



Green Mountain College

Staff Handbook

100 Introduction

This Staff Handbook has been developed to inform you of current GMC policies. If you have questions about the contents, you should contact the Human Resources Department or your immediate supervisor.

The policies and provisions stated in this Handbook are under frequent review, and supplements may be distributed periodically to reflect policy revisions or additions, at the sole discretion of the College. GMC specifically reserves the right to revise, supplement, or rescind any policies or portions of this Handbook without prior notice. It must be emphasized in this context that your supervisor is not authorized to alter, revise, or waive GMC policies, nor is she/he authorized to enter into employment agreements contrary to the provisions of this Handbook.

The provisions of this Handbook supersede any prior College policies or practices; whether written or oral. Superseded policies and practices shall be of no effect whatsoever.

101 Employment At-Will

It is the policy of GMC that all employees who do not have a written employment contract with the College for a specific, fixed term of employment are employed at the will of the College for an indefinite period. This means that all such employees are subject to termination of employment at any time with or without cause, with or without giving reasons for the termination, and with or without notice.

It must be emphasized that examples given in this Handbook of conduct that may result in discipline or termination are not exclusive, and do not modify the College's at-will policy, under which termination is appropriate without cause. Likewise, all employees may terminate their employment with the College at any time and for any reason.

Supervisors are not authorized to modify this policy for any employee or to enter into any agreement, oral or written, that attempts to change this at-will relationship.

102 Employee Relations

GMC believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers and in this industry. If employees have concerns about work conditions or compensation, they are encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that GMC amply demonstrates its commitment to employees by responding effectively to employee concerns.

103 Equal Employment Opportunity

GMC is committed to a policy of equal opportunity in employment, admissions, and access to its educational and extracurricular programs, activities and facilities, in compliance with applicable provisions of state and federal laws which prohibit discrimination on the basis of age, color, disability, ethnicity, ancestry, HIV-positive status, national origin, place of birth, veteran or military service status, race, religion,

sex (including gender identity) or sexual orientation (as defined by applicable law), or other characteristics protected by law. Also in accordance with applicable law, GMC will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship or otherwise would not be required by applicable law.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at GMC will be based on merit, qualifications, and abilities.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Department. Employees can raise concerns and make good faith reports without fear of reprisal. Upon notification, the Human Resources Department will promptly investigate any concerns regarding discrimination in the workplace. The Human Resources Department and all involved will keep these investigations as confidential as possible, with disclosure on a need to know basis. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment. In addition, any retaliation of any kind will not be tolerated.

104 Policy Against Discrimination and Harassment

GMC is committed to creating an environment that is free of discrimination and harassment. All employees are subject to the college's policy against discrimination and harassment.

Anti-Discrimination

GMC is firmly committed to prohibiting discrimination throughout the employment process against individuals because of race, color, sex (including gender identity), sexual orientation, age, religion, national origin, ancestry, place of birth, HIV-positive status, veteran or military service status, or against qualified individuals with disabilities, or because of any other legally protected status. The College will not rely inappropriately on such characteristics, or upon related stereotypes or biases, in making employment-related decisions. Also, in accordance with applicable law, the College will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship or otherwise would not be required by applicable law. While the College complies with provisions of applicable law, no portion of this handbook should be interpreted or relied upon as creating any rights broader than those recognized by applicable law.

The College's nondiscrimination policy applies to all of its employment practices, including hiring, job assignment, compensation, discipline, termination, and access to benefits and training. However, with respect to benefits, the terms and coverages provided in the various benefits agreements in effect at a particular time define the available coverages exclusively, and this policy should be read as consistent with such terms

and coverages, and consistent with the provisions of applicable law.

Employees should feel free to raise concerns or complaints relating to discrimination or perceived discrimination without fear of reprisal or retaliation from the College, supervisors or co-workers. Violations of the College's nondiscrimination policy will likely result in disciplinary action or termination. Retaliation against an employee for reporting or making a good faith charge of discrimination, or for cooperating in an investigation of a charge of discrimination, is also prohibited. The Complaint Process outlined below should be followed if you believe that you have been subjected to discrimination or retaliation. Questions should be directed to Human Resources. If you are not comfortable contacting Human Resources under the applicable circumstances, you should contact the Vice President of Finance and Administration.

Harassment and Sexual Harassment

GMC'S policy is that all employees are entitled to a work environment free of discrimination, including freedom from harassment based on race, color, sex (including gender identity), sexual orientation, age, religion, national origin, ancestry, place of birth, HIV-positive status, disability, veteran or military service status or any other legally protected status. "Harassment" is defined as statements or conduct of a verbal or physical nature, which are directed at a particular employee because that employee possesses a protected characteristic, that create an unreasonably abusive or offensive work-related environment for an employee, that would adversely affect a reasonable employee's ability to do his or her job. Examples of inappropriate harassment include, but are not limited to, the following: jokes; derogatory expressions or comments reasonably offensive to someone possessing a particular protected characteristic; the display of graphics, cartoons, or objects reasonably offensive to someone possessing a particular protected characteristic; sending and forwarding offensive electronic mail messages and/or attachments; and other conduct reasonably offensive to someone possessing a particular protected characteristic.

GMC will not tolerate such conduct at the workplace. Such conduct is unlawful under federal and pertinent state law. If you believe that you have been subjected to harassment, you should follow the Complaint Process outlined below. Questions should be directed to Human Resources.

Sexual Harassment

GMC prohibits sexual harassment of its employees. Sexual harassment is unlawful under federal law, Title VII of the 1964 Civil Rights Act, as amended, 42 U.S.C. § 2000e, and pertinent state law. Harassment because of sex includes sexual harassment, gender harassment, and harassment based on pregnancy, childbirth or related medical conditions. GMC is committed to providing a workplace free from this unlawful conduct.

Definition of “Sexual Harassment”

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to that conduct is made either explicitly or implicitly a term or condition of employment; or
2. submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or
3. the conduct has the purpose or effect of substantially or unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Acts and statements that seem harmless or amusing to some people may be offensive to others. While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment when such conduct comes within one of the above definitions:

1. unwelcome sexual advances;
2. making threats after a negative response to sexual advances;
3. suggestive or lewd remarks or gestures;
4. unwanted hugs, touches or kisses;
5. requests for sexual favors;
6. sexually suggestive posters, cartoons, drawings or objects;
7. sexual epithets, jokes and banter;
8. written or oral references to sexual conduct; or
9. comments on an individual’s body.

Unlawful sexual harassment may occur regardless of the genders of the employees involved. Victims can be bystanders of the individual at whom the unwelcome sexual conduct is directed. Further, conduct that occurs off-duty and off-premises that falls within the above definitions and affects the work environment as described above may also constitute harassment prohibited by this policy.

It is the primary responsibility of the person who feels harassed to bring his/her concerns to the attention of the College. However, co-workers are also encouraged to report incidents or patterns of prohibited harassment.

