

**CHESTNUT  
HILL  
COLLEGE**

# Staff Handbook

# ***Staff Handbook***

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**SECTION 1:**  
**GENERAL INFORMATION**



CHESTNUT  
HILL  
COLLEGE

## OFFICE OF THE PRESIDENT

I am pleased to introduce the newly revised Staff Handbook.

This edition of the Staff Handbook replaces all previous editions and may be used as a reference for all non-faculty employees of the College. The binding of the Handbook itself indicates that it is a living document, designed to accommodate the revision and development of policies on an ongoing basis. In particular a number of policies have been revised or added over the past eighteen months; this process will continue.

The Handbook is meant to serve as an easy reference to answer questions you may have about employment policies and benefits, among other things, and has been prepared to set forth the personnel policies and procedures of Chestnut Hill College. Accordingly, the Handbook represents only the general guidelines and philosophy of the College. This handbook is not a contract of employment and nothing in this Handbook should be viewed as changing the “at-will” employment relationship which exists between the College and each employee.

Please note that supervisory or other management personnel do not have the authority to alter any personnel policies, benefits or procedures as they are described in this Handbook or to make promises or commitments that conflict with or are at variance with this Handbook.

This manual accurately reflects current policy, but it is the expectation that policies and procedures will continue to evolve.

Very truly yours,

Carol Jean Vale, SSJ, Ph.D.  
President

## **Chestnut Hill College Mission Statement**

**THE MISSION OF CHESTNUT HILL COLLEGE IS TO PROVIDE STUDENTS WITH HOLISTIC EDUCATION IN AN INCLUSIVE CATHOLIC COMMUNITY MARKED BY ACADEMIC EXCELLENCE, SHARED RESPONSIBILITY, PERSONAL AND PROFESSIONAL GROWTH, SERVICE TO ONE ANOTHER AND TO THE GLOBAL COMMUNITY, AND CONCERN FOR THE EARTH.**

Chestnut Hill College, founded by the Sisters of Saint Joseph in 1924, is an independent, Catholic institution that fosters equality through education. Faithful to its strong liberal arts tradition, Chestnut Hill College offers academic programs of excellence in the areas of undergraduate, graduate, and continuing studies.

True to its Catholic heritage, Chestnut Hill College espouses the beliefs and values inherent in the Judeo-Christian tradition while it respects the contributions made by other faith traditions in the development of the whole person. The College nurtures a sense of integrity, spirituality, and social justice in all.

The College community dedicates itself to four purposes in fulfilling this mission. It seeks:

- to provide avenues for students to achieve academic excellence and to pursue research in their major field or in interdisciplinary studies. The College encourages students to explore and experience diverse curricula and to participate in exchange programs with other institutions of higher education.
- to initiate links between the world of learning and the world of work through curricular planning, technological opportunities, and career preparation. The College guides students in applying theoretical learning through experiential education designed collaboratively by faculty and students.
- to uphold an atmosphere of communal respect in which all may clarify and articulate personal values and beliefs while exploring the ethical and moral dimensions underlying all relationships. The College encourages inter-faith opportunities by acquainting all students with Catholicism, its theology and its Judeo-Christian roots, and by engaging in dialogue with women and men of other beliefs.
- to create local and global connections that enable students to respond to the needs of others through service-oriented enterprises. The College educates students to identify and to address issues of social justice and to work toward systemic change.

*Approved by the Chestnut Hill College Board of Directors October 7, 2002.*

## **Chestnut Hill College Core Values**

### **We Value Personal and Professional Growth throughout the Community.**

We Strive To Live This Value By:

- maintaining a lively forum for intellectual and artistic pursuits on campus;
- promoting intellectual sharing and development through inter-disciplinary programs and the encouragement of mentoring relationships;
- exploring avenues for growth and learning outside the campus boundaries.

### **We Value Academic Excellence.**

We Strive To Live This Value By:

- offering a rigorous and challenging academic program with a global emphasis;
- expecting students to take active responsibility for their education;
- fostering close student-teacher bonds;
- ongoing assessment of academic programs.

### **We Value Ethical Principles.**

We Strive To Live This Value By:

- including ethics across the curriculum;
- practicing fairness to all;
- living according to ethical standards and codes of behavior;
- addressing appropriately breaches of ethical standards.

