



**HANDBOOK
FOR
MANAGERS & EXEMPT STAFF**

Revised March 2021

MANAGER AND EXEMPT STAFF POLICY HANDBOOK

TABLE OF CONTENTS

1. INTRODUCTION
2. COLLEGE GOVERNANCE
 - 2.1 Statement on Governance
 - 2.2 Board of Trustees
 - 2.2.1 Composition
 - 2.2.2 Responsibilities
 - 2.3 College Organization
 - 2.3.1 President
 - 2.3.2 Senior Staff Organizational Chart
 - 2.4 General Regulations
 - 2.5 Classification of Manager
3. EMPLOYMENT AND RELATED PERSONNEL MATTERS
 - 3.1 Appointment
 - 3.1.1 Recruitment Procedures
 - 3.1.1.1 Equal Opportunity
 - 3.1.2 Terms of Employment
 - 3.1.3 Position Descriptions
 - 3.2 Performance Appraisals
 - 3.3 Commitment to the Goals of the College
 - 3.4 Termination of Employment
 - 3.5 Resignation
 - 3.6 Retirement
 - 3.7 Personnel Records
4. RESPONSIBILITIES
 - 4.1 Code of Ethics and Business Conduct
 - 4.1.1 Policy on Electronic Communication and Information Access
 - 4.1.2 Communication of Medical Conditions
 - 4.2 Problem Resolution and Complaint Procedures
 - 4.3 Policy Statement on Discriminatory Harassment
 - 4.4 Americans With Disabilities Act
 - 4.5 Hazardous Materials Policy
 - 4.6 Alcoholic Beverages Policies
 - 4.7 Attendance at College Ceremonies
 - 4.8 Work Load and Schedule
 - 4.9 Absences
 - 4.9.1 Emergency College Closings
 - 4.10 Supplemental Employment
5. SALARIES AND BENEFITS
 - 5.1 Calendar
 - 5.2 Salary Payments
 - 5.2.1 Full-time Employees
 - 5.2.2 Part-time or Temporary Employees
 - 5.3 Salary Deductions
 - 5.4 Vacation
 - 5.5 Holidays
 - 5.6 Other Leave Categories

- 5.6.1 Sick Leave
- 5.6.2 Disability
 - 5.6.2.1 Short-Term Disability
 - 5.6.2.2 Maternity/Paternity Leave
 - 5.6.2.3 Long-Term Disability
- 5.6.3 Child and Family Care Leave, Paid Parental Leave
- 5.6.4 Family and Medical Leave
- 5.6.5 Bereavement Leave
- 5.6.6 Military Leave
- 5.7 Social Security Payments
- 5.8 TIAA-CREF Retirement Annuity Plan
 - 5.8.1 TIAA-CREF Supplemental Retirement Annuity Program
- 5.9 Group Life Insurance Plan
- 5.10 Group Health Insurance
- 5.11 Dental Insurance
- 5.12 Workers' Compensation
- 5.13 College Tuition Support
- 5.14 Travel Accident Insurance
- 5.15 Relocation Allowance
- 5.16 Death Benefit
- 5.17 Post Retirement Benefits
 - 5.17.1 Group Life Insurance
 - 5.17.2 Retiree Health Insurance Premium Reimbursement Plan
 - 5.17.3 Tuition Scholarships for Dependents

6. SUPPORT SERVICE RESOURCES

- 6.1 Office of Information Technology
- 6.2 The College Library
 - 6.2.1 Circulation Privileges
 - 6.2.2 Instructional Services
 - 6.2.3 Other Library Information
- 6.3 Campus Safety and Security
 - 6.3.1 Weapons Policy
- 6.4 Professional Travel
- 6.5 Photocopying and Duplicating Services
- 6.6 Media Services

7. CAMPUS SERVICES

- 7.1 Office Hours
- 7.2 Life Sports Center
- 7.3 Blood Bank
- 7.4 Bookstore
- 7.5 Office Supplies
- 7.6 Office Equipment
- 7.7 Public Relations Office
- 7.8 Dining Facilities
- 7.9 Emergency Medical Services
- 7.10 Identification Cards
- 7.11 Mail Service
 - 7.11.1 Intracampus Mail
- 7.12 Parking
- 7.13 Seegers Union
- 7.14 Student Employees
- 7.15 Student Services
- 7.16 Telephone Service

- 7.16.1 Toll Calls
- 7.16.2 Facsimile Service
- 7.17 Use of College Facilities
- 7.18 Use of College Vehicles
- 7.19 College Keys

8. ORGANIZATIONS AND ACTIVITIES

- 8.1 Faculty Club
- 8.2 Muhlenberg College Alumni Association
- 8.3 Woman's Auxiliary
- 8.4 Cultural Events Program

APPENDIX

Alcohol Policy - Faculty//Staff - On-Campus

Muhlenberg College

Trustees' Handbook For Managers & Exempt Staff

1. INTRODUCTION

The policies codified in this Handbook for Managers and Exempt Staff are derived from policies and procedures adopted by the Muhlenberg College Board of Trustees and/or approved by the President. The Handbook is intended to serve as a useful source of information for employees relating to professional responsibilities, policies, and procedures. For ease of reference, the term "manager" as used in this Handbook refers to all salaried exempt personnel except teaching faculty. Use of the word "manager" does not imply that all exempt employees have supervisory/people management responsibilities. Questions on specific job duties may be discussed with your supervisor or Human Resources.

Final authority within the corporation of Muhlenberg College to establish, modify, suspend, or discontinue policies and procedures is vested in the Board of Trustees as guided by the Charter and bylaws of the College.

Every effort has been made to ensure accuracy in the policy summaries, statements and conditions herein described as of the date of this Handbook and the Human Resources Office will endeavor to keep the information contained herein current. Subsequent revisions to Muhlenberg College policies and/or procedures will be updated to the College's website and distributed to employees, as appropriate.

This Handbook is not a contract of employment. Employment at Muhlenberg College is at will and none of the policies or benefits described herein create any contractual obligations between employees and the College. Pursuant to the at will relationship, either the employee or the College may conclude the employment relationship at any time without notice or cause. No representative of the College has the authority to enter into a contrary agreement except the President. Any such agreement must be in writing and signed by the President and the employee.

At its sole discretion, the College reserves the right to change, add, interpret, withdraw, or make exceptions to any of the policies, procedures and benefits in the Handbook. In case of any disparity or conflict between the provisions of the Handbook and the policies and procedures instituted by the Board of Trustees, the latter shall prevail.

Please feel free to reach out to Human Resources with any questions. Ext. 3165.

Jill L. Walsh
Vice President, Human Resources

2. COLLEGE GOVERNANCE

2.1 Statement on Governance

Muhlenberg College is a private liberal arts college incorporated under the laws of the Commonwealth of Pennsylvania. It is affiliated with the Northeastern Pennsylvania Synod, the Southeastern Pennsylvania Synod and the Slovak Zion Synod of the Evangelical Lutheran Church in America. Ultimate responsibility for operation of the College rests in the Board of Trustees. The College operates under a charter granted it by the Commonwealth of Pennsylvania and under bylaws adopted by the Board of Trustees as amended from time to time. Copies of the Muhlenberg College Charter and Bylaws are available in the President's Office.

2.2 Board of Trustees

2.2.1 Composition

The Board of Trustees consists of a maximum of forty (40) elected Trustees in addition to the President of the College and the Bishops of the supporting Synods who shall be members of the Board ex officio. The "Supporting Synods" are the Northeastern Pennsylvania Synod of the Evangelical Lutheran Church of America (ELCA), the Southeastern Pennsylvania Synod of the Evangelical Lutheran Church in America and the Slovak Zion Synod of the Evangelical Lutheran Church in America.

Details on the composition of the Board are available in the Muhlenberg College Fact Book.

2.2.2 Responsibilities

The Board of Trustees shall represent and shall have full power to act for the College in the exercise of all its rights, duties, privileges and powers.

2.3 College Organization

2.3.1 President

The President of the College is the chief executive officer of the College and the official advisor to the Board of Trustees and the Executive Committee. The President is the direct representative of the Board of Trustees in implementing the policies of the Board and is responsible for reporting to the Board on the general welfare and progress of the College.

The President is responsible for all aspects of the life of the College including, but not limited to, academic, curricular and extra-curricular affairs, the religious life of the College, Faculty, fund raising, and College relations. To meet these responsibilities, the President, with the approval of the Board of Trustees, appoints officers who are responsible for duties as assigned by the President. The Board of Trustees may appoint an interim president if the President is unable to fulfill the duties of the President due or absence or disability.