Retaliation against an employee for good faith reporting of sexual harassment or harassment based on any legally protected status as outlined above, or for cooperating in an investigation of a complaint of such harassment, is unlawful. It shall be a violation of this policy for any employee who learns of the investigation or complaint to take any retaliatory action, which affects the working environment of any person

involved in the complaint or investigation. If you believe that you are being harassed or retaliated against, you should follow the Complaint Process outlined below.

Complaint Process

We realize that it may be difficult for you to come forward with a complaint of discrimination or harassment. However, please do not ignore it. Employees are encouraged to report the incident(s) as soon as possible. Employees need not be a personal target of discrimination or harassment to file a complaint.

Any employee who believes he or she is being discriminated against, sexually harassed, or harassed because of his or her race, color, gender identity, sexual orientation, age, religion, national origin, ancestry, place of birth, disability, HIV-positive status, veteran or military service status or any other legally protected status should immediately contact:

■ **Janie Evans, Human Resource Director, 802-287-8203**

If you are not comfortable contacting the Human Resources Director under the applicable circumstances, you should contact the Vice President of Finance and Administration.

GMC is committed, and required by law, to take all appropriate steps to ensure that the matter is promptly investigated and addressed. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances, with disclosure only on a need-to-know basis and/or as reasonably necessary to carry out the investigation and any remedial action. Our investigation may include an interview with the person filing the complaint and the person alleged to have committed sexual harassment. Possible witnesses may be contacted, and other materials related to the complaint may be gathered. GMC reserves the right to take whatever steps it, in its sole discretion, determines are necessary to properly investigate a complaint. All employees must cooperate with any investigation.

If it is determined that discrimination or harassment has occurred, GMC will act promptly to address the offending conduct and, when appropriate, impose disciplinary action. Any employee who has been found to have discriminated against or harassed another employee will be subject to disciplinary action, ranging from a verbal warning to immediate termination of employment. Individuals who engage in acts of discrimination or harassment may also be subject to civil and criminal penalties.

While employees are encouraged to file their complaint of discrimination, harassment or retaliation through GMC's Complaint Process, State and federal agencies also process and address such complaints.

Agencies that Process Claims of Discrimination and Harassment

Vermont Attorney General's Office
Civil Rights Unit
109 State Street
Montpelier, VT 05602,
(802) 828-3171 (voice/TDD).

United States Equal Employment Opportunity Commission
1 Congress Street
10th Floor, Room 100
Boston, MA 02114
617-565-3200 (Voice)
617-565-3204 (TDD)

Generally, complaints must be presented to the Vermont and/or federal agencies within 300 days of the adverse action, but you should verify this information directly with an agency if you feel you might like to pursue a complaint. Each of these agencies can conduct investigations, facilitate conciliation, and if it finds that there are reasonable grounds to believe that unlawful harassment has occurred, can take the case to court.

All employees who hold supervisory positions are responsible for taking appropriate action to help prevent and report any such harassment of a GMC employee, even if the employee has not filed a formal complaint. Supervisors should contact the Office of Human Resources to discuss suspected or potential harassment situations and required actions. The College is committed and required by law to take action if it learns of unlawful harassment, even if the aggrieved employee does not wish to formally file a complaint.

Policy Distribution and Acknowledgement

A copy of this policy is provided to every employee, copies are posted throughout the campus, and extra copies will be available in the Human Resources Department. At least annually, every employee will be asked to re-read the College's policy against discrimination, harassment, sexual harassment and related retaliation and to sign an acknowledgment form that certifies that the employee has read the policy and understands its provisions.

105 Disability Accommodation

GMC is committed to complying fully with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and similar state law and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities should be conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Upon request, job applications will be made available in alternative, accessible formats. In addition, assistance in completing the applications will be available upon request. Pre-employment inquiries are made only regarding applicants' ability to perform the essential duties of the position.

Post-offer medical examinations are required only for those positions in which there is a bona fide, job-related physical requirement. They are given to persons entering the position only after conditional job offers. Medical records will be kept separate and confidential.

Reasonable accommodation will be considered for all qualified disabled employees, as defined by applicable law, who have made GMC aware of their disability, provided the accommodation does not constitute an undue hardship on GMC. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists.

GMC is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability, as defined by applicable law.

This policy is neither exhaustive nor exclusive. GMC is committed to taking all other actions necessary to ensure equal opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

If you have a concern or question regarding the ADA, Section 504 of the Rehabilitation Act or similar state law, please contact the Human Resources Department. Upon notification, the Human Resources Department will immediately contact the Coordinator of Accommodations, the College's employment related Section 504 Coordinator, who will investigate any concerns regarding a disability and/or reasonable accommodations. The Human Resource Department will work with the employee, the manager and the work area to help find a solution(s) to ADA concerns. No employee will ever be retaliated against for bringing up any ADA questions or concerns.

106 Personal Relationships in the Workplace

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee moral. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood, marriage or civil union, or whose relationship with the employee is similar to that of persons who are related by blood, marriage or civil union. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of consensual romantic or sexual

relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved. The Human Resources Department will determine the applicability of this policy where there is some question as to its interpretation.

Relatives of current employees may not occupy a position that will be working directly for, or supervising their relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. GMC also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect employment decisions and/or business decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to administration. The individuals concerned will be given the opportunity to decide who is to be moved from their present position. If that decision is not made within 30 calendar days, administration will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from workplace displays of affection or excessive personal conversation.

107 Payroll Classification

It is the intent of GMC to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time, with or without notice and with or without cause is retained by both the employee and GMC at all times.

a. Exempt

For payroll purposes, if you are classified as an exempt employee, you are excluded from the Overtime Provisions of the Fair Labor Standards Act. You do not have to submit a time card and you are not eligible for overtime pay. You are expected to work the hours necessary to do your job. GMC does not make deductions from the salary of exempt employees that are prohibited by the Fair Labor Standards Act. If an exempt employee has a concern or complaint about a deduction that he or she feels is inappropriate, he or she should contact the Human Resources Department. If a deduction is found upon review to have been improper, the Human Resources Department will take appropriate remedial action, which will include, for example, reimbursement for the inappropriate deduction.

Each Exempt Employee will also belong to one other employment category to determine benefit eligibility and accruals:

Professional/Managerial

Professional positions are those with duties and responsibilities requiring knowledge of an advanced type in a certain field. The work performed must require the consistent exercise of discretion and independent judgment and must be predominantly intellectual and varied in character. Managerial positions are those duties and responsibilities involved in the management of the department. These duties include fiscal management, personnel administration, department operation and/or other related activities.

Other Exempt

Other exempt positions have duties and responsibilities involving specialized or technical work requiring specific education and/or experience. Persons in these positions must exercise discretion and independent judgment in carrying out the operations of the department.

b. Non-Exempt/Hourly

If you are classified as a non-exempt employee, you are paid at an hourly rate and are compensated for actual hours worked per week. You are also covered by the Overtime Provisions of the Fair Labor Standards Act. Under these provisions, staff working in excess of a 40-hour workweek of actual hours worked, will be compensated as required by the Act at one and one-half times their regular hourly rate. Your immediate supervisor must approve all overtime in advance. You will submit a biweekly timesheet, signed by your supervisor, to the Human Resource Office before 9:00 am Wednesday of payroll week.

