

# STAFF HANDBOOK

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# BASICS

## Introduction

The management team of Moore College of Art & Design has prepared this Guide to acquaint you with the policies and practices of the College. It covers general practices, staff benefit program highlights, and staff concerns. Please take the time to read the Guide carefully and use it for future reference.

We want staff to enter into employment here with a realistic understanding of the employment relationship. As you review this Guide, you should understand that it is not a contract of employment; the Guide is a general description of the employment practices and policies of the College and is provided to you for informational purposes only. No staff member has a written employment contract unless the President of the College has issued it. A staff member may terminate their employment at any time for any reason. Similarly the College may terminate a staff member at any time for any reason. (Reference Employment at Will policy)

The policies in this Guide are subject to change at the sole discretion of the President of Moore College of Art & Design or his/her designee. From time to time, you may receive updated information concerning changes in policy and information provided by your Human Resources Representative. If you have any questions regarding any policies or practices, please ask your Supervisor or Human Resources Representative for assistance.

**NOTE: Supervisory or other management personnel do not have the authority to alter any personnel policies, benefits, or procedures as they are described in this Guide or to make promises or commitments that conflict with or are at variance with this Guide. Any changes to this Guide and to the policies, benefits, and procedures applicable to your employment may only be made, in writing, by the President or his/her designee.**

Moore recognizes that our staff are individuals. From time to time, a staff member with special circumstances may require individualized treatment to resolve his or her particular problem. In those situations, the College may treat the staff member differently from that specified in the Guide.

Moore College of Art & Design encourages you to use your own initiative and common sense in tackling day-to-day problems, challenges, and opportunities. As you do this, please keep in mind College policies and department procedures, and work closely with your Supervisor as you constantly look for ways to improve yourself and your job.

Setting the standard for excellence in educating women for careers in art and design!

## **MISSION STATEMENT**

Adopted by the Board May 1, 2007

Moore College of Art & Design is dedicated to excellence in art and design. Founded in 1848, Moore is the first and only visual arts college for women in the United States. Through its undergraduate bachelor of fine arts degrees for women and its coeducational graduate programs, Moore cultivates creativity, promotes scholarship and prepares its students for professional careers in the arts by emphasizing critical thinking, problem solving, risk-taking, and strong communication skills. Moore is dedicated to educating graduates that distinguish themselves as leaders in their fields.

As a cultural leader, Moore promotes access to the arts throughout the broader community. The Galleries at Moore introduce the work of significant regional, national and international artists to the community through distinctive exhibitions and educational programs. The wide-ranging Continuing Education programs also serve the community by providing opportunities for men and women to learn new skills for personal and professional growth. Through Moore's acclaimed Young Artists Workshop, founded in 1922, the lives of children and youth are enriched through creative arts education.

Building on its historic legacy of educating women for successful careers in the visual arts, Moore is committed to adapting to the needs of future generations of artists, designers, scholars and educators throughout its diverse educational programs.

## **VALUES STATEMENT**

Adopted by the Board September 13, 2011

### **EXCELLENCE**

We value creative and intellectual rigor driven by passion and determination to succeed.

### **PROFESSIONALISM**

We value experiences that foster integrity, ethical conduct, and give students a competitive edge.

### **LEADERSHIP**

We value innovation, vision, and the ability to inspire.

### **SPIRIT**

We value a vibrant, supportive, and engaging community that builds life-long relationships.

### **RESPECT**

We value empowering all individuals to find their own voices and to hear the diversity of voices.

# HISTORY

Moore College of Art & Design is the first and only women's art and design college in the country—and one of two in the world. In 1848, founder Sarah Worthington Peter established the Philadelphia School of Design for Women to educate women for careers in art related fields. The school's first major, textile design, prepared women to work in the new industries of the Industrial Revolution. At the time, to establish such a school was truly pioneering.

Today, Moore celebrates its rich legacy. Sarah's original vision continues to drive the College's mission to educate women for careers in the visual arts. Though our first major was textile design—established during the Industrial Revolution, of which Philadelphia was the center—the College now offers 10 BFA programs including Art Education, Art History, Curatorial Studies, Fashion Design, Fine Arts with emphases in 2D and 3D, Graphic Design, Illustration, Interior Design, Interactive & Motion Arts, and Photography & Digital Arts.

In recent years, we have expanded our curriculum to include post-baccalaureate programs in addition to continuing education programs for adults and youth. In 2009, Moore introduced three graduate level programs.

With a student population of over 500 and a 9:1 student to faculty ratio, Moore students enjoy participating in the cultural richness of Center City Philadelphia, and experience a singular educational experience within a small, supportive community. They learn from a dedicated faculty of accomplished artists, designers, educators and scholars.

Connecting to and drawing from the strengths of Moore's undergraduate programs are The Galleries at Moore, Continuing Education programs for adult women and men, and the Young Artists Workshop for girls and boys in grades 1-12. The Art Shop opened in the Fall 2002 as the only retail space on an art and design college campus dedicated to selling original works by Moore students and alumnae.

# *EMPLOYMENT PRACTICES*

## **Management Philosophy**

The College is committed to maintaining a relationship with staff based on common goals, respect, cooperation, and confidence. We feel that it is important to treat each person as an individual, communicate openly, and provide a climate that encourages personal growth and a genuine spirit of cooperation, teamwork, and consideration for others. As leaders and role models for our students, it is imperative that we conduct ourselves in ways that prepare our students for success.

Moore realizes that the concept and the spirit of the “entrepreneur” must shape what we as faculty, staff and board do as a college to have the concept take shape and have meaning and substance within the curriculum and co-curriculum. In a very real sense our vision is to model the best of these qualities while we assure that they are reflected in our education programs and our business philosophy.

## **Equal Opportunity**

Moore College of Art & Design is a positive, results-oriented employer offering equal opportunity to all. Moore is committed to the concept and practice of equal employment in all aspects of employment.

The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices. Retaliation is also prohibited.

This policy applies to all employment practices including, without limitation, hiring, promotion, demotion, transfer, recruitment, layoff, discipline, termination, compensation, benefits, training, working conditions, and other obligations and privileges of employment.

Inquiries regarding compliance with the policy regarding non-discrimination may be directed to Ruth Robbins, Dean of Students, 215-965-4040 or rrobbins@moore.edu OR Rachel Phillips, Director of Human Resources, 215-965-4025 or rphillips@moore.edu.

If you believe that you have been discriminated against, you can register a complaint with the Human Resources Office, or with any other management personnel with whom you feel comfortable. A confidential investigation will be conducted and corrective action will be taken where allegations are verified. No staff members will suffer retaliation or intimidation as a result of using the internal complaint procedure. (Identified in the Issue Resolution section of this guide)

## **Employment At Will**

Pennsylvania is an Employment-at-Will state. This means that either you or Moore College of Art & Design can terminate the employment relationship with or without notice at any

time during your employment. Moore College of Art & Design reserves the right to terminate staff members for any reasons not stated in this handbook. At the same time, staff members may terminate employment at any time with or without notice. This Staff Handbook is not an expressed or implied contract and there is no guarantee of continued employment for any particular period of time.

### **Policy Regarding Employment of Relatives**

The hiring of relatives of active staff members is prohibited except in extreme circumstances in which the applicant who is related to the staff member possesses very specific or unique qualifications that are crucial to the position. Even then, the propriety of such employment shall be carefully considered in light of any potential for compromise of the protection of personnel information, avoidance of conflict of interest or preferential treatment, maintenance of internal control procedures, and overt appearance that any of the above might occur.

Under no circumstances will relatives be hired into a department where another relative is currently working. Approval of the President of the College is required before any relative of a staff member or member of the board is employed.

For purposes of this policy, persons having the following relationship to staff are considered "relatives": Spouse, parents, children, stepchildren, siblings, in-laws, grandchild, grandparent, legal ward, cohabitant, partner, and common law spouse.

This policy applies to all existing and potential staff members of Moore College of Art & Design. In the event that two staff members become married to each other or become cohabitants, every effort will be made to ensure that the staff members do not work in the same department. This may require a transfer to another department, if possible. However, in certain situations this may not be feasible and it may be requested that alternate employment is sought by one of the two people. Because of the sensitivity of this type of situation, each situation will be dealt with on an individual basis with all areas of resolution considered.

### **Harassment Policy**

Moore College of Art & Design's policy is to promote a productive work environment with an atmosphere free of harassment, in any form, at all levels of employment. Harassment is any conduct (sexual, verbal, physical, or visual) which creates an intimidating, threatening, harmful, or offensive work environment.

Harassment creates unacceptable stress for the entire organization, affects morale adversely, demeans the individuals involved, and impairs productivity. Harassment is a form of staff misconduct that undermines both personal and professional relations in the workplace.

Sexual Harassment includes, but is not limited to: unwelcome sexual advances; requests for sexual favors; uninvited touching; sexually-related comments or jokes; requests for dates; sexually explicit or suggestive photos, cartoons, objects, etc. and other verbal or physical conduct of a sexual nature which creates an intimidating, hostile or offensive work environment.