The President is elected by and responsible only to the Board of Trustees for the discharge of his or her duties, and serves in continuing appointment at the pleasure of the Board subject to existing contract commitments. The President is an ex officio voting member of all College committees and an ex officio, nonvoting member of all Faculty committees.

2.3.2 Senior Staff Organizational Chart

Board of Trustees

President

President's Senior Staff

1. Provost
 2. Dean of Students
 3. Dean of Admission and Financial Aid
 4. Chief Business Officer and Treasurer of the College
 5. Vice President for Development and Alumni Relations
 6. Vice President for Public Relations
 7. Chief Information Officer
-
1. Academic programs, policies and curriculum; academic records; faculty recruitment, development, evaluation, promotion and tenure review; academic department budgets; academic advising, counseling, skills and support services; career development and placement; pre-health advising; dean's list and honors programs; summer advising and orientation; academic probation; library; multicultural affairs; Institute for Jewish-Christian Understanding; the Division of Graduate and Continuing Education (including the School of Graduate Studies and the School of Continuing Studies); and education abroad programs.
 2. Residential services; student counseling; health services; Judicial Board; student government; student activities; athletics and fitness programs; campus safety and security; fraternities and sororities; community service programs; summer conferences; deputy president; Seegers Union including events calendar, food services.
 3. Campus religious life; Chapel Christian worship; coordinate efforts with Roman Catholic and Jewish ministry affiliates; Opening Convocation.
 4. Enrollment projections; admissions and recruitment; student financial aid; school and campus visitation programs.
 5. Endowment policy and performance; financial planning; asset management; business affairs; payroll; receivables; purchasing; budget preparation and monitoring; property acquisition; risk management; Human Resources; information and technology services; general services; added responsibility in facilities and plant operations.
 6. Gifts and grants; prospect research; capital campaign; planned giving; annual giving; alumni relations; corporate and foundation relations.
 7. Media and community relations; campus-wide and public events (i.e., commencement); publications; advertising; radio station; Board of Associates; Women's Auxiliary; bookstore.

2.4 General Regulations

The organization provides the means by which the divisions and departments cooperate in the development and fulfillment of policies and programs relevant to their distinct and common purposes.

The primary responsibility of the President's Staff and department heads is to exercise professional leadership in developing and maintaining and other programs which fulfill the higher education mission of the College most effectively.

The President's Staff and department heads assume major responsibilities for the recruitment and evaluation of employees and for employee development; for preparing and submitting departmental budget allocations and requests, and for supervising budget expenditures; for preparing and fulfilling policies and programs which fulfill the mission of the College in light of strategic planning goals.

2.5 Classification of Exempt Employees

Exempt positions are classified and serve as a reference in hiring, salary, and staff development. The classification is defined by position rather than by individual. The classification of a position is related to the prerequisite education and experience necessary, the creativity and judgment required and the complexity, supervisory span of control, scope, impact and autonomy reflected in the position.

3. EMPLOYMENT AND RELATED PERSONNEL MATTERS

3.1 Employment

All appointments are approved by the President of the College. Appointments are made in consideration of institutional and departmental requirements. Recommendations are made to the President by the appropriate President's Senior Staff Member following consultation with the department heads concerned.

3.1.1 Recruitment Procedures

The responsibility for recruiting new managers and exempt staff is coordinated by the Vice President of Human Resources. The appropriate member of the President's Senior Staff is responsible for the selection and nomination of new employees to the President.

3.1.1.1 Equal Opportunity

Muhlenberg College does not discriminate against any person based on age, color, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, veteran status, or any other basis protected by applicable federal, state or local laws. This [policy](#) applies to employment, personnel decisions and all other activities and programs of the College.

3.1.2 Terms of Employment

Terms of employment are indicated in an offer letter from the Vice President of Human Resources. Salary, benefits, and assignments (or any subsequent changes in assignments), and effective date of employment are stated.

3.1.3 Position Descriptions

A position description for each position, prepared by Human Resources in cooperation with the supervisor and the appropriate senior officer, is retained in the Human Resources Office. This description is issued or revised whenever a vacancy occurs or a new position is authorized, or if the nature of the position changes in a material way. It is a major component of the search and selection process and is an important reference in orientation, training and appraisal.

3.2 Performance Appraisals

The President will approve criteria to serve as a guide in appraising and discussing the performance of managers and exempt staff. The performance appraisal process is to encourage constant, consistent and relevant professional dialogue, measure professional performance and development, provide recognition of performance, encourage supervisors to provide coaching and support as needed, and facilitate planning.

Each manager and exempt staff member receives a written appraisal consistent with the calendar for appraisals. Elements of performance generally include criteria such as planning and, decision making, interpersonal relationships, job knowledge, communication skills, initiative, adaptability, and continuous improvement.

An annual Performance Appraisal Report, completed by the employee and the appropriate supervisor, is submitted to the appropriate senior officer according to each year's published schedule. Dialogue relative to work performance is encouraged between employees and supervisors on a frequent basis beyond annual appraisal.

The comments of the individual being appraised are both welcome and important. Discussions provide supervisors with the opportunity to review strengths and weaknesses and to establish with the staff member both personal and professional goals and strategies for the short and long term.

3.3 Commitment to the Goals of the College

Each employee is expected to exhibit values consistent with the traditions of Muhlenberg College as a church-related liberal arts institution. This does not require uniform subscription to any particular belief, pattern of worship, or lifestyle. It does mean a respect for persons who differ, a readiness to engage open-mindedly in a corporate search for truth, and attentiveness to the role of values in the educational task.

The professional behavior of each manager should evidence a demonstrated concern for the growth of students and employees as whole persons, as social, moral, and religious as well as intellectual beings.

A more complete statement of goals can be found in the Charter and Bylaws of the College.

3.4 Termination of Employment

Termination of employment is guided by the employment-at-will doctrine. Under this doctrine, the employment relationship may be terminated at any time for any or no reason by either the employee or employer.

Should economic conditions make it necessary to reduce staff, the College will retain those employees who, in the judgment of the President, are most essential to the fulfillment of the College's mission.

3.5 Resignation

Notification of resignation by a member of management and exempt staff should be made in writing to management and Human Resources. Reasonable notice is expected.

3.6 Retirement

Official retirement status requires attainment of at least age 60 and completion of a minimum of ten years of active service. Employees who leave the College with official retirement status are entitled to retiree benefits subject to eligibility guidelines as specified in section 5.17. Requests for retirement status must be submitted in writing at least 30 days in advance of the effective retirement date.

3.7 Personnel Records

Personnel records are maintained in the Human Resources Office. When there is a change in status (name, address, phone, marital status, new dependents, etc.), employees are urged to contact Human Resources to ensure the accuracy of their official personnel file. Other offices are notified as needed by the Human Resources Office.

When outside sources (such as prospective employers, credit card companies or mortgage lending institutions) request information about the work record of an employee, the Human Resources Office will confirm dates of employment and job title(s). Additional information is supplied only if a written disclosure consent form, bearing the signature of the employee, is received.

A member of the Human Resources team will review an employee's personnel file with the employee if requested. An employee has the right to access most of the material in his or her file. However, at the discretion of the Vice President of Human Resources, certain portions of the file (such as letters of reference) may be withheld.

The College may permit access to employee personnel files pursuant to lawful requests of federal, state or local agencies relevant to bona fide investigations, hearings or court action.

4. RESPONSIBILITIES

4.1 Code of Ethics & Business Conduct

The College's success is dependent on the trust and confidence we earn from our students, employees, and Community as a whole. The College and each employee as an individual, has an obligation to maintain the highest ethical standards in all associations and activities that take place on behalf of the College. A high degree of personal responsibility, integrity and exercise of good judgment on the part of College employees is essential and we expect all College employees to conduct College business in a manner that will withstand the sharpest scrutiny.

When considering any action, it is wise to ask: will this build trust and credibility for the College? Will it help create a working environment in which the College can succeed over the long term? Is the commitment I am making one I can follow through with? The only way we will maximize trust and credibility is by answering "yes" to these questions and by working every day to build on these fundamental requirements.

Upholding the Law

The College's commitment to integrity begins with complying with federal, state, and local laws, rules and regulations. Further, employees are expected to understand and uphold College's policies, available [here](#) and in the College's Handbooks for faculty and staff. If we are unsure of whether a contemplated action is permitted by law or College policy, we should seek

the advice from the resource expert. We are responsible for preventing violations of law and for speaking up if we see possible violations.

It is important that we respect the property rights of others. We will not acquire or seek to acquire improper means of a competitor's trade secrets or other proprietary or confidential information. We will not engage in unauthorized use, copying, distribution or alteration of software or other intellectual property.