### **We Value Catholic Intellectual Tradition, History, and Legacy.**

We Strive to Live This Value By:

- keeping alive the mission and charisma of the Sisters of Saint Joseph\*;
- offering sacramental preparation through campus ministry;
- providing opportunities to participate in Catholic liturgy;
- inviting dialogue on issues pertaining to human dignity, social, and economic justice, and stewardship of the environment;
- promoting on-going interpretations of core theological values and contemporary needs.

### **We Value Spirituality.**

We Strive To Live This Value By:

- embracing the ideal of spiritual growth and expression;

- exploring the spiritual domain of human existence and integrating this into the totality of our experience;
- seeking to explore and to understand the world's religious traditions.

\*We live and work so that all people may be united with God and with one another. The mission of unity rests on the charism of reconciliation.

### **We Value Service.**

We Strive To Live This Value By:

- fostering an attitude of generosity in service;
- providing opportunities for experiential and holistic community service on campus and in the broader community.

### **We Value Concern for the Earth.**

We Strive To Live This Value By:

- keeping informed and educated about environmental issues;
- being mindful of the impact that we, as individuals and as a community, have on the environment;
- continuing to work to preserve and enhance the natural environment of the campus;
- accepting our responsibility as stewards of the earth and its resources.

### **We Value Holistic Pursuit of Truth, Integrity, and Justice.**

We Strive To Live This Value By:

- reflecting these virtues in our everyday lives;
- applying these virtues as guides to our decision-making individually and as a community.

### **We Value Inclusive Community.**

We Strive To Live This Value By:

- affirming human dignity as an absolute value;
- celebrating one another's potential and achievements, both great and small;
- fostering a friendly and open atmosphere, where all are welcome;
- exhibiting respect for all members of the global community.



## History of Chestnut Hill College

Located at the northwestern edge of Philadelphia on 75 acres overlooking the Wissahickon Creek, Chestnut Hill College opened in 1924 as a Catholic, four-year, Liberal Arts College for women. Founded as Mount Saint Joseph College by the Sisters of Saint Joseph, the College was renamed in 1938 as Chestnut Hill College.

Since its inception, the College has offered a rigorous liberal arts education that provides students with a broad background in the humanities, social sciences, and natural sciences. The goal of Chestnut Hill College has been to prepare students for life's challenges by helping them to grow intellectually, spiritually, emotionally, and socially.

In keeping with the spirit of the Sisters of Saint Joseph, the curriculum has been modified over time to meet the ever-changing needs of higher education and society. The College originally awarded only the Bachelor of Arts and Bachelor of Science degrees to young women of traditional college age. In 1972 a Continuing Education department extended opportunities for undergraduate study to mature women and men. With the addition of a coeducational graduate program in 1980, the College began to offer master's degrees and, in 1997, added its first doctoral program. Today, students may earn master's degrees in six fields and a doctorate in clinical psychology.

Academic changes also included expanding beyond the physical limits of the campus. As a member of SEPCHE (Southeastern Pennsylvania Consortium for Higher Education), Chestnut Hill pursues a collaborative approach to higher education with seven other local institutions. Through membership in the ACSSJ (Association of Colleges of Sisters of St. Joseph) Chestnut Hill is able to offer its students opportunities to enrich their educational experiences by studying at seven other colleges in the United States. Study-abroad programs further extend the reach of a Chestnut Hill education and help to prepare students for life in a global society.

November 2001 proved to be an historic time for Chestnut Hill College. The announcement that men would be admitted to the traditional-age, full-time undergraduate program in fall 2003 marked the end of the 78-year-old College for Women. In choosing to pursue this new direction, the College makes a tradition of excellence and a history of success available to a wider audience.

The Chestnut Hill campus provides an atmosphere conducive to teaching, learning, and reflection for the entire college community. The decades of expansion in academic programs were matched by corresponding growth and change in the campus, which is listed on the National Register of Historic Places. For many years the main buildings were *St. Joseph Hall*, with its six-story Greco-Roman rotunda and French Gothic exterior, *Fournier Hall*, a jewel of Italian Romanesque architecture, and *Clement Hall*, with its classrooms and modest athletic facilities, including a swimming pool. The additions of the *Science Building*, *Logue Library*, *Fontbonne Hall*, and *Barbara D'Iorio Martino Hall* meet the needs of a growing college community. In the fall of 2006, Mary Jackson Fitzsimmons '35 Hall opened as a residence hall to help alleviate a housing shortage on the campus.