Moore College of Art & Design does not in any way support or condone an individual who engages in harassment of any kind. Staff members who engage in such conduct or behavior are subject to disciplinary action up to and including immediate termination. Any person who believes he or she is the subject of such conduct should attempt to inform the harasser that his/her conduct is unwelcome. If the conduct continues, follow the internal complaint procedure outlined in the "Issue Resolution" section of this guide. If you feel uncomfortable confronting the harasser, you may at any time skip this request and report the harassment to the Human Resources Department or any other manager with whom you feel comfortable.

Moore College of Art & Design keeps all complaints confidential to the extent possible. Under no circumstances will your employment be jeopardized if you report what you believe to be an incident of harassment. However, if you file an unjustified complaint or give false information, the College may take action against you.

Any Supervisor who receives such a complaint must immediately notify his/her Manager and the Human Resources Department. The Human Resources Department will conduct an internal investigation and impose allegations that are verified and which constitute a violation of law will result in prompt discipline.

### **Americans with Disabilities Act**

In conformity with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, it is the policy of Moore College of Art and Design not to discriminate on the basis of disability or handicap in its educational programs or activities or in its employment practices. It is the College's policy not to discriminate against any qualified staff member or applicant with regard to any terms or conditions for employment because of such individual's disability or perceived disability so long as the staff member can perform the essential functions of the job. Consistent with this policy of nondiscrimination, Moore will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the College aware of his/her disability, provided that such accommodation does not constitute an undue hardship on the College.

A staff member with a disability who believes they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department. Moore College of Art & Design encourages individuals with disabilities to come forward and request reasonable accommodations.

The Section 504 Coordinator is Claudine Thomas, Associate Dean. Claudine Thomas can be reached at 215-965-4061 or at [cthomas@moore.edu](mailto:cthomas@moore.edu).

### **Section 504 Grievance Procedure**

If a student, parent of a student, or employee has a grievance concerning a request for accommodations or any other issue related to the College's implementation of the Disability Policy or to the College's compliance with Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990, such student, parent or employee should use this Section 504

Grievance Procedure. For guidance, the student, parent or employee should also review the general Grievance Procedure contained in the Student Handbook.

Step One: A student, parent or employee with a grievance (the grievant) concerning a request for accommodations or any other issue related to the College's implementation of its Disability Policy, Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 should, within 30 days of the action or decision in question, file a grievance with the Section 504 Coordinator, Claudine Thomas, Associate Dean, at 215-965-4061 or [cthomas@moore.edu](mailto:cthomas@moore.edu). Should the grievant need advice or support before speaking with the Section 504 Coordinator, she may seek such support from any member of the College's Disability Committee, or from another staff or faculty member, who may act as her advisor.

The grievant's written grievance to the Section 504 Coordinator shall set forth a detailed statement of the circumstances leading to the grievance and her desired outcome. The grievant should provide medical or other documentation, if available, in support of her grievance and proposed outcome, along with any other material that she believes supports her grievance. Upon receipt of a written grievance and related material, the Section 504 Coordinator shall arrange to meet with the grievant within 10 days. At the meeting the grievant shall have the opportunity to present her grievance personally, including presenting witnesses on her behalf. If requested, the Section 504 Coordinator shall permit the grievant to be accompanied by her advisor. The Section 504 Coordinator shall consider the written and oral argument of the grievant, along with any written materials and/or information from witnesses that the grievant presents.

Either before or after meeting with the grievant, the Section 504 Coordinator may take such further actions as she deems necessary to fully understand and evaluate the grievance, including speaking with one or more members of the Disability Committee and/or with any other member(s) of the College community who may have relevant information concerning the grievance.

The Section 504 Coordinator shall inform the grievant, in writing, of her decision regarding the grievance within 14 days after their meeting. If the decision grants an accommodation that has previously been denied, or otherwise reverses a decision regarding the grievant, the Section 504 Coordinator shall take such actions as are necessary to implement her decision. If the decision denies the grievance, in whole or in part, the grievant may, within 30 days after receiving the Section 504 Coordinator's written decision, appeal the decision by moving to Step 2.

Step Two: If an employee-grievant believes that the grievance has not been satisfactorily resolved after going through Step One, she may pursue her grievance by appealing, in writing, to the Senior Vice President for Finance and Administration. The grievant's written appeal to the Senior Vice President for Finance and Administration shall provide a detailed statement of the grievance and her desired outcome, as well as the reasons why she believes the decision of the Section 504 Coordinator should be reversed or modified. Appeals should specifically cite incorrect facts or unfair application of procedures and provide information to support these statements. The grievant should provide medical or other documentation, if available, along with any other material that she believes supports her appeal. The grievant shall provide a copy of her written appeal to the Section 504 Coordinator. The grievant may continue to be advised by her advisor throughout the appeal process.

Following her review of the written appeal and related documentation, the Vice President for Finance and Administration may seek information or input from the Section 504 Coordinator, and he may take any additional steps or confer with any additional individuals he deems necessary in evaluating the grievant's appeal, including the grievant and/or the Section 504 Coordinator.

Within 14 days after receiving an appeal, the Vice President for Finance and Administration shall inform the grievant, in writing, of his decision. The decision of the Vice President for Finance and Administration shall be final.

If the Section 504 Coordinator or the Vice President for Finance and Administration finds that any action by the College has had a discriminatory effect on the grievant or others, he or she shall take such steps as are necessary to prevent its recurrence and remedy its effects.

### **Workplace Violence Policy**

To ensure a safe workplace and to reduce the risk of violence, Moore College of Art & Design will not tolerate any type of violence committed by or against a staff member. Staff members are prohibited from making threats or engaging in violent activities directed toward other staff, faculty or students.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another staff member;
- Possession of a weapon while on College property or while on College business;
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Any potentially dangerous situations must be reported immediately to any supervisor or the Human Resources Department. Reports can be made anonymously and all reported incidents will be investigated. If you feel that it is an extreme case of violence, you may at any time dial 911 and then report the incident. All reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis.

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any staff members determined to have committed such acts will be subject to disciplinary action, up to and including immediate termination. Non-staff engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted. Moore College of Art & Design asks each and every individual employed with us to help keep our staff and students safe. If you see any situation that you believe is inappropriate, please report it immediately.

## **Whistleblower Policy**

Moore College of Art of Design is committed to maintaining the highest level of ethical standards and integrity. If you have concerns about accounting, auditing, disclosure, fraud, kickbacks, theft, conflicts of interest, harassment, discrimination, or any other potential unethical or illegal behavior regarding the College please contact the Ethics and Compliance hotline at 1-800-406-2317 to report these concerns anonymously. For more information please review the “Reporting of Violations or Potential Violations” section of the Code of Ethics and Business Conduct.

## **Substance Abuse Policy**

Moore College of Art & Design knows that alcohol and drug abuse is widespread in today’s society and our College is not immune to the problem. We also know that our staff members are our most valuable resource, and we are committed to maintaining their health and well being.

Moore is committed to a drug and alcohol free working environment and will not permit the use, possession or sale of illegal drugs, the illicit use of prescription drugs, or the use, possession or sale of alcohol at any time during working hours. Staff members who appear to be under the influence of alcohol or drugs (as characterized by altered mood, perception, pain level or judgment or other indicia of intoxication including, but not limited to slurred speech, impaired gait, inability to focus eyes, etc.) may be subject to testing. If test results are positive, penalties may include termination or suspension without pay. Depending on the circumstances and the disciplinary decision, these staff members may be required to enter a rehabilitation program.

Anyone in violation of this policy who is under the influence of drugs and/or alcohol to any degree whatsoever, except as directed by a physician, will be subject to disciplinary action, up to and including discharge. Any staff members taking medication that may affect his/her ability to do their job should report this to their immediate Supervisor so that no misunderstandings occur.

If you suspect that another staff member is under the influence of drugs or alcohol, please report it immediately to a Supervisor or the Human Resources Department.

## **Conflict of Interest Policy**

In order to maintain our professional reputation and operate successfully, Moore College of Art & Design requires all of its staff to maintain satisfactory conduct, performance and demeanor at all times. The following is a list of examples (not inclusive) where sound judgment and a high code of personal ethics are required to avoid a conflict or possible conflict of interest.

- Engaging in any outside activity which might interfere or have the appearance of interfering with the performance of the staff member’s duties for the College.
- Providing any service for compensation or serving as a director, officer, staff member or any enterprise which does business with the College, except when written authorization from the President is obtained.
- Utilizing the services of or purchasing products from members of the College’s Board of Managers or trustees or affiliates unless the goods and/or service

provided is a responsibility of a Board member as outlined in the Charter of Moore College of Art & Design.

- Benefiting personally from purchase of goods or services by the College, or deriving personal gain from action taken or associations made in his or her capacity as a staff member of the College.
- Purchasing goods or services from relatives of any of our staff members, or from any company owned or controlled by a relative of a staff member or from any company where a relative of a staff member will benefit financially from procuring the College's business. When written bids are obtained the winning bidder must be selected by persons other than the relative of the person submitting the bid.
- Releasing confidential information, including salary and other personal data without proper authorization.
- Misrepresentation of facts in seeking employment.
- Insubordination, refusal to do assigned work or failure to carry out any reasonable order from management.
- Tampering with or falsifying a time card or time sheet.

All staff members are required to review and sign the Receipt Acknowledgment page of the Code of Ethics and Business Conduct annually.

Officers and Senior Managers are required to annually provide a Conflict of Interest Statement to the College President, as outlined in the Board policy (approved February 1999).