An employees EXEMPT or NONEXEMPT classification may be changed only upon written notification by GMC administration.

Regular Full-time

Regular full-time employees are those who are not in a temporary or introductory status and who are regularly scheduled to work a full-time schedule (40 hours per week). Generally, they are eligible for GMC's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Regular Part-time

Regular part-time employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, depending on the department's needs and guidelines. Regular part-time employees are not eligible for benefits.

Introductory

Introductory employees are those whose performance is being evaluated to determine whether further employment in a specific position with GMC is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

108 Access to Personnel Files

The Human Resource office maintains a personnel record for each employee. Please notify Human Resources of changes in the following information: name, address, marital status, beneficiaries of insurance coverage, person(s) to notify in case of emergency, or dependents, and/or dependent's status.

No confidential information from your file will be provided to sources outside the college without your prior written authorization unless otherwise required by law in which case every attempt will be made to provide advance notice to you.

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.

Personnel files are the property of GMC, and access to the information they contain is restricted. Generally, only supervisors and administration of GMC 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 Human Resources Department.

109 Employment Reference/Criminal Background Checks

To ensure that individuals who join the GMC community are well qualified and have a strong potential to be productive and successful, with the proper approvals and signatures GMC may check the references of applicants including but not limited to employment, criminal background, education and credit.

The Human Resources Department will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

110 Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Each department supervisor has the ability to determine the length of an introductory period. GMC uses this period to evaluate employee capabilities, work habits, and overall performance.

The introductory period shall not be construed as a contract, implied or otherwise stated. Nor shall the introductory period be construed as inconsistent with GMC's policy on at-will employment. Either the employee or GMC may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

The introductory period normally consists of 90 calendar days after date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If GMC determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period, and the employee notified of details of any extension.

Upon satisfactory completion of the introductory period, employees enter another employment classification.

111 Employment Applications

GMC relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and an employee's employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

All new hires and rehires of GMC are to be notified of their rights under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. On the bottom of the revised application is the updated Clery Act notification. If the staff member has an updated resume on file, s/he will only need to complete the top section and sign the application, which will acknowledge the receipt of the Act.

112 Performance Reviews/Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.

Generally, a staff member's supervisor will schedule at least one performance review each year, preferably in the first quarter of the fiscal year.

The purpose of the performance review is to provide a setting for open communication including but not limited to:

1. expectations, successes and areas of improvement
2. supporting innovative efforts toward accomplishments of tasks and organizational goals, and
3. fostering team work.

Prior to the performance review, a staff member will receive a copy of his or her job description, when applicable, and a description of the evaluation format. A mutually

convenient time and place will be established in advance. When the performance review is completed, a summary will be prepared, signed by the staff member and placed in the staff member's personnel file in the Human Resources Office. The staff member's signature indicates only that he/she has had an opportunity to read the summary; adequate space will be provided for comments.

GMC in an effort to recognize employee performance may award pay adjustments/merit increases. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process. Pay adjustments are awarded at the sole discretion of GMC.

GMC's performance review process should be viewed as wholly consistent with the College's at-will employment policy. That is, it should not be implied from the existence of the process, from positive performance reviews, or from statements made by supervisors during the course of the review, that GMC's discretion to terminate at-will is limited in any way.

113 Paydays

All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. If a regular payday falls on a holiday, paychecks will be distributed on the last working day before the holiday.

GMC does not issue any portion of wages prior to the regular scheduled pay date.

114 Promotions and Transfers

Any wage adjustment occurring as a result of promotion or change of job will be effective on the first day of the new assignment.

It is sometimes necessary to transfer an employee from one regular job assignment, shift or place of work to another. Notice of transfer will be given as far in advance as possible, but we reserve the right to make transfers as necessary. Staff members may request transfer from their existing position. Any pay changes associated with the transfer will be effective on the first day of the new assignment.

115 Other Employment

Any other employment that interferes with your college responsibilities, or that may conflict with the best interests of the college, is prohibited.

116 Attendance at Campus Events

Staff participation and support are enthusiastically welcomed outside of work time for cultural, academic and/or vocational programs presented for students: plays, concerts and/or other presentations by students; sports events and commencement.

117 Use of College Facilities

You and your family are encouraged to use college facilities, which include, but are not limited to the library, the pool, the fitness center and the college dining room (at costs established at the beginning of each academic year) and the campus store.

118 Employee Group Meetings

Periodically, the college schedules business activities that are designed to involve all employees as a group (e.g. town meeting day). These functions occur during regular business hours and participation is required of all employees.

201 Employee Benefits

Eligible employees at GMC are provided a wide range of benefits. A number of the programs (such as Social Security, workers compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Medical Insurance
- Dental Insurance
- Flexible Spending Accounts
- Life Insurance
- Retirement Plan
- Sick Leave Benefits
- Vacation Benefits
- Holidays
- Educational Benefits
- Summer Schedule
- Short and long-term disability

Currently, permanent/regular staff members are eligible for the insurance benefits. Insurance coverage takes effect on the first day of the first full month of employment. Specific details of the benefit plans may be obtained from the Human Resource Office.

Dependents of employees are eligible for medical and dental insurance coverage. Dependents are currently defined as spouse, civil union partner, and unmarried children who have not yet attained the age of 19, or who are between the ages of 19 and 25 and who are enrolled as a full-time student at an accredited college.

Full-time staff members are eligible for Teachers' Insurance and Annuity Association/College Retirement Equities Fund (TIAA-CREF). If you choose to contribute to TIAA-CREF, we will deduct the amount you indicate. GMC currently contributes 2-for-1 up to 7% of your salary to TIAA-CREF each year, following an initial one-year waiting period. The one-year waiting period for the match will be waived if you have an existing account through TIAA-CREF.

As required by law, we will make deductions from your salary for federal and state income taxes, for federal social security and Medicare taxes, and for any other required governmental deductions.

You may choose to have other deductions taken from your pay including charitable and other contributions. All arrangements for deductions are made through the Human Resource office.

NOTE: GMC reserves the right to amend, change or terminate any benefit plan at any time.

EDUCATIONAL BENEFITS:

Undergraduate

After 90-days of full-time employment, a full-time employee of GMC is eligible to take one (1) 3-credit course per semester without payment of tuition. Any other charges associated with the course are the responsibility of the employee. A second 3-credit course per semester may be requested, subject to the approval of the employee's direct supervisor and the appropriate cabinet officer. If the course is held during regular working hours, an employee must first obtain his or her direct supervisor's approval to attend. Employee is expected to maintain full-time employment schedule. Employee and his/her supervisor will discuss a modified work schedule for duration of course. GMC employees can only be granted course admission after tuition paying students have been accommodated.