Each new structure was carefully designed to preserve the architectural integrity of the campus while addressing specific educational or student life needs. The last decade has seen an emphasis on providing the technology that is essential to today's students. Renovated science facilities and computer laboratories helped to create a teaching/learning environment appropriate for the 21st century. Martino Hall includes "smart" classrooms and seminar rooms that are part of the campus-wide interactive network. Visitors to the grounds have long enjoyed the grotto with its charming fountain, the House of Loretto, and the elegant main chapel that was inspired by Sainte Chapelle in Paris.

On August 2, 2006, College President Carol Jean Vale, SSJ, Ph.D. announced one of the most transformational moments in the College's history, the acquisition of the SugarLoaf estate from the Albert M. Greenfield Foundation for the purchase price of \$11 million. SugarLoaf Hill, a 30-acre property situated diagonally across Germantown Avenue from the College's existing campus, offered the College a once-in-a-lifetime opportunity to nearly double the size of its campus and allow for expansion to accommodate a growing student body. In the short term, existing structures at SugarLoaf will provide "swing space" as buildings on the main campus are prepared for adaptive re-use and renovation. Long-term, the property will provide space for additional residential and academic buildings. This acquisition also enables the College to avoid additional construction on the existing campus thus preserving its remaining open space.

More than 10,000 individuals have earned degrees from Chestnut Hill College since 1924. The list of accomplished graduates includes numerous representatives in medicine, law, research, education, business and social service workers. The alumnae and alumni are also well known for their commitment to volunteerism in countless civic, cultural, educational, and religious organizations. Their spirit continues to animate the campus through the generous support of and dedication to their *alma mater* that they loyally demonstrate.

Faithful to its rich history, Chestnut Hill College will continue to meet the challenges of a changing society while maintaining its commitment to values-oriented education and its Catholic heritage. Future graduates of the College will continue to be people who use their education to transform the world as they join their predecessors in dedicating themselves to the College motto of *Fides, Caritas, Scientia*.

**SECTION 2:**  
**EMPLOYMENT POLICIES**

## **CHESTNUT HILL COLLEGE**

**Subject: Handbook Purpose**

**Policy: 2.1**

**Effective: July 1, 1999**

**Contact: VPFA**

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This handbook is designed to serve Chestnut Hill College's non-faculty employees, whom we collectively refer to as staff by providing a written reference regarding College policies, procedures and benefits. As such written reference it is important to note that all policies, procedures and benefits contained herein are subject to change at any time due to College needs and/or applicable federal/state regulations. While the College will normally attempt to provide employees with advance notice of changes, it reserves the right to alter the policy and/or procedure at any time without advance notice. Additions to this handbook may also be made, and will be distributed to all staff members when formally approved.

Nothing contained in the handbook or any verbal statement should be construed as creating any type of employment contract, either express or implied. Nothing contained in this handbook is intended to provide or guarantee employment for any specific period of time.

## **CHESTNUT HILL COLLEGE**

**Subject: Equal Opportunity Employer**

**Policy: 2.2**

**Effective: July 1, 1999**

**Contact: VPFA**

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Chestnut Hill College is an equal opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, age, sex, national origin, handicap, veteran status, religious preference, physical or mental disability, or any other status or condition protected by applicable state or federal laws with respect to hiring or other employment decisions.

**CHESTNUT HILL COLLEGE**

**Subject: Employment at Will**

**Policy: 2.3**

**Effective: July 1999**

**Contact: VPFA**

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An “at will” relationship exists between Chestnut Hill College and each employee. Both the employee and the College may terminate the employment relationship at any time for any lawful reason or for no reason at all.

## **CHESTNUT HILL COLLEGE**

**Subject: Identification Cards**

**Policy: 2.4**

**Effective: March 2003**

**Contact: VPFA**

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All College employees are provided with an Identification (ID) Card. Employees are required to wear or make available upon request a CHC photo ID.

Replacements of lost ID cards are subject to a \$10 charge.