### **Working for Another Department**

If a staff member is requested to perform services for another Department at Moore College of Art & Design for additional compensation, the staff member must obtain approval from their direct Supervisor, the Vice President and the President of the College prior to working for the other Department.

### **Business Courtesies**

Staff members and officers are prohibited from offering or accepting a substantial business courtesy unless the offer or acceptance has been approved by the Senior Vice President for Finance and Administration or the President. A business courtesy is substantial if: (i) it has a market value in excess of \$250.00; or (ii) its market value, together with the market value of any other business courtesies offered to the same entity or person or received from the same entity or person, in the same calendar year, exceeds \$250. This is in accordance with the business courtesies contained in the Code of Ethics and Business Conduct Policy. For more information please refer to **Section X** (Offer or Acceptance of Business Courtesies) **Subsection A** (General) of the Code of Ethics and Business Conduct Policy.

### **Outside Relationships Policy**

Staff members are to obtain approval from the President of the College prior to agreeing to serve as a director, board member or staff member of another college or business organization while maintaining his/her employment at Moore. In order to protect the services and confidential information of the College, the outside relationship should not place the staff member in a position

that is inconsistent with his/her obligations to Moore College of Art & Design. The position should not be one where the staff member's association with Moore College of Art & Design could be construed as a factor in securing funds or favors from any other sources.

It is the responsibility of each staff member to report immediately invitations or offers from any other person (whether employed by the college or not) to engage in conduct which would violate this policy. Final determination of conflict of interest rests with the President of the College for all non-management team. Staff members determined to have violated this policy will be subject to disciplinary action up to and including termination.

## **EMPLOYMENT**

### **Job Descriptions**

It is the objective of Moore College of Art & Design to establish and maintain current position descriptions and specifications for each position within the College. These descriptions are to be utilized by all staff and management personnel to help explain the duties and responsibilities of a position and to provide justification for the required position.

Due to the ADA legal requirements, it is mandatory that every new position has a job description attached to the New Hire Requisition. The job description must contain the job specifications, the required skills needed to do the job and the physical requirements of the position.

Job descriptions are used in recruiting, job evaluations, performance evaluations and job analysis. With the help of job descriptions, the College is able to limit or eliminate duplicate efforts in related jobs. Job descriptions may also provide a basis for discovering and correcting organizational inefficiencies. The College is committed to maintaining and updating job descriptions periodically. If you have changed a position or increased your duties in your current position, it may be necessary to update or revise your job description.

### **Job Postings**

Moore College of Art & Design aims to fill open positions with the best-qualified persons available. The purpose of a job posting policy is to encourage the promotion and transfer of current staff members into vacant positions whenever possible. This enables the staff to grow, develop and attain better skills.

Job vacancies are filled from within the college whenever qualified staff members are available and interested. An open position will be posted on the Human Resources Bulletin for a minimum of 5 days for any regular full time staff/administrative position with the exception of Senior Management level positions or any other position the President feels is not suitable for posting. A job will not be posted if a person within the department that would otherwise be doing the hiring can fill it. The President of the College will make decisions regarding the posting of Senior Management level positions.

If you are interested in transferring to another position, you may at any time request a job description or information on open positions from the Director of Human Resources.

Any Moore College of Art & Design staff member is eligible to apply for posted positions once they have completed at least six (6) months of continuous service in their current position. Independent contractors are not eligible to participate in the internal job posting procedures.

Staff members transferring to another position may be subject to a background check including a credit check depending on the requirements of the position.

To be considered for a posted position, the staff member must first satisfy the education and experience requirements established for the position. Once these qualifications have been established, the manager will review the staff member's work history, attendance records, attitude, and performance reviews. Other factors taken into account are the staff member's ability to assume the responsibilities of the new position, and the assessment of the applicant's ability to understand and perform the new functions. If it is determined that a current staff member is qualified for the new position over other applicants and an offer is made, the effective date of the transfer will be determined by the two (2) department managers involved in the decision. The College will attempt to fill the vacated position as quickly as possible to ensure a smooth and timely transition into the new position.

### **Employment Status**

When the College hires staff, they receive information about the status of their assignment and their status as staff. The College uses five status categories to describe positions, based on the nature of the work to be done and the expected duration of the assignment. The five (5) status definitions are:

- Full-Time Regular – Staff work a full-time schedule (30 or more hours per week on a continuous basis through the entire calendar year) as defined by their job description and are eligible to participate in all staff benefit programs.
- Part-Time Regular – Staff work less than a full-time schedule (less than 30-hours per week on a continuous basis through the entire calendar year).
- Full-Time Limited Service – Staff work a full-time schedule (30 or more hours per week) in a defined work week on a continuing basis throughout a nine (9) or ten (10) month academic year. Full-Time Limited Service Staff are eligible to participate in all staff benefits with the exception of accrued vacation time.
- Full-Time Temporary – Staff work a full-time schedule (30 or more hours a week) in an assignment with a specific duration. Staff are not eligible to participate in benefit plans.
- Part-Time Temporary – Staff work less than a full-time schedule (less than 30 hours a week) and hours may be worked on a set schedule or may vary to accommodate workload fluctuations. Staff are not eligible to participate in benefit plans.

Temporary status definitions apply only to college staff. Individuals, who work on temporary assignments as staff of outside, temporary agencies are not eligible for any College-sponsored benefits or compensation.

Moore College of Art & Design reserves the right to change a staff member's status in response to business needs. Staff members may request a change in status to accommodate personal circumstances by discussing their situation with their Supervisor or Director of Human Resources. In all cases, the decision to change the status of any position will be based on a variety of factors, including but not limited to, the department's workload, available resources and a staff member's performance record. Any modifications provided to a staff member must be submitted to the Human Resources Department and approved by them. Depending on the nature of the modification some adjustments to salary may be necessary.

### **Working Hours**

Moore College of Art & Design defines the College work week as beginning each Monday and ending each Sunday. All staff are expected to perform their duties during the standard work day which extends from 8:00am to 6:00pm depending upon the needs of the representative departments. In this time period full-time staff are expected to work for 8 consecutive hours which includes one hour for lunch. The normal weekly hours worked is 40 hours per week.

Because each department has specific needs, some departments may offer flextime hours during the standard work day to accommodate staff and/or specific departmental needs. Approval for an alternate or shortened workday schedule must be obtained from your immediate supervisor, the Senior Manager of your immediate supervisor and must be approved by the Human Resources Department. Some adjustments to salary may be needed.

### **Introductory Period**

The introductory period is the time limit set at the date of hire, transfer or promotion during which the staff member is given the opportunity to establish his/her ability to perform the assigned work duties and responsibilities of the position. This period may also be referred to as the "probationary period". During this time, the College will monitor the staff member to establish whether the staff member can perform the essential duties of the position. All staff, promoted or transferred into any staff/administrative position at the College, will be considered introductory staff members for a period of no less than 90-calender days from their first day of employment in the new position. The College may at any time during the 90-day period terminate employment with or without notice and/or extend the introductory period. This probationary period does not guarantee employment with the College for any specific period of time. Rather, it simply means that during this time you and your supervisor will have an opportunity to assess your abilities and qualifications and that you will have an opportunity to determine if you wish to be a part of Moore College of Art & Design.

Supervisors will attempt to meet with newly hired staff at least once during your first 90-days of employment to discuss your progress and performance. Occasionally, the introductory period will be extended for reasons specific to the situation; extensions must be approved by the Senior Vice President for Finance and Administration.



## **Performance Management**

Performance appraisals are formal, written evaluations of your job performance prepared by your immediate Supervisor and discussed with you at an established time. In preparing your performance appraisal, your Supervisor will evaluate how well you perform the requirements of your job to the predetermined College standards listed on your job description. Such factors as your productivity, technical competence, dependability, attendance, punctuality, efficiency and ability to work as an effective team member will be considered. Your strengths, as well as areas which require improvement, will be noted; and suggestions will be made to assist you in developing your skills and abilities. Although salary is linked to performance, it is not a guarantee that you will receive a salary increase at the time you receive the performance evaluation. Salary increases are budgeted by the College and are dispersed at intervals determined by the President in consultant with Senior Managers.

All evaluations must be signed by the initiating Supervisor as well as the staff member. By signing the evaluation you are acknowledging receipt of the evaluation, not necessarily agreement with it. Ample time will be given to each staff member to reply, comment or disagree with the evaluation. Suggestions and opinions are strongly encouraged by all staff members receiving a written performance evaluation. Performance Evaluations are reviewed by the Vice President and Director of Human Resources and remain a part of your employment record for your entire employment period. If you have not received a yearly evaluation, please contact the Human Resources Department.

## **Attendance & Punctuality**

Regular and prompt attendance on each scheduled workday is essential to achieve the College's Mission and to serve our students and other constituencies efficiently. Poor attendance – defined as frequent or habitual incidents of unscheduled absences and/or instances of reporting late and/or leaving before the end of the scheduled workday prevents the College from servicing our students and other constituencies efficiently, imposes additional burdens on co-workers and prevents us from meeting College objectives & mission.