We will not selectively disclose (whether in one-on-one or small discussions, meetings, presentations, proposals or otherwise) any material nonpublic information with respect to the College, including but not limited to nonpublic information related to its students, employees, business operations, plans, and financial condition. We should be particularly vigilant when making presentations or proposals to ensure that our presentations do not contain material nonpublic information.

Respecting the Individual

We all deserve to work in an environment where we are treated with dignity and respect. The College is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our success.

The College is an equal employment employer and is committed to providing a workplace that is free of discrimination of all types of abusive, offensive or harassing behavior. Any employee who feels harassed or discriminated against should report the incident in accordance with College's incident reporting policy, available [here](#).

Everyone should feel comfortable to speak his or her mind with respect to items that conflict with this policy, particularly ethics concerns. We all have a responsibility to create an open and supportive environment where employees feel comfortable raising such questions. We all benefit tremendously when employees exercise their power to prevent mistakes or wrongdoing by asking the right questions at the right times.

The College will investigate reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, the College will take appropriate action. We will not tolerate retaliation against employees who raise genuine ethics concerns in good faith.

Employees are encouraged, in the first instance, to address such issues with their managers, as most problems can be resolved swiftly. If for any reason that is not possible or if an employee is not comfortable raising the issue with his or her manager, employees are encouraged to reach out to the Vice President for Human Resources.

Setting the Tone

Management has the added responsibility for demonstrating, through their actions, the importance of this Code. Ethical behavior is the product of clear and direct communication of behavioral expectations, modeled from the top and demonstrated by example.

Managers must be responsible for promptly addressing ethical questions or concerns raised by employees and for taking the appropriate steps to deal with such issues. Managers should not consider employees' ethics concerns as threats or challenges to their authority, but rather as another encouraged form of business communication.

Conflicts of Interest

We must avoid any relationship or activity that might impair, or even appear to impair, our ability to make objective and fair decisions when performing our jobs. At times, we may be faced with situations where the actions we take on behalf of the College may conflict with our own personal or family interests. We owe a duty to the College to advance its legitimate interests

when the opportunity to do so arises. We must never use College property or information for personal gain or personally take for ourselves any opportunity that is discovered through our position with the College.

Here are some other ways in which conflicts of interest could arise:

- Being employed (you or a close family member) by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while you are employed with [Company Name].
- Hiring or supervising family members or closely related persons.
- Owning or having a substantial interest in a competitor, supplier or contractor.
- Having a personal interest, financial interest or potential gain in any College transaction.
- Placing College business with a firm owned or controlled by a College employee or the employee's family.

Determining whether a conflict of interest exists is not always easy to do. Employees with a conflict of interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their managers or Human Resources.

Gifts, Gratuities, Meals, Entertainment, and Other Business Courtesies

College employees should avoid any actions that create a perception that favorable treatment of outside entities by the College was sought, received or given in exchange for business courtesies. Business courtesies include gifts, gratuities, meals, refreshments, entertainment or other benefits from persons or companies with whom the College does or may do business. We will neither give nor accept business courtesies that constitute, or could reasonably be perceived as constituting, unfair business inducements that would violate law, regulation or policies of the College or would cause embarrassment or reflect negatively on the College's reputation.

Most business courtesies offered to us in the course of our employment are offered because of our positions at the College. We should not feel any entitlement to accept and keep a business courtesy. Although we may not use our position at the College to obtain business courtesies, and we must never ask for them, we may accept unsolicited business courtesies of nominal value, which promote successful working relationships and good will.

Employees who award or can influence the allocation of business, who create specifications that result in the placement of business or who participate in negotiation of contracts must be particularly careful to avoid actions that create the appearance of favoritism or that may adversely affect the College's reputation for impartiality and fair dealing. The prudent course is to refuse a courtesy from a supplier when the College is involved in choosing or reconfirming a supplier or under circumstances that would create an impression that offering courtesies is the way to obtain the College's business.

Generally, employees may not accept compensation, honoraria or money of any amount from entities with whom the College does or may do business. Tangible gifts that have a market value greater than \$100 may not be accepted unless approval is obtained from management. Employees may accept unsolicited gifts, other than money, that conform to reasonable ethical practices, including:

- Flowers, fruit baskets or other modest items that mark a special occasion.
- Gifts of nominal value, such as calendars, pens, mugs, caps and t-shirts (or other novelty, advertising or promotional items).

Employees may accept occasional meals, refreshments, entertainment and similar business courtesies that are shared with the person who has offered to pay for the meal or entertainment, provided that:

- They are not inappropriately lavish or excessive.
- The courtesies are not frequent and do not reflect a pattern of frequent acceptance of courtesies from the same person or entity.
- The courtesy does not create the appearance of an attempt to influence business decisions, such as accepting courtesies or entertainment from a supplier whose contract is expiring in the near future.
- The employee accepting the business courtesy would not feel uncomfortable discussing the courtesy with his or her manager or co-worker or having the courtesies known by the public.

Offering Business Courtesies

Any employee who offers a business courtesy must assure that it cannot reasonably be interpreted as an attempt to gain an unfair business advantage or otherwise reflect negatively upon the College. An employee may never use personal funds or resources to do something that cannot be done with College resources. Accounting for business courtesies must be done in accordance with approved College procedures.

Other than to any applicable government customers, for whom special rules apply, we may provide nonmonetary gifts (i.e., College logo apparel or similar promotional items) to our customers. Further, management may approve other courtesies, including meals, refreshments or entertainment of reasonable value, provided that:

- The practice does not violate any law or regulation or the standards of conduct of the recipient's organization.
- The business courtesy is consistent with industry practice, is infrequent in nature and is not lavish.
- The business courtesy is properly reflected in College records.

Set Metrics and Report Results Accurately

We will make certain that all disclosures made in financial reports and public documents are full, fair, accurate, timely and understandable. This obligation applies to all employees, including those with any responsibility for the preparation for such reports, including drafting, reviewing and signing or certifying the information contained therein. No business goal of any kind is ever an excuse for misrepresenting facts or falsifying records.

Any complaints involving trustees, officers, management, faculty or staff of the College regarding questionable accounting, internal controls, auditing, public documents or reports of financial fraud should be reported immediately, in accordance with the College's Hotline policy, a copy of which is posted on the College's Human Resources Policies page, available [here](#).

College Recordkeeping

We create, retain and dispose of our College records as part of our normal course of business in compliance with College policies and guidelines, as well as all regulatory and legal requirements.

All College records must be true, accurate and complete, and College data must be promptly and accurately recorded in accordance with the College's and other applicable accounting principles.

We must not improperly influence, manipulate or mislead any unauthorized audit, nor interfere with any auditor engaged to perform an internal independent audit of the College's books, records, processes or internal controls.

Promote Substance Over Form

At times, we are all faced with decisions we would rather not have to make and issues we would prefer to avoid. Sometimes, we hope that if we avoid confronting a problem, it will simply go away.

We must have the courage to tackle the tough decisions and make difficult choices, secure in the knowledge that the College is committed to doing the right thing. At times this will mean doing more than simply what the law requires. Merely because we can pursue a course of action does not mean we *should* do so.

Although the College's guiding principles cannot address every issue or provide answers to every dilemma, they can define the spirit in which we conduct ourselves and should guide us in our daily actions.

Accountability

Each of us is responsible for knowing and adhering to the values and standards set forth in this Code and for raising questions if we are uncertain about College policy. The College takes seriously the standards set forth in our Code of Conduct, and violations are cause for disciplinary action up to and including termination of employment.

Use of College Resources

College resources, including time, material, equipment and information, are provided for College operations. Employees and those who represent the College are trusted to behave responsibly and use good judgment to conserve College resources. Managers are responsible for the resources assigned to their departments and are empowered to resolve issues concerning their proper use.

We will not solicit contributions nor distribute non-work related materials during work hours. We will not use College resources such as computers, hardware or software, copiers, phones, and fax machines in the conduct of an outside business or in support of any outside daily activity, except for College-requested support to outside organizations.

In order to protect the interests of the College network and our fellow employees, the College reserves the right to monitor or review all data and information contained on an employee's company-issued computer and electronic devices, the use of the Internet or any other College-provided resources. We will not tolerate the use of company resources to create, access, store, print, solicit or send any materials that are harassing, threatening, abusive, sexually explicit or otherwise offensive or inappropriate.

Media Inquiries

The College is a high-profile member of our community, and from time to time, employees may be approached by reporters and other members of the media. In order to ensure that we speak with one voice and provide accurate information about the company, please direct all media inquiries to the Office of Communications at Ext. 3230 or by contacting Kristine Yahna Todaro, Director of News & Media Relations, at kristinetodaro@muhlenberg.edu or 484-664-4343, Ext. 3230.