Spouses and civil union partners of full-time employees of GMC are eligible to take two 3-credit courses per semester tuition free. Course admission can only be granted after tuition paying students have been accommodated.

Dependent children (up to two dependents per academic year) of full-time employees of GMC are eligible to enroll as full-time students free of charge. Admission is subject to the college's admissions policies and cannot be guaranteed. Dependents who wish to be admitted as full-time residential students are subject to room and board charges as listed in the college catalog.

Dependent children may also be eligible and receive tuition discounts/benefits at other institutions. The college is a partner in a tuition exchange program. Please see the Financial Aid office for specific information on tuition exchange benefits.

Tuition exemptions for spouses, civil union partners, and dependent children are also subject to the requirement of the employee's full-time employment by the college for 90-days. Tuition exemptions are not applicable to summer courses or special programs.

Graduate Programs

After 90-days of full-time employment, a full-time employee of GMC may receive a significant discount once accepted into one of the graduate

programs. Formal admissions policy applies. Program admission can only be granted after full tuition paying students have been accommodated.

202 Workers' Compensation Insurance

GMC provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness that arises out of and is sustained in the course of employment that requires medical, surgical, or hospital treatment.

Employees who sustain work related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately to their supervisor who in turn should notify the Human Resources Department, in writing, as soon as possible. This will enable an eligible employee to qualify for coverage as quickly as possible. Failure of an employee to timely report his or her work injury may jeopardize his or her ability to collect workers' compensation benefits.

Neither GMC nor the insurance carrier will be liable for the payment of Workers' Compensation benefits for injuries that occur during an employee's voluntary participation in any off duty recreational, social, or athletic activity sponsored by GMC.

Employees may not be discharged or discriminated against because they have filed claims for workers' compensation benefits. However, filing such claims does not insulate an employee from unrelated performance-based disciplinary action. Reinstatement issues involving employees on workers' compensation leave should be addressed to the Human Resources Department for handling in accordance with applicable law.

203 Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under GMC'S health, dental and flexible spending plans when a qualifying event would normally result in the loss of eligibility. Common qualifying events include termination of employment, death of an employee, a reduction in an employee's hours or a leave of absence, an employee's divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at GMC's group rates plus an administration fee. GMC provides (through a third-party administrator) each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under GMC'S plans. The notice contains important information about the employee's rights and obligations.

204 Vacation Benefits

Your employment classification determines your vacation benefit:

1. Professional/Managerial

You will be awarded twenty (20) days of vacation each of the first five (5) full years of employment, effective with the date of initial appointment. If your employment begins after July 1, you will be awarded vacation at the rate of 1.75 days per full month of employment in that year. After five (5) full years of service the vacation award will be increased to twenty-five (25) days per year.

2. Exempt

You will be awarded fifteen (15) days of vacation each of the first five full years of employment, effective with the date of initial appointment. If your employment begins after July 1, you will be awarded vacation at the rate of 1.25 days per full month of employment in that year. After five (5) full years of service the vacation award will be increased to twenty (20) days per year.

3. Non-Exempt

You will be awarded twelve (12) days of vacation each of the first two full years of employment, effective with the date of initial appointment. If your employment begins after July 1, you will be awarded vacation at the rate of one (1) day per full month of employment in that year. After two full years of service the vacation award will be increased by one (1) day per year, to a maximum of twenty (20) days after ten (10) full years of service.

Vacation Scheduling

Vacation may be taken any time during the calendar year as long as it is mutually agreed upon in advance between supervisor and employee.

Vacation earned but not used will be paid upon termination of employment based on procedures and guidelines set forth in the Employee Termination policy.

Carryovers

All employees must take their full vacation within the fiscal year in which it is earned. In some circumstances, based on the request of the College due to business conditions and based on GMC's sole discretion, employees may carry-over a maximum of five (5) vacation days into the following fiscal year.

205 Holidays

The College currently observes and schedules up to 15 holiday dates per year, which includes two (2) floating holidays. A new holiday calendar will be published and distributed to all employees annually. Any employee whose regular work schedule

requires work on the College holiday will receive a compensatory holiday at a time that is convenient to the College employee and agreed upon by the employee's direct supervisor.

GMC will provide paid holiday time off to all eligible full-time employees immediately upon assignment to the eligible employment classification. Holiday pay will be calculated based on the employees straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. Floating holidays must be scheduled with the prior approval of the employee's supervisor.

206 Sick Leave Benefits

All regular full-time employees are eligible for sick pay. Sick pay is provided to protect the income of employees when they are unable to work.

Staff members who will be absent from work due to illness, accident or personal emergency should notify his/her immediate supervisor as soon as possible. If a staff member is absent for three (3) consecutive days without notification to his/her supervisor of the reasons or circumstances for the absence, it will be considered a voluntary resignation.

The College reserves the right to require a staff member to provide a physician's statement in cases of frequent sick leave absences or those lasting more than three (3) days. In case of absence due to severe illness or injury, a physician's statement will be required certifying the release to return to work.

1. Professional/Managerial

Sick leave will be earned at the rate of three (3) days per month of employment for each of the first two (2) years, then at the rate of 1.5 days per month thereafter. Total accumulation cannot exceed 120 days.

2. Exempt

Sick leave will be earned at the rate of two (2) days per month of employment for each of the first two (2) years, then at the rate of one (1) day per month thereafter. Total accumulation cannot exceed 120 days.

3. Non-Exempt

Sick leave will be earned at the rate of one (1) day per month of employment. Total accumulation cannot exceed 120 days.

There is no compensation paid for unused sick days upon termination. An employee who is employed by the college until retirement age will be paid for 20% of unused accumulated sick leave at his/her pay rate at the time of retirement.

Four (4) days of accumulated sick leave may be used as personal days each fiscal year. Personal days must be scheduled in advance and approved by your supervisor.

207 Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to three (3) days of paid bereavement leave will be provided to eligible full-time employees. The actual date of death does not count toward the three days.

Employees may, with their supervisor's approval, use any available paid leave (vacation or floating holiday) for additional time off as necessary.

GMC defines immediate family as the employee's spouse, civil union partner, parent, child, sibling, grandchildren, grandparents and any parent, child, sibling, grandchild or grandparent related to the employee by marriage or civil union.

208 Jury and Witness Duty

GMC encourages employees to fulfill their civic responsibilities by serving jury duty when required. Full-time employees must notify your supervisor at once if you are called to serve as a juror or witness. We will make up any difference in pay between what you receive for juror or witness fees and your regular college base pay for up to one month.

Employees must show the jury duty or witness summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

GMC will continue to provide benefits for the full term of the jury duty or witness absence.

209 Parental, Medical and Family Leave (FMLA/PFLA)

This policy provides only a summary of the main provisions of the federal and Vermont family and medical leave laws. This policy is intended to comply with the provisions of applicable Vermont and federal laws. Questions about this policy should be directed to the Human Resources Department.