## CHESTNUT HILL COLLEGE

**Subject:** Staff Classifications

**Policy:** 2.5

**Effective:** March 1, 2003

**Contact:** VPFA

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Chestnut Hill College considers three categories of non-academic/instructional employees:

### **Full-Time**

A full-time employee is one who is employed for at least 35 hours per week and whose schedule extends to 52 weeks per year.

### **Part-Time**

A part-time employee is one who is employed for a minimum of 20 but less than 35 hours per week and whose schedule extends to 52 weeks per year.

### **Temporary**

A temporary employee is one who is engaged to work for a period of fewer than 52 weeks per year. The term of employment has a definite beginning and ending date, specified at the time of employment.

These staff category definitions will be used whenever it is necessary to determine employee status for eligibility in a College Benefit program or with regard to a College Policy.

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In addition to the above classifications, all positions at the College are categorized by one of the following definitions in accordance with the Fair Labor Standards Act:

### **Non-Exempt**

Positions for which the College may not claim exemption from minimum wage and overtime pay regulations covered by the Fair Labor Standards Act. These positions include clerical, administrative support, uniformed personnel and similar positions that do not meet the requirements for the exemption.

### **Exempt**

Positions for which the College may claim exemption from the minimum wage and overtime pay regulations of the Fair Labor Standards Act. These positions include executive, managerial and professional positions that must meet the requirements of the exemption.



**CHESTNUT HILL COLLEGE**

**Subject: Employment Review Period**

**Policy: 2.6**

**Effective: March 1, 2004**

**Contact: VPFA**

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Any person newly hired into a staff position, including employees transferred or promoted into a new position, serves an Employment Review Period of ninety (90) calendar days beginning the first day on the job. During this period the employee may establish their ability to perform the assigned work duties and responsibilities of the position and the College will monitor the employee to establish whether the employee can perform the essential duties of the position.

The College, at any time during the initial ninety (90) day Employment Review Period, may terminate employment for any reason with or without notice and/or extend the Employment Review Period.

The Employment Review Period does not guarantee employment with the College for any specific period of time nor does it in any way alter the Employment at Will relationship.

Supervisors will attempt to meet with employees at least once during the Employment Review Period to discuss the employee's progress and performance.

Employees are not eligible to use Personal Leave, Sick Leave or Vacation Leave during the Employment Review Period. The College's Policy on Corrective Action Plans does not apply to employees during the Employment Review Period.

## CHESTNUT HILL COLLEGE

**Subject: Standards of Conduct**

**Policy: 2.7**

**Effective: April 1, 2003**

**Contact: VPFA**

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The intent of this policy is to communicate the College's expected standards of conduct as a means of avoiding undesirable conduct.

Generally speaking, the College expects each person to act in a mature and responsible way at all times, exhibiting behavior that is congruous with the College's Mission. Employees are expected to abide by the established rules and policies of their departments and the College.

Unacceptable/inappropriate behavior/conduct will result in Corrective Action. To avoid any possible confusion, some of the more obvious examples of unacceptable/inappropriate behaviors are noted within this policy. This list is not intended to be all-inclusive. The College reserves the right to take Corrective Action for any other reason it considers appropriate.

### **Unacceptable/inappropriate behavior/conduct**

- Willful or negligent violation of College policies and procedures
- Failure to carry out a direct order from a supervisor; insubordination
- Unauthorized removal or use of any College property
- Discourteous treatment of students, faculty, staff or other College constituencies, including harassing, coercing, threatening or intimidating others
- Possessing or being under the influence of alcohol, narcotics, or drugs while on duty or on College property
- Possession, display or use of explosives, firearms, or other dangerous weapons while on duty or on College property
- Any act or conduct that is discriminatory in nature toward another person's race, color, national origin, gender, age, disabilities, religious beliefs or any other category protected by federal, state or local law
- Careless, negligent or improper use of College property, equipment or funds
- Improper or unauthorized use or abuse of paid leave.
- Irregular attendance: repeated tardiness, unreported or unexcused absence, excessive absenteeism and/or excessive lateness.
- Sleeping while on duty.
- Any behavior that the College reasonably believes may be detrimental to another person or possibly unlawful.
- Any behavior that is not in keeping with the College Mission.

## CHESTNUT HILL COLLEGE

**Subject: Attendance and Timeliness Policy**

**Policy: 2.8**

**Effective: October 1, 2009**

**Contact: VPFA**

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Employees of Chestnut Hill College are expected and required to report to work on a regular and timely basis.