Your record of attendance and punctuality is maintained by your immediate Supervisor and the Human Resources Department and is reviewed on a routine basis. Excessive absence is defined as five (5) or more unscheduled absences from work (paid and unpaid) within a 12-month period. Progressive disciplinary action will be administered to help resolve potential problems. Patterns of absence (i.e. calling out on Monday or Fridays or on the day before or after a holiday) will result in disciplinary action up to and including termination. If you are absent (for reasons of illness) the day before or after a scheduled holiday you will be required to provide a doctor's note to be paid for the holiday.

The College is prepared to help you succeed in your job. If you are experiencing personal medical problems that may require you to be absent, please discuss your situation with your immediate Supervisor or Director of Human Resources.

## Corrective Action

Moore College of Art & Design's expectations for your job performance and work conduct are communicated and explained to you throughout the course of your employment and within this Employment Guide. However, there may be times when your job performance and/or conduct fall short of College standards. To address these situations in a positive manner, the college has established a procedure known as Corrective Counseling.

Corrective Counseling has been designed to improve unsatisfactory job performance and/or to correct unacceptable conduct. Although your employment with Moore College of Art & Design is "At Will" (that is, either party can end the employment relationship at any time and for any reason without prior notice), your failure to meet the College's standards may result in Corrective Counseling.

The process is as follows:

- Step One          Verbal Warning
- Step Two          Written Warning
- Step Three        Suspension/Final Warning
- Step Four         Discharge

Because unsatisfactory job performance and unacceptable conduct have different levels of seriousness, a Supervisor may decide to skip any or all steps above depending on the situation. Counseling may be initiated at an intermediate level or a step or steps of counseling may be bypassed. Circumstances that may impact on such a decision include, but are not limited to:

- The severity of and conditions under which poor performance/conduct occurred;
- Whether the unacceptable behavior violated more than one College policy or rule of conduct;
- The quality of your overall job performance; and
- Your demonstrated willingness to make improvement in performance or behavior as needed.

Corrective Counseling will **NOT** be followed:

- When management is of the opinion that remedial efforts are unlikely to be successful;
- During the Introductory period (first 90-days of employment); or
- When you have engaged in misconduct, which falls so far below the expectations of the College, employment cannot be continued.

## **Issue Resolution**

Your Supervisor is responsible for listening and trying to resolve your work-related problems, however, there may be times when you are not entirely satisfied with his or her solution to the problem. While you may not always get the answer you wish to hear, the College feels strongly that you have the right to discuss your concerns with management and that any errors on the part of the College should be corrected as quickly as possible. The following is a guideline that may be used to voice concerns or issues.

### **Step 1**

Discuss the problem with your immediate Supervisor to give him/her the opportunity to understand the facts and your concern. Because your Supervisor works with you regularly and knows the duties and responsibilities of your job, he or she usually will know how to solve the problem promptly and fairly. All concerns should be brought to his/her attention as soon as possible.

If you feel your problem has not been resolved or are not satisfied with the results, you may take your problem to step #2 within seven (7) days of receipt of your Supervisor's decision.

### **Step 2**

If you are not satisfied with the response from your Supervisor, you should bring the matter to the attention of your Director of Human Resources. You must address your concerns within seven (7) days of your Supervisor's decision. The Director of Human Resources will inform you of his/her discussion within 10 working days.

### **Step 3**

Finally, in the event you still feel that your problem has not been resolved by the decision of the Director of Human Resources, you may request a meeting with the Vice President of Finance and Administration. This request must be in writing with a copy to Human Resources and must be sent to the Vice President within seven (7) days of the Director of Human Resource decision. After reviewing the situation, a final decision will be communicated to you promptly by the Vice President.

If you do not appeal your situation in a timely fashion to any of the next levels, the resolution made at the last step will be presumed to have been satisfactory to you. In most situations the Three-Step procedure will make the most sense and should be followed. However, if the situation is due to harassment (sexual, verbal, physical, or visual) you may skip Step 1 and discuss your concerns with the Director of Human Resources.

# COMPENSATION

## Paydays & Paychecks

All staff on Moore College of Art & Design's payroll are paid on a monthly basis. Payday is the last working day of the month. If a payday falls on a holiday or weekend, the staff will be paid on the last working day preceding the holiday or weekend.

Included in your paycheck you will receive a statement of earnings and deductions. This statement describes all deductions taken during the pay period including taxes and any voluntary deductions authorized by you (i.e., contributions toward group health premiums or the College's 403(b) plan). Please check your statement of earnings periodically to ensure accuracy of payroll information including your social security number and address. If you move, please contact the Human Resources department to change your address.

Your pay is confidential information. Generally, only those in management with a "need to know" have knowledge of your pay. Discussing salaries will result in disciplinary action up to and including termination.

## Timekeeping

To ensure accurate records for FLSA (Fair Standards Labor Act) each and every staff member is required to complete a monthly time sheet. Depending on your employment status (i.e. exempt or non-exempt) you may be required to complete two (2) time sheets. Non-exempt staff are required to complete the hourly time sheets recording actual hours worked. In addition, any other days such as sick, vacation, personal or holidays used should be noted on the exempt monthly time sheet. Exempt timesheets must be signed by the staff member and by the department manager and then delivered to the Human Resources Office by the 5<sup>th</sup> working day of each month. Non-exempt (hourly) monthly timesheets must follow the designated schedule handed out by the Supervisor for each pay period.

## Overtime

All overtime compensation will be paid to non-exempt staff in accordance with requirements of the FLSA (Fair Labor Standards Act) as amended. Overtime is defined as all hours worked over forty (40) hours within the standard workweek (Monday through Sunday). Vacations, holidays, personal, sick and other paid leaves are not considered hours worked for purposes of calculating overtime pay.

All overtime must be approved in advance by the respective department head and funds must be budgeted for this expense. Overtime will be paid at one and one-half times the staff member's standard pay rate.

Exempt staff are not eligible for overtime in accordance with the FLSA.

## **Direct Deposit**

Moore College of Art & Design offers Direct Deposit for all staff. Direct deposit enables your paycheck to be directly deposited into your savings or checking account every payday by 12:00 noon. You may have your full or a portion of your net pay deposited directly into one (1) account or up to three (3) different accounts. The accounts do not have to be at the same financial institution. Direct Deposit usually takes one (1) month (or one whole pay-period) to go into effect and you may cancel it at any time. Direct Deposit forms are available on the Human Resources Forms page on our website at [www.moore.edu](http://www.moore.edu) or in the Human Resources Office.

## **Garnishments**

Wage assignments or garnishments properly issued by courts of competent jurisdiction may require that the College withhold a designated amount from your paycheck until the outstanding obligation or judgment is satisfied.

Any staff member whose wages are garnished or attached for reasons other than those covered by the Child Support Enforcement Amendment of 1984, will be advised of the notice received by the College to provide the staff member time to resolve the conflict before wages are attached. Any attachment of wages will be carried out pursuant to applicable federal and or state laws.

# **BENEFITS**

## **Health Insurance**

All regular full-time staff, regular part-time, and limited service staff who work at least 30 hours per week on a consistent basis of nine to ten months are eligible to participate in the College health plans. Coverage begins the first of the month following 30 days of employment. Enrollment in the health plan is voluntary and there is no compensatory pay for individuals who do not take the health insurance. The only time eligible staff members may enroll in health benefits is at the time of employment or yearly at the open enrollment period. However, in the event that you lose your outside health benefits due to an unseen hardship, you may be eligible to enroll in Moore College of Art & Design's health benefits at that time.

Current costs, summary plan descriptions, booklets and enrollment/change forms can be obtained through the Human Resources Office. Plan documents govern the provisions of these benefit plans and should be referred to for questions of eligibility and coverage.

## **Dental Insurance**

All regular full-time staff, regular part-time and limited service staff who work at least 30 hours per week on a consistent basis of nine to ten months are eligible to enroll in the College's dental plan. Coverage begins on the first day of the month following 30 days of employment. Enrollment in the dental insurance plan is not mandatory, however, no compensation is available in lieu of benefits. The only time eligible staff members may enroll in dental benefits is at the time of employment or yearly at the open enrollment period. In the event that you lose your outside health

benefits due to an unseen hardship, you may be eligible to enroll in Moore College of Art & Design's dental benefits at that time.

Current costs, summary plan descriptions, booklets and enrollment/change forms can be obtained from the Human Resources Office. Plan documents govern the provisions of this benefit plan and should be referred to for questions of eligibility and coverage.

### **Life Insurance & Accidental Death**

All regular full-time staff, regular part-time and limited service staff who work at least 30 hours per week on a consistent basis of nine to ten months are automatically enrolled in the College's life insurance plan. Coverage begins on the first day of the month following 30 days of employment.

Current costs, summary plan descriptions, booklets and enrollment/change forms can be obtained from the Human Resources Office. Plan documents govern the provisions of this benefit plan and should be referred to for questions of eligibility and coverage.

### **Short term Disability**

All regular full-time staff are eligible for Short-term disability on the first of the month following one consecutive year of service. Moore College of Art & Design's Short Term Disability (STD) program provides an income for staff members who are absent from work for any medical reasons resulting from illness, injury or pregnancy which renders them totally disabled. The Short Term Disability period begins on the first day of the medical absence and continues for 90 calendar days. In that period the staff member must have exhausted all earned vacation, sick and personal time. Once vacation, sick and personal time is exhausted the staff member will receive 80% of his/her base pay until recovery or 90 calendar-days of continuing disability, whichever occurs first. The 90 days are counted from the first day of the medical absence.