Purpose

GMC believes that strong families are important to a productive and healthy society and the college community.

Eligibility

All employees who have worked for the College for an average of 30 hours per week for one year or a person who has worked for the College for at least 12 full months and has been employed for at least 1,250 hours during the year preceding the leave.

Policy

GMC provides job protected family leaves of absence without pay to eligible employees who require time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or due to a serious illness of serious health condition of the

employee or the employee's child, foster child, ward, spouse, civil union partner, parent or parent or child of the employee's spouse or civil union partner. In general, a serious health condition or serious illness means an illness, injury, impairment, or physical or mental condition that poses imminent danger of death and requires inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider. Questions about whether a particular condition is covered should be addressed to the Human Resources Department.

Process

For staffing and planning purposes, employees must provide reasonable written notice of their intent to take leave, including the anticipated dates the leave will start and end.

Employees requesting leave related to the serious health condition or serious illness of the employee or a qualifying family member may be required to submit a health care provider's statement to verify: the condition, why the condition necessitates the leave, and the anticipated beginning and expected ending dates of the leave. Any changes in this information should be promptly reported to the College.

Employees may request up to a maximum of 12 weeks of job protected leave within any 12-month period.

Conditions

GMC will provide all employees' current benefits during a leave period that falls within this policy to be paid by the employee as during active employment.

Employees may use available paid sick time, earned vacation or other paid leave as part of their leave, but not to extend the 12 weeks of leave provided.

Returning to Work

In certain circumstances, before an employee may return from leave, the College may require certification from the employee's health care provider that certifies the employee's ability and fitness to perform the duties associated with the employee's position with the College. This certification will only pertain to the serious illness or serious health condition that necessitated the employee's leave of absence. An employee failing to provide a certification will not be permitted to resume work until it is provided. The College, through its own health care provider, may contact the employee's health care provider, with the employee's consent, for the purpose of seeking clarification of the employee's ability and fitness to return to work.

So that an employee's return to work can be properly scheduled, an employee on leave is requested to provide GMC with at least two weeks advance notice of the date the employee intends to return to work if possible. Upon return from leave, a returning employee must be offered

the job held previously, or a comparable one at equal pay, benefits, and seniority subject to the exceptions noted below. There are two exceptions to a covered employee's entitlement to reinstatement following a parental, medical, or family leave that apply only if the College can demonstrate one of the following conditions:

- The College is not required to reinstate an employee returning from leave if the College can show that the employee's job would have been terminated for reasons unrelated to the leave.
- The "key employee" provision allows the College to hire a permanent replacement worker, after giving reasonable notice to the employee of intent to do so, if the College can demonstrate that the employee performs unique services and the hiring of a permanent replacement is the only alternative available to the College in order to prevent substantial and grievous economic injury to the College's operation.

If an employee fails to return to work on the agreed upon return date, GMC will assume that the employee has resigned. If an employee does not return to the College's employment at the end of a leave period, the College may require the employee to compensate the College for any benefits-related payments made by the College to, or on behalf of, the employee during the leave period, in accordance with applicable law.

Any questions you have about the College's family and medical leave policy and the requirements of applicable laws should be addressed to the Human Resources Department.

Short-Term Family Leave

In addition to the leave provided above, an employee shall be entitled to take unpaid leave not to exceed four hours in any 30-day period and not to exceed 24 hours in any 12-month period. The leave must be taken in a minimum of two-hour segments and may be taken for any of the following purposes:

- a. To participate in pre-school or school activities directly related to the academic educational advancement of the employee's child, stepchild, child of civil union partner, foster child, or ward who lives with the employee, such as a parent-teacher conference.
- b. To attend or to accompany the employee's child, stepchild, child of civil union partner, foster child, or ward who lives with the employee or the employee's parent, spouse, civil union partner, or parent of employee's spouse or civil union partner to routine medical or dental appointments.

- c. To accompany the employee's parent, spouse, civil union partner, or parent of employee's spouse or civil union partner to other appointments for professional services related to their care and well being.
- d. To respond to a medical emergency involving the employee's child, stepchild, child of civil union partner, foster child, or ward who lives with the employee or the employee's parent, spouse, civil union partner, or parent of spouse or civil union partner.

An employee shall make a reasonable attempt to schedule appointments for which leave may be taken under this section outside of regular work hours. In order to take leave under this section, an employee shall provide the employee's supervisor with the earliest possible notice, but in no case later than seven days before leave is to be taken except in the case of an emergency. In this subsection "emergency" means circumstances where the required seven-day notice could have a significant adverse impact on the family member of the employee.

At the employee's discretion, the employee may use accrued paid leave, including vacation and sick leave.

210 Military Leave

In keeping with the provisions of the *Uniformed Services Employment and Reemployment Rights Act of 1994* (USERRA), if eligible, Green Mountain College will release you for active duty in the Reserve and/or National Guard for a maximum of five (5) years of cumulative service as defined by USERRA. Your salary will not continue during the leave period. However, at your election, you may use any accrued paid time off during your military leave. You will be required to submit a copy of your orders and provide advance notice of your intent to take military leave, unless giving such notice is impossible, unreasonable or precluded by military necessity.

Health & Dental Insurance

Benefit coverage will continue for 31 days as long as you pay your normal share of premiums. During a military leave of greater than 30 consecutive days, you may, at your own election, continue on the College group health and dental insurance plans for a period of up to the lesser of (1) the day after your deadline to apply for reemployment as defined by USERRA, or (2) 24 months. You will be required to pay the College 102 percent of your full premium for this coverage.

Retirement/Pension Plan

The employer contribution to the Retirement Plan for Employees of GMC

will be reduced to reflect any reduction in income paid by the College. You will be credited with the time you are on leave as if you had been continuously employed.

Paid Time Off Accrual

Accrual of paid time off will continue, for a maximum of four months, as if you were still working in your normal capacity. Additionally, as dictated by USERRA, for the purpose of determining your paid time off accrual rate, you will be credited with the time you are on leave as if you had been continuously employed.

Reporting Back to Work

If your military leave is less than 31 days, you must return to work within 8 hours after returning home at the beginning of the first full regularly scheduled work period. If the length of your military leave is between 31 and 180 days, you must submit an application for reemployment no later than 14 days after completion of your service. If your military leave is greater than 180 days, you must submit an application for reemployment no later than 90 days after completion of your service. The prescribed time periods may be extended for up to two years for employees who are hospitalized or convalescing because of a disability incurred or aggravated during the period of military service. Employees who fail to report to work or apply for reemployment within the required time period will be considered to have voluntarily terminated their employment.

Reemployment

Depending upon the length of your service and as long as you are qualified or able to become qualified, you will be restored to your prior position, a position you would have attained but for your period of military service, or a position of like seniority status, pay and benefits. Reemployment rights do not extend to those employees with a disqualifying discharge from military service. In addition, reemployment is not required when doing so would be impossible or unreasonable, given a change in the employer's circumstances.