Do the Right Thing

Several key questions can help identify situations that may be unethical, inappropriate or illegal. Ask yourself:

- Does what I am doing comply with the College's guiding principles, Code of Conduct and policies?
- Have I been asked to misrepresent information or deviate from normal procedure?
- Would I feel comfortable describing my decision at a staff meeting?
- How would it look if it made the headlines?
- Is this the right thing to do?

Points of Contact

Questions regarding the College's Code of Conduct may be directed to the Vice President for Human Resources.

4.1.1 Policy on Electronic Communication and Information Access

The full Policy on Electronic Communication and Information Access approved in July 2000 and updated in November 2005 can be found [here](#). Violations of these policies should be reported to either the Provost, the Dean of Students, the Vice President of Human Resources, or the Director of Campus Safety and Security.

4.1.2 Communication of Medical Conditions

Information regarding an employee's medical condition is confidential and should not be shared within your department, with other members of the College community, or with individuals outside of the College community unless the employee providing the information has requested or given express permission for you to share it with others. In instances when it is necessary to inform others of an employee's absence from his/her job, the appropriate information to communicate is the fact that the employee is on a medical leave of absence and the expected duration of the leave. Unauthorized release, by phone, email or other method of communication, of an employee's confidential health information may result in disciplinary action. Please see [Summary](#) & [Notice](#) of Privacy Practices.

4.2 Problem Resolution and Complaint Procedures

Any employee who believes that his or her rights have been violated under Muhlenberg College announced rules, regulations and policies approved by the President and/or the Board of Trustees may follow the procedures as outlined in the [Problem Resolution and Complaint Procedures for Non-Faculty Personnel](#). Guidance regarding employee rights can be found in the Human Resources Office.

4.3 Policy Statement on Discriminatory Harassment

It is the policy of Muhlenberg College to provide an environment free from any form of sexual or discriminatory harassment. This policy applies to all College full and part-time employees, including management, staff, faculty, and support personnel and to all College students, contractors and consultants. All who work at the College are responsible for ensuring that the work and academic environment is free from discriminatory practices, including sexual harassment.

Specifically, the College expressly prohibits any form of unlawful harassment of its employees or students based on age, color, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, veteran status or any other basis protected by applicable federal, state or local laws. Sexual and other forms of discriminatory harassment are unacceptable conduct, whether on the College's premises or in other College related activities and settings, and will not be tolerated by the College. Discriminatory harassment in the workplace is also prohibited by law. Click [here](#) for the complete policy.

4.4 Americans With Disabilities Act

The College does not discriminate against qualified individuals with disabilities in regard to any employment practices, terms, conditions or privileges of employment. This includes:

| | | |
|---------------------|----------------------|-------------|
| application | evaluations | promotion |
| assignments | hiring | termination |
| benefits | layoff/recall | testing |
| compensation | leave | training |
| disciplinary action | medical examinations | |

The College will provide reasonable accommodation to any qualified individual with a disability under the provisions of the Americans With Disabilities Act. Any employee or applicant who believes they have been denied equal opportunity based upon their status as a qualified individual with a disability should immediately report this to the Vice President of Human Resources, third floor of the Haas College Center.

4.5 Hazardous Materials Policy

The College, in its efforts to comply with federal, state, and local legislation, requires the cooperation of professional staff in the storage, use, and disposal of hazardous materials and in maintaining laboratory safety. Material safety data sheets (MSDS) are available for review and employee and student "right to know" policies and procedures are in effect. The Director of Campus Safety and Security has oversight responsibility for this program and is assisted by the Chemical Hygiene Officer and designated faculty and/or staff.

4.6 Alcoholic Beverages Policy

The Alcoholic Beverages Policy concerning on-campus events involving faculty/ and staff, approved on March 15, 1991, is located in the Appendix. The appropriate Vice Presidents or Deans oversee the application of these policies as they pertain to personnel in their units.

4.7 Attendance at College ceremonies.

All full-time managers and exempt staff are invited to participate in the college ceremonies scheduled throughout the academic year, particularly the Opening Convocation, the Honors Convocation, the Baccalaureate Service, and Commencement. Academic regalia, as needed for these occasions, may be rented through the Muhlenberg bookstore.

4.8 Work Load and Schedule

The normal work week for a member of management and exempt staff is 40 hours consisting of five eight-hour days. However, due to the nature of an employee's responsibilities, it is not possible to define a work week, and hours will vary in accordance with business needs. The 40-hour work week should be considered the minimum standard.

4.9 Absences

In case of absence due to illness, College business or other matters including vacation periods, employees are required to report their absence, ahead of time when possible, to their supervisor and in Workday. Regarding extended absences, see section 5.6, Leaves of Absence.

4.9.1 Emergency College Closings

As a general policy, the College will remain open and fully operational during snow storms and other emergencies. Any need for closure of offices will be determined by the President according to College policy.

Individual office closings require the approval of the President. Management personnel should be prepared to continue office business whenever support staff employees may have been excused from responsibilities.

Please click here for the complete [Inclement Weather](#) policy.

4.10 Supplemental Employment

The College expects that obligations to the College will assume priority in the manager and exempt staff employee's professional life. Acceptance of part-time employment elsewhere must be consonant with these obligations. Any part-time employment requiring a substantial time commitment is subject to the review and approval of the appropriate supervisor and must be consistent with the Code of Ethics and Business Conduct (Section 4.1).

5. SALARIES AND BENEFITS

The Human Resources Office is responsible for disseminating information on all benefits and for managing benefit enrollments. While it is expected that the benefit program will be continued, Muhlenberg College reserves the right to interpret, modify or discontinue part or all of the program at any time. Employees will be notified of such changes as they occur.

5.1 Calendar

Appointments on a continuing basis normally become effective the first of the month. Details of the appointment letter will further specify full-time or part-time status of the position.

Prior Service Credit: It is the policy of Muhlenberg College to allow credit for previous full-time service to the College if an employee is rehired after a break of six months or less.

5.2 Salary Payments

5.2.1 Full-time Employees

Salary payments are made in 12 monthly installments on the 20th of each month. If the 20th falls on a Saturday, this pay will be received on the 19th. If the 20th falls on a Sunday, this pay will be received on the 21st. Checks may be picked up at the Controller's office on payday. Checks not called for one hour before the offices close for the day will be mailed to the home address. Direct deposit is available and required for all new employees. Funds via direct deposit will be immediately available on payday.

5.2.2 Part-time or Temporary Employees

Salary payments will be paid monthly during the actual period of employment. Should a person be appointed to management responsibility with arrangements having been made on an hourly basis, pay will be received on a bi-weekly basis based on time sheets presented to the Human Resources Office.

5.3 Salary Deductions

New employees of the College must complete a W-4, "Employee's Withholding Exemption Certificate", in the Human Resources Office. A new W-4 certificate may be filed at any time. Withholding is required from salary payments for Federal income Tax, Social Security, state income tax, and an annual \$10.00 City of Allentown Occupational Privilege Tax. The latter is levied regardless of one's place of residence and is deducted from the first check of the new year, or from the first salary payment if employment begins after the first of the year.

Voluntary deductions may be made for an employee's share of group health insurance premiums on either a pre-tax or post-tax basis. Also, voluntary deductions may be made for pledged contributions to United Way, or the College's Development programs, etc. Salary reduction contributions for pre-tax supplemental contributions to the TIAA retirement program may be arranged in the Human Resources Office (see section 5.8.1).

5.4 Vacation

Full-time managers and exempt staff earn vacation at the rate of 1.84 days of vacation per month of employment to a maximum of 22 days of vacation each year. Full-time managers and exempt staff on 9, 10 or 11-month assignments are eligible for vacation on a pro-rated schedule based on their annual assignment.

Part-time managers and exempt staff in positions budgeted for a minimum of 850 hours per year are eligible to pro-rated vacation time. (Paid vacation hours are part of the total number of budgeted hours.) Contact the Human Resources Office for details.

The vacation accumulations and use year runs from September of one year through August of the next year. Employees are expected to plan for adequate vacation periods and encouraged to use their vacation time in the year in which it is earned. Vacation time is requested through Workday and approved time off is deducted from vacation balances. A maximum of five days (pro-rated for those who are not full time, year-round) may be carried forward. Vacation time in excess of this approved carryover maximum is forfeited on September 1.