### **Work Day**

In general, the regular workday for full time staff employees is 8:30 a.m. to 4:30 p.m. or 9:00 a.m. to 5:00 p.m. Some offices or positions have hours based on an alternate schedule to meet student/College needs; employees with alternate schedules will be informed by their supervisor.

The workday for full time staff employees is eight hours long and includes a one-hour, paid lunch period. There are no paid break periods built into the workday.

Part time staff employees will be informed of their schedule by their supervisor.

### *Alternative Workday*

An alternative workday can be approved by a supervisor for an employee that temporarily may need to adjust their work schedule. The guidelines for an alternative work schedule are as follows:

- The employee must work a 5-day, 40-hour, Monday-Friday, work week.
- The employee must continue to serve both our internal and external constituents.
- There must be a defined period of time ( 3-month period, etc.) approved by the supervisor and area Vice President and on file in the Human Resources Office.
- The employee must fill out the Alternative Workday request form so show how the time will be allocated. ( i.e. retrieving phone messages, attending to department needs, etc.)

### **Attendance**

If you must be absent from work, you are required to call to report your absence to your supervisor each day. You should notify your supervisor or department head as soon as possible, but never later than the time you would normally report for work or within an hour of that time in cases of emergency.

Time missed from work, excluding absences covered under other College policies (e.g., sick leave), will be considered in terms of occurrences. An excessive number of occurrences is unacceptable and may result in corrective action as outlined in the Corrective Action Policy.

Employees who do not report for work or notify their supervisor for three or more consecutive scheduled work periods will be considered to have abandoned their position and the position will be posted as open.

**Timeliness**

Lateness occurs when an employee does not adhere to a previously agreed upon work schedule. With the approval of your supervisor, you may vary your work schedule from time to time. In addition, your supervisor may require you to change your work schedule to better support the needs of the College.

Excessive lateness is unacceptable and may result in corrective action as outlined in the Corrective Action Policy.



## **CHESTNUT HILL COLLEGE**

**Subject: Performance**

**Policy: 2.9**

**Effective: September 10, 2007**

**Contact: VPFA**

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Employees at Chestnut Hill College are expected to maintain a satisfactory level of performance on the job. As a representative of the College, your appearance and conduct must be such that it reflects favorably upon the organization.

You will be evaluated on an ongoing basis to ensure that your performance meets the standard of excellence that is required by Chestnut Hill College. Your performance evaluation will be based upon the duties and requirements in your job description, as well as goals and objectives set for your position by, or in consultation with, your supervisor.

Written performance appraisals will be completed and reviewed with you toward the end of your Employment Review Period (see Policy 2.7) and then on an annual basis. The format of the performance appraisal system is consistent college wide.

The Performance Evaluation Process provides an opportunity for supervisors and their staff to:

- Align individual and departmental goals and objectives with the College's Mission, Core Values and Strategic Plan
- Align personal goals and objectives so that the employee can perform to the best of their ability
- Clearly outline expectations of the employee
- Provide meaningful feedback to the employee

Note: At this time, performance evaluations will not be directly linked to compensation. This may occur at a future date to be determined.

## **CHESTNUT HILL COLLEGE**

**Subject: Corrective Action Plan**

**Policy: 2.10**

**Effective: March 1, 2003**

**Contact: VPFA**

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Employees of Chestnut Hill College are expected to abide by the established rules and policies of the College, including, but not limited to, those outlined in the Standards of Conduct, Timeliness and Attendance Policy and Performance Policy. The College provides employees who violate policies or exhibit unsatisfactory job performance an opportunity to comply with College requirements by means of a progressive discipline policy or Corrective Action Plan.

A Corrective Action Plan is a series of disciplinary actions, corrective in nature, taken to provide employees the opportunity to improve job performance and comply with College rules and policies. Such actions range from counseling/coaching, oral and written warnings, probation or suspension, to discharge, as deemed appropriate to the situation.

Before implementing a Corrective Action Plan, a supervisor should first consult with his or her Director, Dean or Vice President, and then with the Vice President of Financial Affairs. The Vice President of Financial Affairs is responsible for the proper handling of such matters, including the assurance that appropriate action is taken when circumstances warrant.

