff) may claim TRIP incentive credit of \$2.00 per day that an employee is scheduled to work, if the employee commutes at least 51% of the trip using an alternative form of transportation other than a single-driver vehicle. This includes, but is not limited to, bicycle, walking, commuter train, or other form of public transportation. It does not include commuting one-way to work then not commuting at the end of the shift. Employees may not claim TRIP incentive credit for days they do not qualify, and may not claim TRIP incentive credit on days that they do not come to work (i.e. work from home, sick day, vacation day, holiday). The TRIP Incentive Credit is not available to temporary employees.





# APPENDICES



## Appendix A

### IN CASE OF SERIOUS OR LIFE-THREATENING INJURY OR ILLNESS:

#### CALL CAMPUS SAFETY - EXTENSION 72000

- Indicate nature of emergency
- Give exact location of victim

Campus Safety will call paramedics IF warranted and/or come to the scene and provide the necessary emergency treatment.

### WHAT TO DO WHEN INJURED AT WORK:

**\*\*NOTIFY YOUR SUPERVISOR IMMEDIATELY**, even if you do not wish to receive medical treatment.

If medical treatment is requested

**\*\*NOTIFY THE WORKERS' COMPENSATION & DISABILITY OFFICE**  
Extension 18847 or 73684.

**YOU MUST FIRST OBTAIN AUTHORIZATION FROM THE WORKERS' COMPENSATION & DISABILITY OFFICE OR YOUR HUMAN RESOURCE OFFICER BEFORE RECEIVING MEDICAL TREATMENT FOR ANY WORK-RELATED INJURY.**

**\*\*MEDICAL TREATMENT IS PROVIDED AT\*\***

#### POMONA VALLEY HEALTH CENTER

*(Hours: M-F 8:00 a.m. – 8:00 p.m. & weekends  
& most holidays 9:00 a.m. – 5:00 p.m.)*  
1601 Monte Vista Avenue, #190  
Claremont, CA 91711  
Phone: (909) 865-9977  
Fax: (909) 946-0166

#### US HEALTHWORKS

*(Hours: M-F 7:30 a.m. – 6:00 p.m.)*  
801 Corporate Center Drive, #130  
Pomona, CA 91768  
Phone: (909) 623-1954  
Fax: (909) 623-4988

#### SAN ANTONIO COMMUNITY HOSPITAL

*(After hours and weekend emergencies,  
contact Campus Safety)*  
999 San Bernardino Road,  
Upland, CA 91786  
Phone: (909) 985-2811, ext. 24527  
Fax: (909) 466-8582

**All injuries must be reported to your Supervisor immediately.**

An Employee's Report, Supervisor's Report of Accident and DWC1 Form **MUST** be completed as soon as possible and submitted to  
The Workers Compensation & Disability Office  
101 S. Mills Avenue  
Claremont, CA 91711

If you have any questions concerning these procedures, call the Workers' Compensation & Disability Office at extension 18847 or 73684.

Revised 08/2011



# Appendix B

## Appropriate Use Policy

The Claremont Colleges Policy  
Regarding Appropriate Use of  
Campus Computing and Network Resources

An overall guiding mission of The Claremont Colleges is education in an environment where the free exchange of ideas is encouraged and protected. The Claremont Colleges make available computing and network facilities (CNF) resources for use by the Colleges students, faculty and staff. These services are provided for educational purposes and to carry out the legitimate business of the Colleges.

The Colleges and members of the college communities are expected to observe Federal, State and local laws that govern computer and telecommunications use, as well as the Colleges regulations and policies.

Computing and network facilities resources users are required to use these resources within the Colleges standards of conduct. Individuals with expert knowledge of information systems or who make extensive use of these facilities, or with a position of trust regarding these facilities will be held accountable to a higher standard.

Responsible, considerate, and ethical behavior expected by the Colleges extends to use of computing and network facilities resources, and networks throughout the world to which electronic access has been provided. These CNF resources include but are not limited to:

- Computers and associated peripheral devices;
- Campus video cable;
- Classroom presentation systems;
- Voice messaging equipment;
- Data networking equipment systems, including remote and wireless access;
- Computer software;
- Electronically stored institutional data and messages;
- All other similar resources owned, controlled, and/or operated by the Colleges; and
- Services to maintain these resources.

Ownership

The Colleges retain absolute ownership rights of the CNF resources. Such resources are not owned by a department or by any individual. CNF resources leased, licensed, or purchased under research contracts or grants, are administered under the terms of this Policy for as long as they remain within the lawful possession or control of the Colleges.

CNF resources provided to on-campus residences are also owned, operated and provided by the Colleges.

### **Access to Resources**

Access to CNF resources is a privilege, which is allowed only to the Colleges authorized personnel and students. All users must understand and abide by the responsibilities that come with the privilege of use. Such responsibilities include, but are not limited to, the following:

1. You must understand and comply with all applicable federal, state, and local laws.
2. You must not intentionally seek information about, browse, copy, or modify non-public files belonging to other people, whether at a Claremont College or elsewhere.
3. You are authorized to use only computer resources and information to which you have legitimately been granted access. Sharing your passwords with others is expressly forbidden. Any attempt to gain unauthorized access to any computer system, resource or information is expressly forbidden. If you encounter or observe a gap in system or network security, immediately report the gap to the manager of that system.
4. Each College's Policy on Harassment applies as equally to electronic displays and communications as to the more traditional (e.g., oral and written) means of display and communication.
5. Messages, sentiments, and declarations sent as electronic mail or postings must meet the same standards for distribution or display as physical (paper) documents would on college property.
6. Unsolicited mailings and unauthorized mass mailings from campus networks or computing resources (i.e., spam) are prohibited. Each campus may have specific policies regarding the use of existing group mailing lists (e.g., all-students or all-faculty). Contact your campus IT organization for details regarding these policies.
7. Spoofing, or attempts to spoof or falsify e-mail, network or other information used to identify the source, destination or other information about a communication, data or information is prohibited.
8. You must not degrade computing or network performance in any way that could prevent others from meeting their educational or College business goals.
9. You must conform to laws and Colleges policies regarding protection of intellectual property, including laws and policies regarding copyright, patents, and trademarks. When the content and distribution of an electronic communication would exceed fair use as defined by the federal Copyright Act of 1976, users of campus computing or networking resources shall secure appropriate permission to distribute protected

material in any form, including text, photographic images, audio, video, graphic illustrations, and computer software.

10. You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store or distribute information or materials, or to participate in activities that are in violation of federal, state or local laws.

11. You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store or distribute information or materials in violation of other Colleges policies or guidelines. These include, but are not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment.

12. You must not create or willfully disseminate computer viruses. You must employ appropriate virus protection methods to avoid damaging CNF resources.

13. Use of CNF resources for advertising, selling, and soliciting is prohibited without the prior written consent of the Colleges, and use of CNF resources for commercial purposes or for personal financial gain is prohibited. Faculty, students or staff who have questions about the legitimacy of a particular use should discuss it with the appropriate members of the IT staff on their home campus.

14. The disclosure of individually identifiable non-directory information to non-university personnel is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). The disclosure of financial or personnel records that are owned by the Colleges without permission or to unauthorized persons is not permitted and may be prosecuted under California Penal Code 502.

15. Willful or unauthorized misuse or disclosure of information owned by the Colleges will also constitute just cause for disciplinary action, including dismissal from school and/or termination of employment regardless of whether criminal or civil penalties are imposed. It is also expected that any user will report suspected abuses of CNF resources. Failure to do so may subject the individual to loss of CNF access and/or the disciplinary action referred to above.

The respective Information Technology organization of one of the Claremont Colleges may immediately suspend service to an individual or computer found to be significantly degrading the usability of the network or other computer systems. Inappropriate use will be referred to the appropriate College authority to take action, which may result in dismissal from school and/or termination of employment.

### **Passwords/Security Codes**

Individuals entrusted with or that inadvertently discover logins and passwords are expected to guard them responsibly. These passwords are not to be shared with others.

The same policy applies to door codes for restricted-access rooms/areas. Those who need logins or door codes can make a formal request to the administrator of those codes/passwords.

Note: The provisions of this Policy apply to the institutions comprising The Claremont Colleges, including the Claremont University Consortium.

## **Supplemental Information to the Appropriate Use Policy**

### ***File Confidentiality***

Your documents, files and electronic mail stored on a College-owned networked computer or server are normally accessible only by you. However, any file or document placed on a College-owned computer or network is subject to access pursuant to this Policy, and thus, should not be regarded as private or confidential. The system managers at both CINE (Claremont Intercollegiate Network Effort) and within the individual campus IT organizations have the ability to monitor traffic and directly view any file as it moves across the network, and they must occasionally do so to manage campus network resources. In short, files may be monitored without notice in the ordinary course of business to ensure the smooth operation of the network. All staff members working in information technology have clear guidelines that prohibit violations of privacy and confidentiality and, in the normal course of their work, they do not view the contents of user files or e-mail. However, you should be aware that authorized College personnel will take appropriate steps to investigate when there is a suspicion of inappropriate use of campus computing or networking resources. This may include monitoring network traffic, its contents, and examining files on any computer system connected to the network.

You should also know that all files on shared (i.e., networked) systems, including e-mail servers, are backed up periodically on schedules determined by each College. Backup tapes are preserved for lengths of time also determined by individual College operating procedures. These tapes can be used to restore files that you have deleted accidentally. This means that the files on the tapes are also available to someone else with reason and authority to retrieve them.

### ***Network Monitoring***

Troubleshooting on the campus network, as well as planning for enhancements, requires the collection of detailed data on network traffic. CINE regularly runs monitoring software that records and reports on the data that is transported across the campus networks. The reports include the origin and destination addresses, and other characteristics of files, including the URLs of the World Wide Web sites that are contacted. This data is accessed and used only by authorized IT staff members responsible for network performance, operations and planning. You should also be aware that many Web host machines on the Internet collect and log information about you and your identity when you visit their sites. This information may include, but is not

limited to, information about the computer you are using, its address, and your e-mail address.

Many educational and business activities at the Colleges require network access to resources on the Internet. To ensure adequate bandwidth to these sites for the Colleges primary educational and business purposes, CINE and campus IT staff may restrict the amount of traffic to particular sites and the amount of traffic of specific types.

From time to time these network monitoring activities may allow systems managers to identify individuals whose activities downgrade the performance of the campus network or a segment of the network, or which appear to violate the general guidelines for appropriate use of campus computing and network resources. In such instances, a CINE staff member or a member of your own College's IT staff may ask you to cease these activities. If you continue such activities, or if they include illegal activities, appropriate College authorities may be notified. In extreme cases, network privileges may be revoked on an interim basis pending resolution of the issue. The individual campuses determine specific corrective or disciplinary actions.