Vacation Payout Eligibility:

- **Resignation:** Staff resigning from the College who provide at least two weeks' notice of their resignation will be eligible to receive a payout of accrued, unused vacation, in the first available paycheck following their final day of employment.
- **Involuntary Layoff:** Staff whose employment terminates due to an involuntary layoff through no fault of their own (for example, position elimination due to budget constraints or reorganization) will be eligible to receive a payout of accrued, unused vacation, in the first available paycheck following their final day of employment.
- **Involuntary Termination:** Staff whose employment is terminated for violation of College policies or procedures are not eligible to receive a payout of accrued, unused vacation.

Temporary Expansion of Vacation Carry-over Benefits, Effective May 7, 2020: The maximum amount of vacation that may accrue in your vacation bank to carry over into the next year will increase by an additional 10 days. Accrued but unused vacation in excess of this maximum will be forfeited. This is a temporary change in policy due to COVID- 19. Absent further updates, this vacation policy will revert back to its prior form and expire on August 31, 2021. As always, requests for vacation leave require your manager's pre-approval.

5.5 Holidays

Offices are closed in observance of the following holidays: Good Friday, Memorial Day, Independence Day; two days for Thanksgiving; Christmas Day, New Years Day, and three other days during the Christmas/New Year's Break. Special arrangements are made to provide limited office coverage on Martin Luther King Jr. Day, Labor Day, and Easter Monday. Full-time, year-round employees are paid for a total of 12 holidays.

Offices listed below are expected to provide services as indicated. President's Staff members, in consultation with supervisory personnel in each of their units, will designate those managers and staff associates who will provide coverage.

| OFFICE | LABOR DAY | MARTIN LUTHER KING, JR. DAY | EASTER MONDAY |
|----------------------|-----------|-----------------------------|---------------|
| Academic Departments | OPEN | OPEN | CLOSED |

| | | | |
|----------------------------------|--------------------------------------|--------|-----------------|
| Academic Resource Center | OPEN | OPEN | CLOSED |
| Admission | CLOSED | OPEN | OPEN |
| Art Gallery | CLOSED EVERY SUNDAY, MONDAY, TUESDAY | | |
| Bookstore | OPEN | OPEN | CLOSED |
| Campus Safety | OPEN | OPEN | OPEN |
| Career Center | OPEN | OPEN | CLOSED |
| Controller | OPEN | OPEN | OPEN |
| Copy Center | OPEN | OPEN | CLOSED |
| Counseling Services | OPEN | OPEN | CLOSED |
| Dean of Students | OPEN | OPEN | OPEN |
| Development Offices | CLOSED | CLOSED | OPEN |
| Financial Aid | OPEN | OPEN | OPEN |
| Human Resources | CLOSED | OPEN | CLOSED |
| Life Sports Center | OPEN | OPEN | OPEN |
| Mail Room | OPEN | OPEN | OPEN |
| Media Services | OPEN | OPEN | OPEN |
| Office of Information Technology | OPEN | OPEN | OPEN |
| Plant Operations | OPEN | OPEN | CLOSED |
| President's Office | CLOSED | OPEN | OPEN |
| Provost's Office | OPEN | OPEN | CLOSED |
| Public Relations | CLOSED | OPEN | CLOSED |
| Purchasing | CLOSED | CLOSED | OPEN |
| Registrar | OPEN | OPEN | OPEN |
| Residential Services | OPEN | OPEN | OPEN |
| School of Continuing Studies | OPEN | OPEN | CLOSED* |
| School of Graduate Studies | OPEN | OPEN | CLOSED* |
| Seegers Union | OPEN | OPEN | OPEN |
| Student Health Services | OPEN | OPEN | CLOSED |
| Treasurer | CLOSED | CLOSED | OPEN |
| Trexler Library | OPEN | OPEN | OPEN 6 PM -1 AM |

**Open if classes are being held.*

5.6 Other Leave Categories

Except for leave under the Family and Medical Leave Act of 1993, (5 USCA 6381 et seq.), unpaid leaves of absence shall be granted at the discretion of the President upon recommendation of the

President's Senior Staff and upon written application by the individual. Normally, leaves of absence shall be without salary.

During an unpaid leave of absence, benefit coverage terminates and may be continued through COBRA continuation.

Leave of Absence request forms are available in the Human Resources Office.

5.6.1 Sick Leave

You accumulate sick leave credit at the rate of ten days per year. You may accumulate a maximum of 20 sick day credits. Accumulations over 20 days worth of sick time will automatically roll over into the short-term disability bank, up to a maximum of 5 days. All sick time must be recorded in Workday.

Part-time employees working at least 850 hours per year accumulate credit at the rate of ten Average Work Days per year. No sick leave accumulation is available to employees working less than 850 hours per year.

You accumulate short-term disability leave credits at the rate of 5 days each year if you are working at least 1,248 hours per year.

Unless otherwise provided, sick leave credit hours continue to accrue during paid absences, while on military leave of absence, and for the first six months of periods of absence while you are receiving income from Workers Compensation insurance. Sick leave is not accrued in any month when you are off pay status except as described above.

No payments will be made for accumulated sick or short-term disability leave at retirement or separation from service.

Temporary Expansion of Sick-Leave Benefits, Effective March 12, 2020: Employees who need to stay home to care for a family member due to COVID-19 concerns or reasons such as school/daycare closings, and are unable to work remotely, may use time from their sick leave bank. If sick leave has been exhausted, you may request an advancement of up to 10 additional days by contacting Human Resources. Absences for those not eligible for paid sick leave will be addressed on a case-by-case basis.

5.6.2 Disability

Disability occurs when illness or injury, not compensable under Workers' Compensation, prevents the employee from continuing to work for greater than five days. The Human Resources Office administers the disability program of the College.

Occasional daily absences of managers and exempt staff, due to illness or injury, are paid based on time available in the sick leave bank (see section 5.6.1).

The complete Disability Pay Policy may be found [here](#).

5.6.2.1 Short-Term Disability

Payment under the Short-Term Disability policy is based on the time available in the individual's short-term disability leave bank. When the short-term disability leave bank has been exhausted, payment is 60% of the individual's current salary base to a maximum of \$4,000 per month. All Short-term disabilities for the Employee's own Serious Health Condition are also considered

Family and Medical Leaves of Absence (see Appendix C) by the College (shorter absences, including intermittent use of FMLA time, may also be counted as use of FMLA entitlement).

This program is administered by the Human Resources Office which will secure verification of disability from the employee's personal physician. Confirmation of the disability by a physician of the College's choice may be required by the College.

Other benefits (health insurance, life insurance, retirement contributions, etc.) will remain in force during a short-term disability absence as if the employee were in active service. Employee contributions to benefit plans, where applicable, will also continue during any paid short-term disability as if the employee were in active service.

The College will discontinue payment of salary under the Short-Term Disability policy when eligibility to the Long-Term Disability policy begins (six months from the onset of disability). See Section 5.6.2.3 for details of the Long Term Disability plan.

The employee may continue to participate in appropriate benefit programs through COBRA continuation at his or her own expense should an unpaid leave of absence (including child care) be granted following a paid short-term disability absence, or whenever a short-term disability absence extends into a long-term disability (see section 5.6.2.3).

5.6.2.2 Maternity/Paternity Leaves

Maternity and paternity leaves are granted in accordance with the Family and Medical Leave Act of 1993 and with the College's short term disability policy and [Parental Leave](#) policy. The disability period for a maternity leave is determined by the attending physician's certification and is often six weeks following the date of delivery. Also see Section 5.6.3 for information regarding Family and Child Care Leaves and Paid Parental Leave.

5.6.2.3 Long-Term Disability

Long-term disability refers to a disability absence extending beyond six months.

After one year of employment at the College, persons who are employed at least 24 hours weekly or 1248 hours per year are covered by long-term disability insurance. The College pays the entire premium for this insurance.

Benefits begin on the first of the month following six consecutive months of certified disability and continue during such disability. Certain age restrictions apply.

A monthly income benefit, an annuity premium benefit equal to the amount being paid to a TIAA-CREF retirement plan at the time of disability, and payment of premiums for continuation of existing group life insurance coverage is included for eligible employees.

5.6.3 Child and Family Care Leave, Paid Parental Leave

Family and Child Care Leaves are granted in accordance with the Family and Medical Leave Act of 1993 (see Appendix C). Family and Child Care Leaves may be requested by an employee of either sex. Four weeks (pro-rated for work schedules that are not full-time, year-round) may be requested following the birth or adoption of a child, to be paid during the otherwise unpaid portion of an approved FMLA leave.

5.6.4 Family and Medical Leave

The Family and Medical Leave Act of 1993 requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons, or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness. Muhlenberg College employees are eligible if they have been employed with the College for at least one year at a minimum of 1,250 hours and are budgeted for at least 1,250 hours a year on an ongoing basis. The full FMLA policy can be found [here](#).