National Guard/Reserve Training

If you are required to participate in annual National Guard or Reserve training once a year for two weeks, you will be provided time off and the College will make up any difference that may occur between your military pay and your pay at the college. A copy of your military earnings statement and orders will be required.

211 Personal Leaves of Absence

GMC may provide formal leaves of absence without pay to eligible full-time employees who require time off from work duties to fulfill unforeseen personal obligations.

You may request a leave without pay under circumstances that are not covered by any other leave provision. The College reserves the right to determine in its sole

discretion whether the leave will be granted and the terms of the leave. Requests for such leave must be submitted in writing to your supervisor and the appropriate cabinet member.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When a personal leave ends, reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, GMC cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, GMC will assume the employee has resigned.

212 Work Breaks

All employees are entitled to two 20-minute breaks per full working day, with one break taken in each half of the workday. Breaks must be scheduled so that no office is left without coverage.

301 Employee Termination

Introduction

GMC reserves the right to terminate any employee, at any time, for any reason. The word terminate, as used in this document, shall mean all separations of employees from the College including retirement. Termination is defined as severance of an employment relationship between GMC and the staff member whether voluntary or involuntary.

Policy

Nothing in this document, or any other Policy document, or any application for employment shall be interpreted as implying that a contract for employment exists between the College and any employee.

Definitions

- *Resignation* - The employee voluntarily resigns his/her position.
- *Discharge* - The employee is terminated involuntarily.
- *Layoff* - Termination due to lack of work, organization change or some other situation which precludes reassigning the employee to another position.
- *In Lieu of Notice Pay* - Compensation granted to employees terminated involuntarily, and without notice, or compensation provided to an employee who voluntarily resigns and provides advance notice, but GMC terminates the employment relationship on the date of notification.
- *Vacation Pay* - Compensation for vacation earned but not used.

Procedures

When an employee is terminated, his/her immediate supervisor shall take such action as is necessary to insure that College property and proprietary information (both currently and previously) in the custody of the terminating employee is surrendered.

1. Resignation

If an employee plans to leave GMC, at least two weeks written notice (four weeks for professional/managerial employees; by May 1 for Campus Life, Student Life and Learning Center employees) must be given. When an employee provides the appropriate notice of planned resignation, the supervisor may permit the employee to work during this period or terminate the employee on the date of notification. Should the employee be terminated on the day of notification, he/she shall be entitled to In Lieu Of Notice Pay equal to what he/she would have earned in base pay during the notification period. Any vacation due the employee at the time of separation shall be liquidated by cash payment and not used to extend the date of termination.

Human Resources will inform the employee in advance of any unused vacation time which will be included in the final paycheck unless the specified notice has not been given, in which event the employee will forfeit the unused vacation time. Accrued paid sick leave and personal leave will not be compensated. Federal COBRA and state VIPER law will govern with respect to any insurance issues.

2. Discharge

Employment relations with the College are on an “at will” basis. Thus, although the College hopes for a mutually rewarding relationship with its employees, the College and the employee each reserves the right to terminate the employment relationship at any time, with or without cause.

Accrued vacation, paid sick time or personal leave are not compensated at the time of termination. Federal COBRA and state VIPER law will govern with respect to any insurance issues.

3. Layoff

It shall be the policy of the college to use every reasonable effort to avoid layoff of competent employees whose jobs are eliminated. Employees will be considered for other company positions for which they have, or can easily obtain the necessary skills. Toward this end, the college will provide retraining, where reasonable, to give the employees the skills necessary to carry out the new assignment.

a) “In Lieu Of Notice Pay” may be granted to employees who are terminated involuntarily, but not discharged, and without notice. “Vacation pay” is pay due an employee for vacation earned and not taken.

4. Final Pay Check

Upon notification of a termination, the Human Resource Department will be responsible for preparing the employee’s final check(s). Payment will be made on next college payday or sooner, based on the state’s applicable laws, and forwarded to the employee.

302 Absenteeism - Hourly and Salaried

If an employee expects to be late or not come in at all, the employee is expected to contact their supervisor before their starting time if they had not advised their supervisor in advance. Failure to do so without warranted reason will be considered basis for disciplinary action. The employee is expected to advise their supervisor of the reason for the absence and the estimated duration.

The employee should notify a supervisor in their office directly. The employee should not report their absence by a voice mail or e-mail message or from some other person unless that is the only communication available.

If a supervisor has not been notified by an absent employee as to the reasons for the absence, the supervisor will make every effort to contact the employee. The supervisor will find out:

- a) The reason for the absence.
- b) The reason for the failure of the employee to report the absence.
- c) The estimated duration of the absence.

In the event of an absence of 3 days or more caused by illness or personal injury, an employee will normally be expected to bring in to their supervisor a doctor’s certificate stating when they are able to return to work and the nature of the illness.

Employees are not eligible to receive pay during absence caused by sickness unless they qualify for sick leave pay.

In cases of excessive absenteeism (or tardiness), employees may be subjected to the following disciplinary action: verbal warning to employee that absenteeism (or tardiness) must be reduced; written warning given to the employee to read and sign (one copy must be sent to the Human Resources Department to be placed in the employee’s file); or disciplinary action in the form of suspension or termination. While ranked in order of severity, your supervisor is not required to apply each or any of the above listed actions in any particular order.

303 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, GMC expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization, and any individual who comes in contact with the College.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer owned or customer owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized or improper use of telephones, mail system, computer, e-mail or other employer owned equipment
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Dishonesty and any activity that violates a statute or regulation
- Inappropriate dress

While this policy lists examples of unacceptable conduct that may result in disciplinary action, up to and including termination, the policy should be read as entirely consistent with the at-will employment relationship. GMC always retains the ability to terminate the employment relationship at any time with or without cause and with or without notice.

304 Workplace Violence Prevention Policy

Green Mountain College is committed to preventing workplace violence and maintaining a safe and secure work environment for all of its employees.

Intimidating, coercive and abusive behavior, acts of violence or threats of violent behavior against employees, visitors, or customers will not be tolerated and are strictly prohibited. Examples of workplace violence include, but are not limited to, physically

harming another, shoving, pushing, throwing objects, damaging property, stalking, brandishing weapons, or threatening to engage in such activities.

Any employee who experiences conduct prohibited by this policy, or witnesses such conduct, should immediately bring the matter to the attention of the Human Resources Department or any supervisor. Even in the absence of an act or actual threat, employees are encouraged to report behavior they consider suspicious or which could potentially endanger the health or safety of an employee. GMC, at its sole discretion, may remove any person from the premises when it deems such removal is necessary in order to ensure the safety of the working environment.

If a workplace violence issue appears to be an emergency, you should immediately contact Security at extension 8911.