While on STD the staff member will continue to have the staff portion of the health/dental insurance benefits coverage paid by the College. The staff member will still be responsible for any family coverage costs as usual. Vacation, sick and personal days will stop accruing while on STD. Once the staff member returns to work after recovery or 90 calendar days of continuing disability, whichever occurs first, the College will reinstate the staff member in the same or similar position with the same level of benefits and pay as the staff member held before the STD began. The period of absence under the STD program will be included as part of the amount of time to which the staff member may be entitled under the Family Medical Leave Act (FMLA).

For more information on Short Term Disability or STD forms, please see the Human Resources Office.

### **Long Term Disability**

All regular full-time staff, regular part-time and limited service staff who work at least 30 hours per week on a consistent basis of nine to ten months are automatically enrolled in the College's life insurance plan. Coverage begins on the first day of the month following 30 days of

employment. This plan provides an income for staff members absent from work due to illness or injury who have exhausted their accrued sick leave and their Short Term Disability leave.

Benefits begin after 90 days of total disability. The Long Term Disability plan, in combination with other disability benefits (i.e. social security) will pay up to 60% of the staff member's monthly pay, subject to a maximum payment of \$5,000 per month according to the terms of the College's insurance coverage.

Current costs, summary plan descriptions, booklets and enrollment/change forms are available in the Human Resources Office. Plan documents govern the provisions of these benefit plans and should be referred to for questions of eligibility and coverage.

### **Retirement Plan**

All regular and part-time staff (except part-time temporary staff) are eligible to contribute to the TIAA-CREF 403(b) through payroll deduction on the first day of the month following their date of hire. The payroll reduction conforms to the Internal Revenue Service Code that permits staff members to contribute a limited amount of their salaries to annuities before Federal taxes are computed.

All regular and part-time staff (except part-time temporary staff) who work at least 1,000 hours per year are eligible for the College's match of up to 5% of the staff member's pay after six (6) months of service. The six (6) month waiting period is waived for any staff members who previously participated in the TIAA CREF plan issued through a previous employer's program.

Summary plan descriptions, booklets, investment elections and enrollment/change forms are available in the Human Resources Office or from the Human Resources Forms page online at [www.moore.edu](http://www.moore.edu).

### **Tuition Remission Program**

Regular full-time, regular part-time and full-time limited service staff who work at least 30 hours per week on a consistent basis are eligible to participate in the tuition remission program after 6 months of service. Because Moore College of Art & Design is a Women's College, only females will be accepted for admission into matriculated status. Male staff members may be eligible for classes in the Continuing Education Department through the Remission program.

Eligibility for tuition remission does not guarantee admission to the College, nor does it obligate the Admissions Office to automatically accept staff members or their dependents for admission.

Staff members who are eligible for Tuition Remission may take up to two courses per semester for credit and/or non-credit with the approval of his/her immediate supervisor. Tuition charges will be waived for these courses, however the cost of registration and other fees must be paid by the staff member/student. This tuition benefit is granted with the understanding that class and study hours do not conflict with regular work schedules or impact one's job performance. Only one (1) of the two (2) allowable courses can be taken during normal working hours, and must be approved by your immediate Supervisor.

Moore College will try to accommodate staff members in their academic efforts however, department heads are responsible for making the final decision on whether a staff member may take a class during scheduled work time. If any staff member does not successfully complete a course(s), goes on leave of absence, terminates employment or is fired before the course is completed, the staff member is required to reimburse the College for the pro-rated cost of the course(s).

Staff members are admitted into a course on a space available basis. A staff member may be asked to withdraw if space is required to accommodate a paying student.

### **Tuition Remission For Dependents**

The following dependents of eligible male or female full-time regular, part-time regular and full-time limited service staff are also entitled to a waiver of tuition only (fees, room & board are still the responsibility of the student or parent) for matriculation at the College:

- Female spouse;
- Unmarried female daughter, including adopted daughter or step-daughter up to the age of 23;
- Dependent children or spouses (male or female) who wish to enroll in the teacher certification program are also eligible for a waiver of tuition, but not fees.
- Male dependents or spouses may be eligible for classes in Continuing Education through the remission tuition program.

Dependent male or female children of eligible staff members as described above are eligible for a waiver of tuition for the Young Artists' Workshop program. This waiver is for tuition only; the staff member must pay all required fees.

All tuition waivers are granted to eligible recipients when admission has been granted. Renewal is contingent upon recipient remaining in good academic standing and upon the continued employment at the College of their parent or spouse. If the parent or spouse leaves the College prior to the completion of the course, the staff member will be held responsible for payment of the full tuition of their dependent (for that course).

### **Medical Expense Reimbursement Plan**

All full-time regular, part-time regular and full-time limited service staff who work at least thirty (30) hours per week are eligible to participate in the College's medical expense reimbursement plan upon completion of three (3) full months of service.

Eligible staff members can receive up to \$250 of medical expense reimbursements in a benefit plan year (June 1<sup>st</sup> through May 31<sup>st</sup>). The coverage for this reimbursement will extend to spouse and dependents, but will be limited to a \$250 total. Eligible expenses include expenses not covered under the staff member's health plan such as prescriptions, plan deductibles or eyewear. Staff members are required to submit a Moore Medical Reimbursement form, receipts of payment



and statements from their health care provider that indicate what expenses have already been reimbursed.

Forms for medical expense reimbursements can be obtained from the Human Resources Office or from the Human Resources Forms page online at [www.moore.edu](http://www.moore.edu). Although the College will reimburse up to \$250 of medical expenses, the staff member will receive this reimbursement in their paycheck on a pre-taxed basis.

### **Childcare Reimbursement Plan**

All full-time regular, part-time regular and full-time limited-service staff who work at least thirty (30) hours per week are eligible to participate in the College's child care reimbursement plan upon completion of three (3) full months of service.

Moore College will reimburse up to \$680 of child care expenses per benefit plan year (June 1<sup>st</sup> through May 31<sup>st</sup>) per dependent child through the age of four (4). Dependent child is defined as a child of a staff member, an adopted child of a staff member or a child for whom the staff member is legal guardian. Reimbursement will be for costs paid towards care of the child by a state licensed day care program. Receipt of payment and proof of licensure are required in order to receive reimbursement.

Forms for childcare expense reimbursements can be obtained from the Human Resources Office or from the Human Resources Forms page online at [www.moore.edu](http://www.moore.edu). Although the College will reimburse up to \$680 of childcare expenses, the staff member will receive this reimbursement in their paycheck on a pre-taxed basis.

### **Workers' Compensation**

From the first day of employment with Moore College of Art & Design staff are automatically covered by workers' compensation insurance. This insurance protects the staff in case of:

- A work related injury directly caused by your job or working environment;
- An injury incurred while performing your job; or
- Injury incurred while performing College business.

Any and all injuries must be reported to your immediate Supervisor or the Human Resources Office and the injured staff member must complete a workers' compensation accident report in accordance with the Pennsylvania State Workers' Compensation Laws. Accident reports must be submitted for each injury, including one from the staff member, any witnesses and the Worker's Compensation physician or medical representative whose names will be provided by the Human Resources Department. These reports must be sent to the Human Resources Office within 24 hours following the injury.

## **Holidays**

Regular full-time, regular part-time and full-time limited service (who work 30 or more hours per week and the holiday falls on their regularly scheduled workday) staff members who have been employed for at least 30 calendar days are eligible for all official College holidays.

A list of official holidays is published at the beginning of each academic year and prevails for that year. Unless urgent College business requires it, work is not required on any official holiday. Staff members required to work on a designated holiday will receive their regular pay for the holiday and shall be granted overtime at a rate of one and one half times their rate of pay for the holiday worked. A holiday which occurs during a vacation period shall be considered a holiday and will not be charged as a vacation day.

Staff/administrative members on Short Term Disability or Leave of Absence for any reason are not paid for holidays that occur during the leave. Staff members must be present at work the day prior to and the work day following a holiday, or the staff member must have previously arranged a vacation day with the department head in order to be paid for the holiday.

If a staff member desires time off for a religious holiday that falls on a normal workday for the College, the staff member may be granted the day off by using a personal day or vacation day.

## **Sick Leave**

Moore provides time off with pay to eligible staff members for illness. Eligible staff members include all regular full-time, regular part-time, and full-time limited service (9 & 10 month) staff who work at least 30 hours per week on a consistent basis.

For regular full-time and limited service (9&10 month) staff sick leave accrues starting on the first day of employment at the rate of .83 days per calendar month of service. Staff members are not eligible for paid sick time until after 90 days of continuous service. For purposes of calculation, a staff member who begins work before the 16<sup>th</sup> of the month is entitled to a full month's credit toward sick pay; employment after the 16<sup>th</sup> of the month does not accrue sick leave for that month. Limited service staff (9 & 10 month) earn .83 days of sick leave per month for the months actually worked; no accruals will occur during time not worked. Sick leave can accrue up to a maximum of 30 days and may carry over from year to year. Sick leave shall not accrue during a leave of absence without pay, which exceeds 10 working days in any calendar month. Sick leave must be used in daily or ½ day increments.