5.6.5 Bereavement Leave

When a death occurs in your family, you may receive time off with pay within the limits stated below. Such time is not charged against any other accrual and is considered bereavement leave.

| | |
|---|--------|
| Death of spouse, child or parent | 4 days |
| Death of brother or sister | 3 days |
| Death of an aunt, uncle, grandparent or grandchild | 2 days |
| Death of father-, mother-, brother-, sister-, son-, daughter- or grandparent-in-law | 1 day |

5.6.6 Military Leave of Absence

Requests for a military leave of absence are granted in accordance with the rights and obligations afforded under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees who return to work following military service are granted full reinstatement rights at no loss of seniority or benefits. Employees must return to work (if service was for less than 31 days) or apply for reemployment (if service was for more than 31 days). Click [here](#) for USERRA policy information.

5.7 Social Security Payments

The College matches each employee's contribution to Social Security. The Social Security contribution by the employee is paid through payroll deduction.

5.8 TIAA Retirement Plan

All regular full-time employees working at least 1,000 hours per year shall be enrolled in the Teachers Insurance and Annuity Association (TIAA) retirement program on the first day of the month following the completion of two consecutive years of full-time service. This preliminary service period is waived for any new employee who, at the time of employment at Muhlenberg, has a fully vested annuity contract that is in force and to which the previous employer is contributing.

Under the College retirement plan, the College makes contributions to individual TIAA retirement annuity contracts for each eligible employee. No employee contribution is required, however, employee participation to the Supplemental Retirement Plan (SRA) is highly encouraged (see Section 5.8.1 below). Employees receive information from the Human Resources Office regarding the annuity contract applications they must complete when they become eligible to participate. Descriptive materials on the retirement program may be secured from the Human Resources Office.

Temporary Retirement Plan Change, Effective September 1, 2020: The College's retirement contribution will decrease from 10% to 4% in response to the economic impact of COVID-19. We hope to restore the 10% contribution in the next academic year.

5.8.1 TIAA Supplemental Retirement Annuity Program

In accord with section 403b of the Internal Revenue code, employees may, from the time of employment, contribute to their retirement through voluntary payroll deductions, by making such elections through Workday. Employees may contribute dollar amounts of their choosing, not to exceed annual limits set by the IRS.

5.9 Group Life Insurance Plan

All full-time employees who work at least 24 hours per week or 1,248 hours per year are enrolled in the group life insurance program on the first day of the month following 12 months of employment. Muhlenberg College pays the entire premium for this insurance. Coverage amounts are based upon the employee's current salary and age, up to a maximum of \$75,000.

5.10 Group Health Insurance

Employees who work full-time may choose to enroll themselves and/or eligible dependents in the health insurance plan offered by the College. The program is voluntary with the College paying approximately 80% of premium costs for the selected plan and the employee paying the balance through payroll deduction.

Employees who do not need health insurance sign a waiver indicating they have coverage through another plan.

Enrollment in health insurance must occur within 30 days of employment. After that, an open enrollment period is held each year, with changes and new enrollments taking effect January first, the College's anniversary date with each carrier. Benefit coverage at College expense will continue through the last day of employment with the College.

More information is available in the Human Resources Office.

5.11 Dental Insurance

Dental insurance is available to all full time employees and their dependents. The plan provides coverage for preventive care and simple restorations (fillings) for adults and children. The plan also provides access to discounts on periodontal, endodontic and orthodontic services. The full cost is paid by the employee through payroll deduction.

Initial enrollment is available for 30 days after employment. After that, an open enrollment period is held each year with enrollments taking effect January 1.

5.12 Workers' Compensation

All employees of the College are covered by Workers' Compensation, which pays for covered medical expenses incurred from accidents or illnesses that are job related. Any accident at the place of work must be reported promptly to the Department of Campus Safety, the Human Resources Office and the employee's supervisor. An employee's failure to submit accident reports promptly may result in denial of a claim to benefits or delay in the payment of benefits. FMLA will run concurrent with any work-related injury.

The College uses a panel of physicians and other health care providers for all work related injuries. Employees must select a physician or other health care provider from the panel for treatment. In order to have medical treatment paid by the College's insurer, the employee must continue to visit

the physician or other health care provider for 90 days, if treatment is needed, from the date of the first visit.

5.13 College Tuition Support

Tuition scholarship programs are intended to provide the means for the dependent children of eligible employees to attain an undergraduate college education. These programs also provide employees of the College and their spouses the opportunity for self-improvement. All support is limited to undergraduate courses. Employees and their families may apply following the same application and consideration process as all applicants. Employment does not guarantee acceptance. Some fees may apply. Details of the scholarship programs and eligibility criteria can be found [here](#).

5.14 Travel Accident Insurance

Effective upon employment, a "principal sum" indemnity for death or specified personal injuries while away from home on a business trip for the College is provided for all managers and exempt staff.

5.15 Relocation Allowance

The College provides a relocation allowance for newly employed managers and exempt staff if they are coming to Allentown from out of town. The amount available is based on mileage according to a schedule established by the Treasurer of the College. Reimbursement of costs up to the maximum allowance is made on the basis of submitted expense receipts after the first day of employment.

5.16 Death Benefit

If a full-time manager or exempt employee should die before retirement, the College provides a death benefit in addition to group life insurance. The amount of the benefit is based on length of service.

If the employee has been continuously employed for less than one year at the time of death, the amount is equal to two weeks of current salary and is in addition to what has been earned. If the employee has been employed for one to five years of continuous service, the amount is equal to one month of current salary. If the employee has been continuously employed for five or more years, the amount is to equal two months of current salary.

Payment is to be made to the surviving spouse of the employee or to the contingent beneficiary(ies) named on the College's group life insurance contract. Such payment is not considered to be taxable income either by the State of Pennsylvania or the Internal Revenue Service and no withholding shall take place on the entire amount.

5.17 Post-retirement Benefits

With regard to the post-retirement benefit program, Muhlenberg College reserves the right to change, modify, or discontinue the program or eligibility requirements, and will provide appropriate notification in case of any such change.

5.17.1 Group Life Insurance

Retirees hired prior to January 1, 2013, are covered for group life insurance as follows: \$5,000 (under age 65), \$4,000 (age 65 but <70 years of age), \$3,000 (age 70 and above).

5.17.2 Retiree Health Insurance Premium Reimbursement Plan

The Retiree Health Insurance Reimbursement Plan applies to all full-time employees hired prior to July 1, 1995. Any such employee retiring at age 60 or older who has been employed by the College for at least ten years, and his or her spouse, will be eligible for the College's Retiree Health Insurance Premium Reimbursement Plan during their respective lifetimes. The College will reimburse health insurance premiums paid by the retiree/spouse to a set maximum dollar amount. At the request of the retiree/spouse, these payments will be made as frequently as quarterly. Reimbursement requests must be submitted in writing, with proof of premium payment provided. In no case will the reimbursement exceed the actual cost of the health insurance purchased by the retiree/spouse.

5.17.3 Tuition Scholarships for Dependents

Retired employees retain the tuition scholarship benefit for dependents as indicated in section 5.13. Complete eligibility guidelines for tuition scholarship benefits are available from the Human Resources Office.

6. SUPPORT SERVICE RESOURCES

6.1 Office of Information Technology

All members of management and exempt staff have access to mainframe computing resources through either his or her department or through the Office of Information Technology. In addition, there are a number of microcomputers located in various offices, classrooms and laboratory facilities. Policies on Computer Access, Duplication of Copyrighted System, and Privacy of Data are available from the Office of Information Technology.

6.2 The College Library

The Harry C. Trexler Library has an on-line catalog, collection development programs and a full-time staff. The Library's mission is to:

1. acquire, preserve and make available for use a collection of recorded knowledge supporting the Colleges' curricular goals;
2. teach students and assist faculty to find and use our Libraries' resources, and information resources elsewhere; and
3. foster and encourage learning and scholarship.

6.2.1 Circulation Privileges

Employees may borrow library materials by charging them on their library cards at the circulation desk. Materials are circulated for an average of three weeks with renewal privileges if the material has not been recalled.

These privileges are also extended to one individual who resides with a College employee. These privileges are extended with the understanding that, as with family members, the College employee is responsible for the actions of this individual relating to these privileges, including actions taken by this individual when he/she is visiting the campus, whether or not the individual is accompanied by the employee. The employee agrees to notify the Human Resources Office and reclaim the Library card immediately should the individual no longer reside with the employee.