Reports of workplace violence will be promptly investigated. Employees are encouraged to make such reports, regardless of the relationship between the individual who engaged in the prohibited conduct and the individual being subjected to the conduct. GMC recognizes the sensitive nature of these reports and will endeavor to conduct investigations in as confidential a manner as possible, with disclosure on a need-to-know basis and/or as necessary to conduct the investigation. Employees will not be subject to reprisal or retaliation in response to making your concerns known.

If you have reason to believe that you might be subject to threatening, abusive or other dangerous behavior in the workplace or surrounding premises because of family, social or other relationships or disputes that exist or arise outside of the workplace, you are also encouraged to come forward with information about your concerns. You should discuss such concerns with someone in the Human Resources Department or with a representative of GMC's Wellness Center (with the understanding that Wellness Center representatives may be obligated to bring health and safety risks to the attention of the College). It is important that GMC be informed of such risks in a timely manner, because they may affect your safety in the workplace, as well as that of your co-workers.

Violations of this policy will result in disciplinary action, up to and including termination of employment. In addition, if warranted under the circumstances, reports of workplace violence may be referred to appropriate law enforcement agencies, and GMC reserves the right to take necessary legal action to protect its employees.

305 Weapons Prohibition Policy

Green Mountain College prohibits anyone from possessing or carrying firearms or other weapons of any kind on College property and at events sponsored by the College. This prohibition also applies to all College vehicles, as well as personal vehicles on College premises.

Suspected violations of this policy should be immediately reported to the Human Resources Department or any supervisor. Employees should not place themselves in peril and confront the individual whom they suspect is carrying a weapon.

Violations of this policy are subject to disciplinary action, up to and including termination.

306 Tobacco Usage

It is the policy of Green Mountain College to comply with all applicable laws regarding smoking in the workplace and to provide employees with a smoke-free environment in which to work. Therefore, the use of tobacco products, including but not limited to cigarettes, cigars, pipes and smokeless tobacco, is prohibited inside any of the College's facilities. Employees are to confine the use of tobacco products, including but not limited to cigarettes, cigars, pipes and smokeless tobacco, to designated outdoor smoking areas only. The College expects employees to dispose of tobacco products waste in designated receptacles and to keep the designated smoking areas clean.

This policy applies to employees and non-employee visitors, as well as students, and applies at all times, including before and after normal working hours. Violations of this policy will be taken seriously and may result in disciplinary action up to and including termination of employment.

Employees may contact the Wellness Center for information regarding the availability of smoking cessation programs.

307 Security

Green Mountain College endeavors to provide a safe, secure working environment. Security devices on College premises (i.e. locks, alarm systems, etc.) must be used carefully and appropriately, and should never be disabled. If you are issued keys to any area, you should not obtain or distribute copies to any unauthorized person, or if you are provided with passwords or information related to College security, you must safeguard such information and not share it with any unauthorized person. Violations of this policy are subject to disciplinary action, up to and including termination.

At GMC's discretion, it may inspect or search the person, vehicle or effects of an employee or visitor. This may include an employee's office, desk, file cabinet, closet, locker, computer files or similar places.

All employees should be watchful for security issues while on the premises. If you sense that a security issue exists, or at any time feel that there is a potential threat for the safety of you or others, you should immediately contact a supervisor. If no supervisor is available, and it appears necessary, you should contact Security at extension 8911.

308 Drug and Alcohol Policy

Effective Date: March 2007

It is GMC's desire to provide a drug free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

Drug Policy

Pursuant to the provisions of the Drug-Free Workplace Act of 1988, GMC is considered a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is

prohibited. Any employee found in violation of this policy will be subject to appropriate college action, which may include required participation in a counseling and rehabilitation program, disciplinary sanctions, termination or notification of the appropriate civil authorities.

As a condition of employment, any employee convicted of a criminal drug offense committed on college property or in the course of a college activity must notify the college within five (5) calendar days of conviction. The employee will be subject to appropriate college action, which may include required participation in a counseling or rehabilitation program, disciplinary sanctions, or termination.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner.

Alcohol Policy

The consumption or being under the influence of alcoholic beverages during working hours is prohibited. In addition, any employee who is found to possess, distribute or consume alcoholic beverages in violation of federal, state, local laws or college rules will be subject to appropriate college action which may include required participation in a counseling or rehabilitation program, disciplinary sanctions or termination.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Wellness Center. Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of disciplinary action may request approval to take unpaid time off to participate in a qualified or approved rehabilitation or treatment program. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Human Resources Department without fear of reprisal.

309 Attendance and Punctuality

To maintain a safe and productive work environment, GMC expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on GMC. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

310 Solicitations

Solicitations of a personal nature on the premises are discouraged as it is disruptive and may place an undue financial burden on employees and can be embarrassing to those employees who cannot or do not wish to contribute. Exceptions to this policy may be made for the solicitation of gifts for employees for limited special occasions (retirements, weddings, births, etc.).

The e-mail system is not be used as a tool for communicating any solicitations.

311 Grievance Policy

Purpose

To ensure that policies are applied consistently and to provide an effective and efficient method for employees to present their concerns to management and resolve them internally.

Policy

This policy provides a review of concerns/conflicts in order to respond to employees quickly and in a consistent manner.

Conflicts, misunderstandings, and frustrations may arise in the work place. We wish to make it clear that any employee who is confronted with a conflict has various means available, which may be used for resolution or clarification of the issue involved. Thus, we currently provide the following guidelines of communication.

A. Assurances

Employees should generally be assured that no one will be retaliated against for filing a good faith complaint under this procedure.

B. Conflict Resolution Procedure

It is our intent to be responsive to our employees and their concerns; therefore, the following conflict resolution procedure has been established.

1. Employees should initially direct their concerns with whom their complaint exists. The employee's supervisor should be the first source of assistance. If the complaint is with the employee's supervisor the employee should schedule an appointment with their supervisor's immediate supervisor to discuss the concern giving rise to the complaint within seven working days in which the incident occurred.

The immediate supervisor should respond in writing to the informal complaint within five days of the meeting held with the complainant employee.

2. If the discussion with the immediate supervisor does not resolve the conflict to the mutual satisfaction of the employee and the supervisor, or if the supervisor does not respond to the complaint, the employee may submit a written complaint. The submission of the written complaint is due within ten working days of the response of the supervisor and must include:
 1. The conflict and the date when the incident occurred.
 2. Suggestions on ways to resolve the conflict.
 3. Verbal or written response from immediate supervisor, if provided, and the date when the employee met with their immediate supervisor.

Employees may receive assistance with writing their complaints from the Human Resources Department. Complaints must be submitted to the employee's director/department head and a copy should be forwarded to Human Resources.

Upon receipt of the formal complaint, the director/department head must schedule a meeting with the employee within ten working days to discuss the complaint.

Within approximately ten working days after the discussion, the director/department head should issue a decision both in writing and orally to the employee filing the complaint.

3. If the employee is dissatisfied with the decision of the director/department head, the employee may within ten working days, appeal this decision in writing to the Human Resources Department to investigate the complaint.