Effective May 13, 2015 regular part-time employees will accrue one hour of sick time for every 40 hours worked. Sick leave can accrue up to a maximum of 40 hours and may carry over from year to year. Part-time employees are not eligible for paid sick time until after 90 days of service.

When a staff member's status changes from temporary or part-time to full-time, sick leave begins accruing on the staff member's first day of full-time or permanent employment and will follow the above schedule.

Once eligible, a staff member is entitled to sick leave pay as needed for an absence due to illness or injury. Sick leave because of illness of dependents or members of the immediate family of the staff member may be allowed up to three days per year with such time off charged against the staff member's sick leave. Immediate family for the purposes of this policy is defined as mother, father, sister, brother, spouse or child. The sick leave year begins on the fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>). Sick leave is not paid out upon termination of employment.

Full-time and limited service (9 & 10 month) staff members out sick during a regular college holiday will not be charged with a sick day, instead the day will be counted as a holiday. Once a staff member has exhausted all accrued sick leave, the staff member may be eligible for Short Term Disability (see Short Term Disability policy for details). Staff members who have been absent due to a serious illness or injury for three (3) continuous days or more must provide a physician's letter stating they are able to return to work.

Staff members are expected to call their immediate Supervisor at least one (1) hour prior to the start of their shift if they are unable to attend work due to illness or injury and should keep in contact with the Supervisor until they return to work.

Patterns of excessive absences will result in disciplinary action up to and including termination (please see Attendance & Punctuality Policy). A doctor's note may be required at any time.

### **Personal Days**

Regular full-time, regular part-time (with at least 30 hours per week) and full-time limited service staff are eligible for personal days. After 90 days of continuous employment, staff members become eligible for three (3) personal days to be used prior to the following June 30<sup>th</sup>. Personal days are not accrued, but may be pro-rated depending on a staff member's start of employment. Every July 1<sup>st</sup>, staff members will earn three (3) days of personal time which may not be carried over to the following fiscal year. Staff members that do not use their earned personal days by the close of the fiscal period (July 1<sup>st</sup> through June 30<sup>th</sup>) will lose their personal days. Personal days are not paid out upon termination of employment. Personal leave must be used in daily or ½ day increments.

Personal days must be scheduled with as much notice as possible. In emergencies, exceptions will be made, however, one (1) week advanced notice is required.

### **Vacation**

Vacation with pay is granted to provide eligible staff members with periods for rest and recreation in recognition of service performed. Staff and supervisors are expected to make every effort to ensure that vacation time that has been earned is taken in the year of entitlement. Only regular full-time staff members are eligible for paid vacation.

Vacation begins accruing on the first day of employment, but may not be used until completion of 90 days of continuous service. For purposes of calculation, a staff member who begins work before the 16<sup>th</sup> of the month is entitled to a full month's credit toward vacation pay; employment after the 16<sup>th</sup> of the month does not earn vacation leave accrual for that month. Vacation accruals are as follows:

**Exempt Staff:**

A full-time regular exempt staff member accrues vacation at the rate of 1.67 days per full month of service equating to 20 days vacation per fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>). Vacation accrual can accumulate up to a maximum of 20 days. A staff member who has reached this maximum may be in jeopardy of losing their earned vacation time. Vacation will not be paid in lieu of taking time off.

**Non-Exempt Staff:**

A full-time regular non-exempt staff member accrues vacation at the rate of .83 days per full month of service equating to 10 days per fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>). Upon completion of five (5) full years of employment, staff members will accrue vacation at the rate of 1.25 days per month equating to 15 days per fiscal year. Upon completion of ten (10) years of service, the accrual rate will be 1.67 days per month or 20 vacation days per fiscal year. Vacation accrual can accumulate up to a maximum of 20 days. A staff member who has reached this maximum may be in jeopardy of losing his/her earned vacation time. Vacation will not be paid in lieu of taking time off.

Upon completion of the 90 day training period, all staff will be eligible for vacation payout for accrued vacation days not used upon termination of employment. Unused vacation days paid out at termination are excluded from the retirement contribution calculation. In the event of the death of the staff member, such unused vacation shall be paid to the estate of the deceased staff member. Vacation continues to accrue while a staff member is absent from work while being paid a full salary (i.e. vacation time off, sick time off, paid military leave or jury duty). However, if a staff member is on unpaid leave, Short Term Disability, Long Term Disability, or unpaid military leave and is therefore receiving less than full pay, no vacation will accrue during the period of leave. If a College holiday falls during a staff member's scheduled vacation period, the staff member will receive holiday pay for that particular day and will not be charged with a vacation day. If a staff member becomes ill while on vacation, additional days of vacation will not be granted for the period of illness. If the College closes (i.e. inclement weather) during a staff member's scheduled vacation, the staff member will not be granted additional time off, but will be charged with the vacation day as regularly scheduled.

Vacation must be scheduled as far in advance as possible. Whenever possible, the College will accommodate vacation requests that are convenient to the staff member. However, it may be necessary for the College to deny your request due to unforeseen problems within the department, seasonal workloads or inadequate staffing. While it is recommended that vacations be taken by weekly increments, with the approval of their Supervisor, staff members may be allowed to take vacation in daily or ½ day increments.

### **Winter Break**

Regular full-time, regular part-time (30 hours per week) and limited 9 & 10 month staff scheduled to work during this break are eligible for paid time off during the winter semester break. The days between Christmas Day and New Year's Day are designated as the winter semester break and allow the College Staff time off with pay between the fall and spring semesters. These days are not considered holidays for pay computation purposes.

Each year the President of Moore will announce the dates on which the winter break is observed. Except for those departments that must remain open to maintain services during this period, the College is closed. Staff members who are required to work during this period receive equivalent time off with pay that must be taken within ninety (90) days. Staff members who terminate employment either before or during the winter break are not eligible for pay. Staff must work the day before and after the winter break to receive pay unless previous arrangements have been made (i.e. scheduled vacation, doctor's note or other scheduled day off).

### **Jury Duty**

All regular full-time, regular part-time and full-time limited service staff are eligible for jury duty compensation up to 30 days of jury duty. In order to receive jury duty compensation, the staff member must endorse their jury duty check to Moore. Once this is done you will receive your salary for any time served up to 30 days with the regular scheduled payroll. Part-time staff will receive jury duty pay for the days on which they are regularly scheduled to work. Staff members must advise their Supervisors as soon as possible and no later than one (1) week prior to the date the jury duty begins. Jury Duty compensation also includes individuals subpoenaed as a witness, except as an adverse witness against the College or in cases involving personal business.

Individuals summoned for jury duty or appearing as subpoenaed witnesses are expected to work during normal working hours whenever court is not in session or when their presence in court is not required. Staff members are to return to work when released from jury duty prior to the end of the normal workday. When the staff member's term of duty on a jury or a witness is over, evidence of having served for the period of time claimed must be provided to the Human Resources Department.

### **Bereavement Pay**

Three (3) days with pay are provided for all regular full-time, regular part-time (30 hours per week) and full-time limited service staff to attend pre-or post-burial matters due to death of an immediate family member. Time taken in excess of this allotment can be granted without pay or charged to vacation with approval of the staff member's immediate supervisor. (Please see the list of immediate family member under Employment of Relatives).

### **Military Leave**

All regular full-time staff who are members of the National Guard or a reserve component of the U.S. Armed Forces will be granted time off with pay for annual military duty provided the duty

is obligatory to maintain military status. The maximum paid time allowed per fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>) is ten (10) working days. Any period spent on military duty in excess of 10 days may be taken as vacation or leave without pay with the approval of the staff member's immediate supervisor and Vice President of Finance and Administration.

A request for time off must be made at least two (2) weeks in advance of the duty. The request should include the dates of departure and return and must be accompanied by a copy of the official orders. Staff members on paid military leave will continue to accrue sick and vacation leave.

For purposes of calculation, the College will pay the difference between military pay and the staff member's regular rate of pay up to a maximum of 10 days. Military pay consists of base pay, plus allowance for longevity, subsistence, quarters and dependents plus pay for sea, flight, foreign and hazardous duty. To be compensated for the difference, staff members must endorse the military check to Moore and be reimbursed through a payroll check. Staff members that do not turn in the military check will be charged with vacation time equal to the time away for military duty.

In accordance with the Vietnam Veteran Readjustment Act, staff members who are called to war will be granted leave of absence up to four (4) years. Except in time of war, such leaves are limited to one period of forty-eight (48) consecutive months. During this unpaid leave, benefit plans and accruals for vacation, sick leave are discontinued. However, eligible individuals are eligible for re-enrollment upon return to active staff status. COBRA is available for staff members out on unpaid military leave.

### **Family Medical Leave Act**

Staff members who have been employed for at least one (1) year and for 1,250 hours over the previous 12-month period are eligible for FMLA (Family Medical Leave Act). The FMLA provides eligible staff members with up to 12 work weeks of unpaid, job-protected leave for certain family and medical reasons during a 12-month period. During this leave an eligible staff member is entitled to continued group health plan coverage as if the staff member had continued to work. At the conclusion of the leave, subject to some exceptions, a staff member generally has the right to return to the same or to an equivalent position. FMLA may be taken for any one, or for a combination of, the following reasons:

- The birth of the staff member's child or to care for the newborn child;
- The placement of a child with the staff member for adoption or foster care
- To care for the staff member's spouse, child, or parent, who has a serious health condition; and/or
- The staff member's own serious health condition that makes the staff member unable to perform one or more of the essential functions of his or her job.
- Military Family Leave (see below for details)

Staff members applying for FMLA are required to use all accrued sick, vacation and personal time first and then the remainder of the 12-week period will be unpaid FMLA. Staff members caring for an immediate family members' illnesses or the birth of a child are required to use all accrued vacation time, personal time and can use up to 3 sick days per year in accordance

with the Sick Leave Policy. The use of paid leave during the 12 work-week leave period does NOT extend the 12-work-week leave period.