6.2.2 Instructional Services

Reference service is available at the reference desk during library hours.

6.2.3 Other Library Information

Other library information may be secured regarding acquisition of materials, reserve collection, LVAIC resources and interlibrary loans, and inter-institutional affiliations by consulting the Faculty Handbook.

6.3 Campus Safety and Security

The College endeavors to provide a safe and secure environment for its students and employees. Managers are asked to report any incidents which may indicate criminal activity to the Campus Safety and Security Office. Crime statistics are reported regularly and are accessible to employees and students. Campus Safety and Security also handles fire emergencies, entry to locked buildings and transport of workers injured on the job.

6.3.1 Weapons Policy

Muhlenberg College strictly prohibits use or possession of firearms, ammunition, explosives, weapons and items or materials of any kind that are designed to inflict serious bodily injury. These restrictions apply to all students, staff, faculty, vendors, contractors, and visitors with the exception of law enforcement and Campus Safety officers and extend to all College buildings, grounds, parking lots, College-owned or leased properties and College-owned vehicles. Exceptions to this policy must be approved in writing by the President or the Director of Campus Safety.

Approved by President's Staff 12/14/2010.

6.4 Professional Travel

Funds for travel are made available on a departmental basis by the Vice Presidents. Each department head decides how best to use available funds.

Expenses must be itemized and receipts furnished for food, transportation, lodging and similar expenses. Proper requisition forms are available from the Controller.

If family members accompany employees on business trips, their expenses are strictly the responsibility of the employee; the College will not reimburse employees for the expenses of family members that travel with them.

Employees are encouraged to make reservations for air travel on College business through the College's travel company. See the department secretary for details.

6.5 Photocopying & Duplicating Services

Authorized College work may be photocopied without charge on machines conveniently placed throughout the campus. College related work volume is recorded on departmental copier keys or on tally sheets provided near each machine.

Personal photocopying may be done at \$.10/copy at the machines located in the Copy Center lobby, in Seegers Union lobby, and in the Trexler Library.

The Copy Center handles all requests for multilith reproduction and photocopying. Request forms, which may be obtained in the Copy Center, should be attached to all originals. As much time as possible should be allowed for the completion of the work.

6.6 Media Services

Media Services provides audio-visual equipment for instructional use, including tape recorders, projector and video recorders. Managers may make arrangements for use of media services and equipment for College purposes by calling x3459.

7. CAMPUS SERVICES

7.1 Office Hours

The offices of the College are open from 8:00 AM to 5:00 PM. During the summer months, office hours may be changed at the direction of the President.

7.2 Life Sports Center

Full-time employees and on-going part-time staff as well as spouses and dependents (ages 18-23) of these individuals have unrestricted access to the Life Sports Center.

These privileges are extended with the understanding that, as with family members, the College employee is responsible for the actions of this individual relating to these privileges, including actions taken by this individual when he/she is visiting the campus, whether or not the individual is accompanied by the employee. The employee agrees to notify the Human Resources Office immediately should the individual no longer reside with the employee.

Hours of operation are posted by the Athletic Office. During the academic year, use of the racquetball courts and the swimming pool by employees is restricted to certain hours.

For further information please visit:

<http://www.muhlenberg.edu/main/aboutus/construction/facilities/lsc/policies.html>

7.3 Blood Bank

Any employee is eligible to become a member of the blood insurance program. This insurance covers all blood products provided to employees and their family members through the Miller-Keystone Blood Center. Employees and family members are encouraged to donate at one of the facilities of the Center and/or at one of the mobile blood units scheduled on campus each year. However, contribution of blood is not required for this coverage.

7.4 Bookstore

The College-operated bookstore is located on the lower level of Seegers Union. It handles the sale of all textbooks and other reading and classroom materials required by students. Computer hardware and software are offered at educationally discounted prices. A wide variety of other items is also available for sale. Upon presentation of a Muhlenberg College ID card, employees receive a 10% discount on most purchases. (Food items, magazines and special sale items are ineligible for this discount.) Postage stamps are available at cost and a fee-for-service facsimile machine is available for personal use.

7.5 Office Supplies

Provision has been made by the Director of Purchasing for securing budgeted supplies and office equipment by requisition. Appropriate forms are available from the Purchasing Office.

7.6 Office Equipment

Equipment items are those defined as being of a capital nature with a useful life of at least several years. Funds must be included in annual departmental budgets to cover costs. Department heads must approve all requests and present them to the Director of Purchasing who assists in the selection of items and in determining the best sources of supply.

7.7 Communications Office

Anyone receiving a phone call at the College from a reporter should alert the Communications Office at extension 3230.

In addition, employees are encouraged to contact the Communications Office about their professional and community activities so that a news release can be prepared and issued to the appropriate news media. Newsworthy activities include professional publications, presentations of papers, election to officer positions or boards of professional and civic organizations, and in particular, interesting and/or exceptional work with students.

The Communications Office provides services for production of brochures, programs or fliers for college-sponsored events, and coordinates special events, including Commencement.

7.8 Dining Facilities

The General's Quarters and the Wood Dining Commons are open to all employees.

7.9 Emergency Medical Services

If you are injured on the job, you should visit the College Health Center during office hours, or contact the Campus Safety and Security office (Emergency Ext 3110, Non-emergency Ext 3112). If necessary, you will be transported to an appropriate medical facility. For all work-related injuries, an accident report must be completed promptly to ensure eligibility to the Worker's Compensation insurance provided by the College. Under normal circumstances, the Health Center is available only for the health needs of students. Exceptions to this are work-related injuries as noted above and services related to the Employee Wellness Program (such as influenza shots, blood tests, etc.).

The College uses a panel of physicians and other health care providers for all work related injuries. Employees must select a physician or other health care provider from the panel for treatment. In order to have medical treatment paid by the College's insurer, the employee must continue to visit the physician or other health care provider for 90 days, if treatment is needed, from the date of the first visit.

7.10 Identification Cards

The Office of the Director of Seegers Union issues identification cards to all employees and members of their family for the purpose of admission privileges to local College athletic contests and other College events, including Trexler Library privileges. Arrangements for making application and for the taking of pictures are processed through the Human Resources Office. Upon separation from employment, all ID cards must be returned to Human Resources.

Employee ID cards coded for access to specified areas are to be used only to allow the individual employee access. An employee's use of his/her ID card to allow others to gain access to secured areas is strictly prohibited.

7.11 Mail Service

U.S. Mail is delivered each weekday. Information regarding the receipt and mailing of packages can be obtained from the mail clerks. The College assumes the cost of mailing materials which relate to the operation of the College; personal mail must be paid for by the sender.

7.11.1 Intracampus Mail

Intracampus mail is delivered to each department daily. Special intracampus mail envelopes for this purpose may be obtained from the Copy Center.

7.12 Parking

Limited parking space is available to employees. Human Resources provides vehicle information registration forms for new employees and the Campus Safety Office issues a parking tag, free of charge, which designates the authorized campus parking location during each academic year. Improperly parked or unregistered vehicles on campus are subject to ticketing and fines. All fines are payable in the Controller's Office during normal Cashier window hours. Continued abuse of parking privileges will result in notification to your supervisor who may take disciplinary action. Information regarding parking regulations, any temporary parking restrictions, ticket appeal process and annual return of parking tags is communicated by the Campus Safety Office on a regular basis. Contact the Campus Safety Office with questions, X3112.

7.13 Seegers Union

Reservations for space and special meals in Seegers Union must be completed by filling out reservation slips either in person at the Seegers Union office or by mail with a reservation request form.

7.14 Student Employees

College offices may apply to the Financial Aid office for the service of one or more students who have applied for campus employment.

Time sheets for each student must be kept and approved by the supervisor and forwarded to the Controller.

Students are also available for departmental service on a part-time hourly pay basis, provided funds for this purpose have been included in departmental budgets. The selection of students is made by the supervisor and pay is determined by a scale published and supervised by the Director of Financial Aid.

Each department is responsible for time-keeping and must submit reports to the Controller at the end of each pay period; payments are made to students through the Controller's Office.

7.15 Student Services

Managers may wish to refer students to the Chaplain, the Director of Student Health, the Dean of Student Affairs, or the Director of Counseling for special counseling.

The Career Center assists in finding part-time or summer work for students and arranges workshops, seminars, and interviews for students. Specialists in health and/or drug and alcohol problems are provided in the Student Health Services Office.

The office of Academic Resource Center coordinates assistance for students through tutoring, study skills seminars and individual academic counseling. This office also coordinates assistance for students who have special needs or disabilities.