Human Resources may call a meeting with the parties directly involved to facilitate a resolution or may refer complaints to the appropriate cabinet member if they are of the opinion that the complaint raises serious questions of fact or interpretation of policy. The Human Resources Department may gather further information from involved parties. All involved individuals, other than the Human Resources Department, will be charged with the responsibility of not discussing the situation with any other employee or with the complainant employee. The appropriate cabinet member will make and communicate the final decision to the staff member.

If an employee fails to appeal from one level to the next level of the problem solving procedure within the time limits established in the procedure, the problem shall be considered settled on the basis of the last decision and the problem submitted by the employee shall not be subject for further consideration.

401 Personnel Data Changes

It is the responsibility of each employee to promptly notify your supervisor of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of any emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has been changed, notify your supervisor who will notify the Human Resources Department.

402 Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require GMC to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of departure from work for personal reasons. Overtime work must always be approved, by their supervisor or appropriate manager, before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Employees should report to work no more than 15 minutes prior to their scheduled starting time nor stay more than 15 minutes after their scheduled stop time without express, prior authorization from their supervisor.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

All hourly employees are to submit a timesheet for timely payroll processing by 9 am on the Wednesday prior to the scheduled pay date.

Exempt employees will be required to complete an Exempt Paid Time Off form on a monthly basis to accurately report any paid time off (vacation, sick pay, floating holidays, etc.) used in that month.

403 Reimbursable Expenses

Subject to prior authorization from your supervisor, you will be reimbursed for any out-of-pocket expenses you incur on behalf of the College, including the use of your personal car on college business (not commuting to and from your home).

In addition to prior authorization, appropriate receipts and documentation must be submitted with the request for reimbursement.

501 E-mail /Voice Mail/Internet Policy

It is the policy of GMC to maintain electronic mail, voice mail, and Internet systems to assist employees in the performance of their responsibilities and duties and to help the College to effectively and efficiently manage its information and communications. To ensure proper conduct in the use and availability of the electronic, voicemail and Internet systems, the following guidelines and understandings shall be respected when utilizing said systems:

1. The College's Internet e-mail and voice-mail systems are provided to assist in the conduct of College business and, as such, use should be limited to the conduct of business of the College.
2. All computers and the data stored on them including Internet e-mail and voice-mail messages composed, sent and received are and remain at all times the property of the College. No employee has any expectation of privacy in any email transmission or other computer files. The College reserves the right to monitor, retrieve, and read all data composed, sent/received and saved on the College systems.
3. Internet e-mail and voice-mail may not contain content that may be reasonably considered offensive or disruptive to any employee. Offensive content would include, but would not be limited to, sexual comments or images, racial slurs, gender-specific comments or any comments that would offend someone on the basis of his or her age, sexual orientation, gender, gender identity, religious or political beliefs, national origin, disability or any other protected characteristic.
4. Employees will be expected to obtain access to the Internet via the access policies in effect at the time of the request.
5. While E-mail may accommodate the use of passwords for security, confidentiality cannot be guaranteed. The College will make reasonable efforts to preserve the confidentiality of your voice-mail and e-mail, but you must assume that any and all messages may be read by someone other than the intended or designated recipient.
6. The College can retrieve and read any message composed, sent, or received on the company voice mail and computer system. Please note that even when a message is erased, it may still be possible to recreate the message; therefore, ultimate privacy of messages cannot be ensured to anyone.
7. Employees must ensure that in order to protect the confidentiality of their electronic mail and voice mail that passwords should only be known to themselves. The College cannot protect the confidentiality of these electronic media if passwords are divulged to third parties.

Policy Compliance

Each employee has the responsibility for maintaining full compliance with these guidelines. Each supervisor shall be responsible for ensuring that appropriate action is taken to correct any situations that are in conflict with said guidelines. Violation of this policy may result in disciplinary action up to and including discharge.

Approval for Internet Access

Internet and e-mail approval will be based upon business need and is applicable to specific individuals and not to entire GMC offices.

The employee and their supervisor approving Internet and/or e-mail access have read the E-mail /Voicemail and Internet policy and understand it, as evidenced by their signature. They understand that any commitments/ purchases made via Internet may be the responsibility of the individual and not the College unless previously approved. You are responsible for any charges you may incur for personal use of these systems. Telephone bills are issued monthly to each college employee for review. Payment for personal calls and personal mail should be made to the Business Office.

The employee and their manager agree to abide by the Company's E-mail/ Voicemail /and Internet policy and conduct themselves in an ethical, responsible manner at all times when using College resources.

502 GMC Computer Ethics And Software Usage Policies

Computer Ethics

GMC makes available computer networks, systems, and software to enable employees to work efficiently and provide high-quality services to its customers. The College maintains local-area networks (LANs) that allow for the rapid exchange information among coworkers and provides access to the Internet to facilitate communication with customers and others outside the college. Employees should use these resources only for business-related purposes. Accessing or maintaining objectionable material on individual computers or on networks, including the Internet, is a clear violation of GMC's computer ethics policy and will be subject to disciplinary action, up to and including termination of employment.

Authorized Access to Networks and Systems

An employee's authorized access to the networks and systems and their services is dependent on the employee's business needs. Therefore, employees must use these resources only in accordance with their access privileges.

Any employee who abuses his or her access privileges by unauthorized entry into another employees system or files or into GMC's internal and external networks (i.e., hacking) is subject to appropriate disciplinary action up to, and including termination of employment. Disciplinary action will also be taken in the event of unauthorized access to another employee's voice mail or e-mail. In some cases, the abuse of access privileges may be illegal, and the violator may be subject to legal penalties.

Employees can help prevent unauthorized access to networks and systems by using secure passwords and changing them frequently. User IDs and account information must not be shared under any circumstances. Accounts will be created and access rights will be assigned to appropriately reflect the needs of the user.

There are data security risks inherent in maintaining networks and an Internet gateway as GMC does. The College reserves the right to monitor messages and material transmitted over networks and the Internet. Employees who use networks and the Internet in an inappropriate manner, violate the security of corporate confidential information, or send messages or materials that are not consistent with GMC's policies or appropriate workplace conduct will be subject to disciplinary action, up to and including termination of employment.

Use of the following is prohibited:

- Using eavesdropping software or hardware.
- Using packet or password grabbing software or hardware.
- Spoofing any Internet address, including GMC's.
- Willfully transmitting a virus.
- Using tools available on or for the Internet to audit, analyze, and determine weaknesses in our network.

Network Information Security and the Internet

Employees who use the Internet need to be aware that the Internet and information communicated over it can be intercepted and accessed illegally. Therefore, Internet users must take following precautions to protect against security violations:

- Refrain from discussing any sensitive or personal information on the Internet.
- Assume that your audience is everyone on the World Wide Web (because it may be). Confidentiality cannot be assured.
- Never give access, usernames, or passwords to anyone.

The easy and free access that many GMC employees have to the Internet is a valuable benefit and business tool. This very ease of use, however, can cause individuals to forget the global reach and impact of Internet communications.