While out on paid or unpaid leave the staff member is still entitled to make monthly payment for any health benefits paid by the staff member. If the staff member fails to return to work following FMLA leave the staff member will be considered to have voluntarily resigned and Moore College of Art & Design may recover health insurance premiums that Moore paid on behalf of the staff member during any unpaid FMLA. Before the staff member returns to work from FMLA leave for the staff member's own serious health condition, the staff member must submit a fitness for duty certification from their health-care provider stating that he/she is able to resume work. FMLA or return to work may be delayed or denied if the appropriate documentation is not provided in a timely manner. Also, a failure to provide requested documentation of the reason for an absence from work might lead to termination of employment.

### **Military Family Leave (effective 3/8/2013)**

*Military Caregiver Leave:* Eligible staff who are family members of covered "service members" may take up to 26 workweeks of leave in a single 12-month period to care for a covered service member with a serious illness or injury incurred or aggravated in the line of duty on active duty and that manifested before or after the veteran left active duty. "Service members" are regular members of the Armed Forces and members of the National Guard or Reserves.

*Qualifying Exigency Leave:* Eligible staff with a "covered military member" serving in the National Guard or Reserves may take up to 12 weeks of job-protected, unpaid leave for any "qualifying exigency" arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation. "Covered military member" refers to members of the National Guard or Reserves only, not to regular members of the Armed Forces. Additionally, the final rule defines "qualifying exigency" as: (1) short-notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; and (8) additional activities not encompassed in the other categories, but agreed to by the employer and staff member. For more information about FMLA please go to <http://www.dol.gov/whd/fmla/>.

Please see the Human Resources Department for application or additional information regarding FMLA.

### **Leave of Absence**

All regular full-time staff with at least one year of continuous service are eligible for unpaid leave of absence (up to 30-days and renewable in increments not to exceed a total leave of absence of 12-months) for personal reasons when conditions at the College allow for it. Such decisions are made on an individual basis by the immediate Supervisor, the Senior Manager of that area and the President of the College. Consideration will be given on a variety of factors including the reason for the request, the workload, and the staff member's past performance.

The maximum times established for leaves of absence may not be extended by the use of vacation, sick leave or personal days at the beginning or end of a leave of absence. Staff

members who utilize the leave period to assume other employment, unless expressly authorized, will be terminated from the College.

All personal leaves are without pay. No compensation is given for holidays, vacation, jury duty, funeral leave or any other paid leave while a staff member is out on unpaid leave of absence. COBRA is available for any individual actively participating in the College's health or dental program that has been granted a personal leave request. Retirement plan contributions by the College shall cease until the staff member returns to work. All vacation and sick accruals will stop accumulating immediately upon the start of the unpaid leave. Any staff member on unpaid leave for more than 30 days will not be guaranteed reinstatement.

### **Incident Weather**

In the event the College experiences severe weather conditions or a natural disaster, the College will close as determined by either the President of the College or the Vice President (in the President's absence). In the event the College closes due to a snow storm, payment will be made to regular full-time, regular part-time, and full-time limited service (30 hours per week) staff scheduled to work on the day the College closes. All staff members should make every effort to come to work unless the College has been officially closed. Staff members who are unable to make it to work must contact their Supervisors and be prepared to use a personal or vacation day.

As always, Moore College will contact KYW News Radio 1060 AM if the college plans to close, open late or close early. **Our snow number is 195.** You can either listen to KYW 1060 AM or visit their web site [www.kwy1060.com](http://www.kwy1060.com).

In the event of a natural disaster, which seriously destroys or incapacitates the physical facilities of the College, a decision will be made by the President of the College as to whether staff members will be compensated for the amount of time that the College is closed. This decision is to be based on the circumstances unique to the specific situation at hand.

## **Working Environment**

### **Personnel Records**

Moore College of Art & Design retains confidential records on active and inactive staff members that include educational background, references, salary history, tax status, performance reviews, and disciplinary notices. These records are maintained mostly for accounting, legal and management purposes and are not disclosed to outside inquiries without the staff member's prior notification unless required by a court order.

With advance, written notice, active staff members may review their personnel files. Your written request should detail the purpose for inspecting the file. Upon receiving your request, the Human Resources department will permit you to inspect your own file at a reasonable time during working hours in the Human Resources Office. A designated official will be present when you inspect your file and no portions may be removed or copied from the file. You may take notes of the contents in the file. The personnel file and its contents are the property of Moore College of Art & Design and will not be released to you upon termination with the College.



In order for our records to be complete and up to date, please notify the Human Resources Department of any changes to your home address or telephone number, your marital status, your name, the name or telephone number of your emergency contact or any other changes you wish to make.

Moore is not permitted to release any personal information to outside agencies. It is the staff member's responsibility to notify the Human Resources Department of a possible credit check. If you are applying for a mortgage, loan, credit card or anything that requires a credit check, you will be required to sign a Disclosure Authorization form before any information will be released via the telephone or in writing.

### **Confidentiality**

It is the staff member's responsibility to safeguard information concerning all aspects of the College and its faculty and students. The mission of the College and the economic well-being of the College is dependent upon protecting and maintaining proprietary College information as well as information concerning the students and faculty.

College information may not for any reason be removed from the College premises. College information may not be discussed outside the College except in the carrying out of your duties. You may not disclose confidential and/or proprietary information during your employment with the College or after your employment with Moore has ended, except as necessary in the course of performing your job duties for the College. The use or disclosure of confidential or proprietary information in violation of this policy will result in disciplinary action, up to and including termination of employment.

### **Safety**

Safety is an essential part of every staff member's job. Each staff member has the responsibility for their safety and the safety of others. In order to meet this requirement, report all injuries, suspected injuries and near accidents no matter how insignificant they seem. Also report unsafe conditions and practices to the Human Resources Department or your immediate Supervisor. Suggestions on how to eliminate these hazards are welcome. Look for and correct any hazards before beginning any assignment or task and consult your Supervisor if you are in doubt.

Satisfactory safety performance is a condition of continued employment. Staff members are subject to disciplinary action up to and including immediate termination for disregard of safety rules and procedures.

### **Emergencies**

In the event of a fire drill or emergency, the fire alarm signal will sound. Leave the building immediately by the nearest exit in an orderly fashion. Do not stop to gather personal belongings. A designated official of Moore will give the "all clear signal" before the staff may re-enter the building.

In the event of a serious injury or illness of a staff member please dial 911 for help then report the incident to your Supervisor.

### **Smoking Policy**

In order to promote the health of our staff, students and guests, Moore College of Art & Design prohibits smoking on campus including outdoor spaces. In accordance with the City of Philadelphia ordinance, smoking is not permitted within 20 feet of any entrance.

### **Telephone Policy**

Staff of Moore College of Art & Design represent the College every time they speak to an outside caller. Our commitment to quality should be reflected in the courtesy and professionalism with which we handle business calls. Every effort should be made to answer calls on or before the 3<sup>rd</sup> ring in a prompt and courteous manner.

Personal calls must be limited to those of a necessary or emergency nature. Long distance phone calls must be made with your personal long distance calling code. If you have lost or misplaced your calling code, please contact the Human Resources Department immediately. All calls are tracked and the logs are reviewed to ensure compliance with the phone policy.

### **Voice Mail**

A voice mail system has been installed as another measure to better service our students and other constituencies. Courtesy and professionalism should be considered when leaving your personal greeting. Voice mail must be checked periodically throughout the day to retrieve messages and remove old messages.

The use of the voice mail system is reserved solely for conducting business. It may not be used for personal business. It may not be used to solicit religious or political causes, outside organization, or other non-job-related solicitations. The voice mail system is not to be used to create any offensive or disruptive messages. Among those that might be considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.

The telephone and voice mail system is the property of Moore College of Art & Design. It may be necessary for other people to retrieve your voice mail messages. All changes to passwords must be recorded and maintained by Moore College of Art & Design. Please contact your Supervisor if you change your voice mail password.

Unauthorized or inappropriate use of the voice mail system will result in disciplinary action up to and including termination of employment.

### **Internet Code of Conduct**

Access to the Internet has been provided to staff for the benefit of the College and our students. It provides connection to information and resources around the world. Every staff

member has a responsibility to maintain and enhance the College's public image, and to use the Internet in a productive manner and only in furtherance of the staff member's job duties.

Staff members accessing the Internet are representing the College. All communications should be for professional reasons. Staff members are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Internet Relay Chat channels may be used to conduct official College business, or to gain technical or analytical advice. Databases may be accessed for information as needed. E-mail may be used for business contacts. The use of the internet is permitted solely for conducting business; it may not be used for personal reasons.