7.16 Telephone Service

The telephone in your office is on the College's Meridian Telephone system. This system services all College-owned buildings in West Allentown. Voicemail service is included, and is accessible from off the campus. The College switchboard is open 24-hours a day. Calls made to the College switchboard (484) 664-3100 are answered by dispatchers in the Campus Security Department.

7.16.1 Toll Calls

Business calls are charged to individual departments. Directors are responsible for the review of all College telephone bills on a monthly basis. Personal calls are the responsibility of the caller and charges are to be paid to the College cashier.

7.16.2 Facsimile Service

A facsimile machine is available in the Business Office, Ground floor of the College Center, for work-related facsimiles. For personal use, a facsimile machine is available in the College bookstore.

7.17 Use of College Facilities

Employees wishing to use rooms or other group facilities on the campus must contact the office of the Director of Seegers Union. A calendar of reservations is maintained there for special use allocation of space throughout the College.

7.18 Use of College Vehicles

Several vehicles are available for use on College business. Reservations must be made through the Shuttle Coordinator as far in advance as possible.

If your position requires you to drive on behalf of the College or drive College vehicles in the performance of your duties, your motor vehicle record will be reviewed prior to your initial employment and on an annual basis thereafter.

7.19 College Keys

All managers are issued keys appropriate to their needs for access to the buildings and offices where they work. Managers are personally responsible for safeguarding all keys issued to them by the College, including access card keys used for certain buildings and offices. Should your keys be lost or stolen, immediately report the circumstances of the loss to the Campus Security and Safety Office. They will conduct the appropriate investigations and arrange for replacement of locks or reprogramming of security systems as appropriate. Upon termination, all College issued keys are to be returned to the supervisor.

8. ORGANIZATIONS AND ACTIVITIES

8.1 Faculty Club

Exempt employees are eligible to become members of the Muhlenberg College Faculty Club, with facilities at 325 North 23rd Street. The Faculty Club hosts many College affairs, including holiday, spring recess, and end-of-the-year functions. Dues are payable on a semester or yearly basis.

8.2 Muhlenberg College Alumni Association

By provision in the constitution of the Alumni Association, members of the management staff, whether or not they have matriculated as students at the College, are deemed members of the Alumni Association. They are not only welcome but are urged to attend any alumni meetings or alumni social affairs.

8.3 Woman's Auxiliary

All women members of management staff and wives of managers are invited to join the Woman's Auxiliary of Muhlenberg College. Founded in 1915 to further the interests of the College, the organization has contributed hundreds of thousands of dollars for campus projects. Meetings are held regularly throughout the academic year.

8.4 Cultural Events Programs

Most cultural Events on campus are open to the public free of charge. For those events for which admission is charged, Muhlenberg employees and employees from other LVAIC colleges often receive a discount upon presentation of a valid identification card.

9. ADDITIONAL POLICIES

Please click on the following links to review the additional policies relating to employment.

[Bloodborne Pathogen](#)

[Conflict of Interest \(COI\)](#) and [Conflict of Interest- Family Members](#)

[Drug Free Workplace Policy](#)

[Email Departure Policy](#)

[Hot Line Policy](#)

[Minors on Campus/Program Protocols](#)

[Pet Policy](#)

[Smoke & Nicotine Free Campus Policy](#)

APPENDIX

MUHLENBERG COLLEGE

ALCOHOL POLICY FACULTY/MANAGERS/STAFF ON-CAMPUS

I. Introduction

This policy recognized the College's traditional commitment to its constituents' social autonomy, but clearly delineates the consequences of failing to recognize one's social responsibilities in exercising that autonomy. The policy neither condemns nor condones the legal, appropriate consumption of alcoholic beverages in any campus social context. It does however, recognize the College's responsibility to support and encourage persons in its community who seek to maintain a dynamic social climate in which alcohol use is not a primary focus.

The policy also recognized the responsibility and liability placed on individuals and organizations by Pennsylvania Act 31 (July 1988). Along with reiterating the parameters of legal consumption of alcohol established by prior legislation, Act 31 calls attention to the responsibility and liability of social hosts (individuals and organizations). It introduces a new term, pertinent to making alcohol beverages available. This term, "furnish," has been legally defined in the following manner: "to supply, give or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged."

The legislation goes beyond the issue of underage drinking, dealing more with the area of responsibility and liability for those individuals and groups hosting functions at which alcohol is available. Such functions include but are not limited to Faculty Club events, departmental socials, development receptions, faculty/staff dinners and parties.

It should be noted that members of the College community who host outside group/personal events on campus are to follow the alcohol policy for "off-campus groups using Muhlenberg's facilities." Copies of this document are available through offices of the President's Senior Staff Members.

The following principles and regulations reflect these issues.

II. Principles and Procedures

1. Members of the College community must view the use of alcohol as a social convention which as a known potential for abuse. As a matter of policy, neither the College, as an institution, nor the constituent members of its community should tolerate or encourage any disorderly or unruly behavior that is alcohol induced.
2. Members of the College community must be alert to the propensity of alcohol to induce dependency, particularly in circumstances of repeated abuse. In recognition of the serious nature of alcohol abuse, and of the social disruption which it tends to cause, the College pledges itself to provide and to promote alcohol counseling and education programs.
3. Persons are no less accountable for personal behavior which is alcohol induced than they are when acting without the influence of alcohol. Any behavior

resulting in the infringement of freedom, privacy, or property rights of others will be met with appropriate sanctions.

4. The campus should not be viewed as a sanctuary where members of the College community are protected from law enforcement activities. Wherever they are, on or off campus, individuals who violate the laws of the City of Allentown, the Commonwealth of Pennsylvania and of the United States risk action by appropriate city, state and federal authorities.
5. In engaging in the use of alcoholic beverages, one must acknowledge his/her responsibilities, not only on campus, but also beyond campus. The responsible use of alcohol requires knowledge of and compliance with current Pennsylvania and federal statutes regulation such use. A brief summary of some of the present laws are appended to this document.

III. Regulations

Members of the College community are responsible for compliance with the provisions of all city, Commonwealth and federal laws concerning consumption, purchase, and possession of alcohol. The College has established the following regulations governing the use of alcoholic beverages.

1. Members of the College community are welcome to bring social guests onto campus. Each person who does so, however, is responsible for the conduct of those guests, and for informing him/her of the College's Alcohol Policy and of the appropriate city, Commonwealth and federal laws governing alcohol use.
2. All social functions at the College at which alcoholic beverages are to be provided or distributed, must be approved in advance in writing by the vice president or dean responsible for the sponsoring group.
3. A member of the sponsoring group must be designated at the function's representative. This person will be the liaison with the appropriate vice president's or dean's office and will be the contact person during the actual function.
4. The following require special consideration by the vice president, dean, or designee who is responsible for the sponsoring group:
 - a. devices containing five or more gallons of beer;
 - b. a closing time beyond 2:00 a.m.;
 - c. an outdoor location, including tailgating activities.
5. In accordance with the laws of the City of Allentown, no open containers of alcohol are allowed in open public areas.
6. No one shall be permitted to sell alcoholic beverages or tickets for alcoholic beverages or raffle alcoholic beverages as prizes, or to engage in any activities including but not limited to the sale of admission tickets, which may reasonably be construed as a sale or an indirect sale of such beverages.
7. No social function involving alcohol use shall be permitted unless suitable non-alcoholic alternatives and food, in adequate amounts, are also provided.
8. All functions must comply with occupancy regulations.

9. The consumption of alcoholic beverages at College athletic events is prohibited.
10. If the participants at a particular social function include individuals under the age of 21 years, the following steps must be taken:
 - a. A certified trained server must be in charge of dispensing alcoholic beverages in accordance to the laws of the Commonwealth of Pennsylvania and the policies and regulations of Muhlenberg College. A list of such individuals will be available in the Office of the Dean of Students. The cost of these services will be the responsibility of the function's sponsor.
 - a.i. Certified trained servers who violate the alcohol policy will be may also lead to suspension subject to the College's social judicial process. Conviction of such violations of the serving certification.
 - b. A member of the College's Safety and Security staff must also be present. This individual will assist the sponsoring group with the monitoring of activities to assure their compliance with Commonwealth and federal law and College policy and regulation. The cost of these services will be the responsibility of the function's sponsor.

IV. General Notes

These regulations and procedural responsibilities are in force throughout the calendar year.

Noncompliance with any of these regulations during an actual event will result in the cessation of the function.

An Advisory Committee, comprised of student, faculty and staff representatives, will meet periodically to evaluate the effectiveness of the Alcohol Policy and consider appropriate modifications to it, as internal experience and external legislation dictate.

Students are governed by the College Student Alcohol Policy found in the student handbook.