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-College business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of College network or the networks of other users. It must not interfere with productivity.

Staff members are responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the Internet should have your name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language is to be transmitted through the system. To prevent computer viruses from being transmitted through the system there will be no unauthorized downloading of any software. All software downloads will be done through the Computer Support Department.

Copyrighted materials belonging to entities other than Moore College of Art & Design may not be transmitted by staff members on the Internet. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action up to and including termination and/or legal action by the copyright owner.

All messages created, sent or retrieved over the Internet are the property of the College and should be considered public information.

The College reserves the right to access and monitor all messages and files, Internet and otherwise, on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Harassment of any kind is prohibited. No message with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will be transmitted. Violations of this Policy may result in disciplinary action, up to and including termination. If necessary the College will advise appropriate legal officials of any legal violations.

## **E-mail Policy**

Moore College of Art & Design maintains an electronic mail system to assist in conducting College business. The electronic mail system hardware and software is College property. Additionally, all messages composed, sent, or received on the e-mail system are and remain property of the College. The use of the system is reserved solely for conducting business; it may not be used for personal business.

The electronic mail system may not be used to solicit or proselytize for commercial venture, religious or political causes, outside organization, or other non-job-related solicitations. It is not to be used to create any offensive or disruptive messages. Among those considered offensive are any messages which contain sexual implication, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability.

The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization. The College reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the electronic mail system for any purpose. The contents of electronic mail properly obtained for legitimate business purposes may be disclosed within the College without the permission of the staff member. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the College or they are invalid and cannot be used.

Notwithstanding the College's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other staff members and accessed only by the intended recipient. Staff members are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by the College's President or Vice President. Staff members shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Staff members should not attempt to gain access to another staff member's messages without the latter's permission.

Any staff member who violates this policy or uses the electronic mail system for improper purposes shall be subject to disciplinary action, up to and including discharge.

## **Visitors**

It is the College's goal to provide a secure environment for students, staff and faculty. The continued success of security measures is dependent on all staff members' responsibility for overseeing security. All visitors must be signed in and escorted by a Moore College of Art & Design representative at all times. A temporary visitor pass will be issued by the front desk and must be displayed at all times while on the College campus.

Any person found unescorted or without a Moore College of Art & Design ID or visitor's pass must be reported to the front desk immediately.

## **Bulletin Boards**

As required by the Department of Labor and the Equal Employment Opportunity Commission, Moore College practices compliance by posting all legal requirements on the college Human Resources bulletin board.

Moore College of Art & Design's policy is to supplement or reinforce bulletins published in College publications, to post College bulletins relating to all staff and to publicize College-wide campaigns: i.e., United Way Fund Drive, Blood Drive donations, open enrollment for benefits, job openings, and all other College news.

No staff member may post any notices on the College Human Resources bulletin board without prior consent from the Director of Operations and the Human Resources Department. Please check the bulletin board on a regular basis so you can keep informed of changes and current happenings within the College.

## **Separation of Employment**

### **Resignation**

Because employment with Moore College of Art & Design is "at-will" staff members have the right to end employment at any time and for any reason—or for no reason at all. However, a staff member considering resigning is encouraged to discuss the matter with his/her immediate Supervisor. There may be opportunities to resolve problems or correct misunderstandings. Whatever the reason motivating a possible resignation, it is generally to our mutual benefit for the staff member to review the situation with the College before making a final decision.

Staff members are encouraged to give proper notice of intent to resign a position. Proper notice is defined as written notification of intent to separate from the College presented at least fourteen (14) calendar days prior to the last day which you will be actively at work. Further, the staff member must deliver the original notice to his/her Supervisor and forward a copy to the Human Resources Department.

Proper notice is necessary because separation procedures take time, and notice will allow the College time to prepare the necessary documents relative to final pay and continuation/conversion of certain benefits as well as to attempt to recruit and train a replacement.

With the exception of company recognized Holidays, staff members are expected to be present as scheduled for each workday during your notice period. If you fail to give the College proper notice or to report to work during your notice period, vacation days for which staff member otherwise may be eligible for (at the time of separation) will be reduced by the number of days notice was short and/or you failed to report to work as scheduled. The College, in its sole discretion, may waive the notice period.

Staff members who have been employed for at least three (3) full months of service, are eligible to receive payment for all accrued unused vacation as outlined above. Any unused

vacation paid out at termination will be excluded from the retirement deduction calculation. Sick leave, holidays, personal days, vacation carry-over days or winter break will not be paid out unless stated above. If the effective date of resignation is on a College Holiday or falls during the winter break, the staff member is not eligible for payment for the holiday or winter break period. All outstanding advances and staff paid insurance deductions for the remainder of the month are deducted from the final paycheck.

Medical and dental insurance will continue through the last day of the month in which the staff member terminates employment. All other benefits will terminate on the last day the staff member is employed with the College. Staff members have the option of converting their life insurance coverage to an individual plan and participating in COBRA for the health and dental coverage. Please see COBRA for additional information.

If, subsequent to resignation, a staff member re-applies for employment with Moore College of Art & Design and is hired, that staff member will begin as a new staff member with no credit given for past service. However, failure to give proper notice will result in ineligibility for rehire.

### **Retirement**

Retiring staff members must give the College at least four weeks notice of their retirement in writing. Retiring staff members should contact the Human Resources Department to obtain information and procedures for obtaining their TIAA-CREF distribution.

### **Job Abandonment**

Staff members who are absent from work for a period of three (3) consecutive work days without reporting in to their immediate supervisor will have abandoned his/her employment. This is considered to be voluntary resignation from employment.

Job abandonment will result in forfeiture of those benefits normally paid upon separation, and may be legally withheld (i.e. vacation payout). If separation from employment occurs under these circumstances, the staff member will not be eligible for rehire.

### **COBRA**

The College complies with the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) by extending to eligible staff members and their eligible dependents the right to continue benefit coverage under the medical and dental plans if coverage would be lost by reason of a qualifying event. Qualifying events include voluntary or involuntary termination, other than for reasons of gross misconduct; voluntary or involuntary reduction of hours of work; death; divorce; a dependent child's loss of dependent status; and a staff member's election of Medicare benefits as his or her primary coverage. Coverage is available for the period prescribed by law (18 or 36 months) at the individual staff member's expense including a 2% administrative charge. Eligible dependents are spouses and dependent children, i.e. children up to 26 years of age.

For additional information regarding COBRA and your rights, please see the Human Resources Office.

## **Exit Interview**

Regardless of the reason for separation of employment, all staff must complete the entire separation procedure. Exit interviews are conducted with staff members who voluntarily leave the College in order to gather constructive feedback on any issues that may increase the effectiveness and productivity of the College. Exit interviews are conducted by the Human Resources Office at the mutual convenience of the exiting staff member and the person conducting the interview.

Exit interviews are a routine part of the separation procedure. While these interviews are normally conducted by the Human Resources Office, a staff member may request to have an exit interview conducted by the Vice President of Finance and Administration. During the Exit Interview, staff members may comment upon particular aspects of their duties and responsibilities as well as upon the College in general. Comments, based on staff members' firsthand experience can be extremely helpful to the College.

## **College Materials**

Upon the termination of your employment with Moore College of Art & Design, whether by the College or the staff member, regardless of the reason, the staff member will return to the College, retaining no copies, any and all files, correspondence, documents, drawings, specifications, computer printouts and other writings which relate to or reflect the College's business, operations, students, faculty members, suppliers, etc., regardless of where such files, correspondence, documents, drawings, specifications, computer printouts, disks and writings were kept or prepared.

## **College Property**

The College will distribute College property (ex. iPads, laptops, etc.) to staff members on an as-needed basis. It is the responsibility of the staff member to return any College property at the end of their employment. If the staff member is unable to return the College property they will be financially responsible for reimbursing the College the cost of the property. The College will deduct the amount owed from the staff member's last paycheck. If there is a remaining balance, the staff member will be responsible for reimbursing the College the remaining amount.

## Receipt Acknowledgement

I have received a copy of the Moore College of Art & Design Staff Guide, and I have had the opportunity to read it. I understand its contents and have had an opportunity to ask any questions I may have about its contents. Furthermore, I have been encouraged to contact my Supervisor, or the Human Resources Office any time I have a question about policy, procedure or benefits.

I understand that this guide:

- Does not constitute an expressed or implied contract of any kind. I may terminate my employment at any time for any reason and The College reserves the right to terminate the employment relationship at any time for any reason. I am aware that employment is not for any specific period of time and that I am a “staff member at will”.
- Is the property of Moore College of Art & Design and must be returned to the Human Resources Office when my employment terminates.
- Has been provided by Moore College of Art & Design as information only and that the College may revise the Guide and its policies, procedures and benefits at any time without notice.

I acknowledge that no staff member, agent, or representative of Moore College of Art & Design has the authority to engage in improper conduct or behavior.

I understand Moore College of Art & Design’s policies and I agree to be bound by their terms.

Finally, I understand the College may wish to respond to the concerns of individual staff members, and that exceptions to policies outlined in this Guide may be made by the College at its sole discretion, whenever there is a good reason to do so.

I understand this form will become a permanent part of my staff record.

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(Please Print Name)

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(Date)

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(Staff Signature)

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(Human Resources Witness)

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(Date)