The supervisor, with the assistance of the Vice President of Financial Affairs, will also determine whether the particular violations are serious enough to warrant immediate specific disciplinary measures outside of progressive discipline, including discharge. "Serious Violations" include, but are not limited to, those acts that could result in injury, impairment of the College's operations, or loss or damage to College's resources. Any behavior or action not congruous with the College Mission is also considered a "serious violation."

The College reserves the right to skip one or more of the progressive discipline steps dependent upon the situation.

## Corrective Action Procedures

- ❑ **Counseling/Coaching** is the most common method employed for assisting the employee to improve work performance or comply with rules and policies. This should be a cooperative attempt at determining and correcting the problem. With the exception of serious failures to conform to rules, policies and/or performance standards, disciplinary actions will occur only after counseling/coaching efforts have been unsuccessful. The supervisor should keep notes of such counseling/coaching efforts.
- ❑ **Warnings** may be either oral or written. A written warning is used for more serious errors, failure to meet job requirements or violations of rules or policies, or when an oral warning has not produced satisfactory results. The warning should specify the problem(s) and what action is necessary to correct it. The supervisor should keep notes of the date and contents of the discussion and should advise the employee that a record is being maintained.

A written warning shall explicitly state that it is a “written warning” and should specify that further disciplinary action will ensue if the employee fails to correct the problem(s). A copy of the warning should be sent to the Vice President of Financial Affairs.

- ❑ **Disciplinary Probation or Suspension** are to be used when a prior warning does not produce satisfactory results in correcting behavior which is not in compliance with College Standards of Conduct or uncorrected performance deficiencies, or it is determined that a violation is serious enough to warrant such action without prior use of a less severe discipline.

**Probation** is for a specified period of time, during which the employee’s performance or behavior is closely monitored in an effort to effect improvement or change. This is usually applicable to unsatisfactory job performance or dependability problems, such as tardiness or attendance. If new problems arise or performance significantly declines during the probationary period, immediate discharge may apply. The details of the probation including dates, specific nature of the problem(s) and the corrective action required should be in writing. A copy of this memo should be provided to the Vice President for Financial Affairs.

**Suspension** is the temporary release from duty of an employee for up to 5 days without pay when it is determined that a violation or repetition of violations are serious enough to warrant suspension. Following consultation with the Vice President for Financial Affairs, written notice of suspension shall be given the employee. Notice should include the reason for suspension, and the dates and duration of the suspension.



- **Discharge** is the involuntary termination (other than layoff/reduction in work force) of an employee. Discharge should not occur unless there is a serious violation or repeated violation of College rules and policies or an uncorrected failure to meet job requirements.

Only the College President can authorize the discharge of an employee. Under no circumstances should an employee be discharged before consulting with the Vice President of Financial Affairs, who will review the circumstances and obtain the President's authorization.

If the violation is so serious that immediate termination is warranted, but the supervisor is unable to consult with the Vice President of Financial Affairs immediately, the employee should be placed on suspension until authorization can be obtained.

The employee being discharged should be notified in writing of the reason for discharge, the facts surrounding the incident(s), and the effective date of the discharge.

## CHESTNUT HILL COLLEGE

**Subject:** Sexual Harassment

**Policy:** 2.11

**Effective:** May 23, 2011

**Contact:** VPFA

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### **POLICY STATEMENT**

It is the policy of Chestnut Hill College that while employed or enrolled at Chestnut Hill College no administrator, faculty member, staff member or student shall be subject to discrimination based on sex, which includes sexual harassment or sexual violence, by another member of the College community. This policy is referred to as the College's Policy on Sexual Harassment and Sexual Violence. Included within this Policy is the College's commitment to protect the individuals who are involved in an investigation of a potential violation of this Policy against retaliation from any member of the College community. Such retaliation will be deemed a separate basis for violating the College's Sexual Harassment Policy and Sexual Violence.

### **Policy Rationale**

Chestnut Hill College values appropriate relationships, respect for all and shared responsibility. Therefore, Chestnut Hill College is committed to fostering an educational and working environment that is free from sexual harassment and from sexual violence. In recognition of and respect for the dignity of all at Chestnut Hill College, sexual harassment in any form, cannot be tolerated. This policy directly supports our mission in the areas of shared responsibility, social justice, and communal respect. The last decade has witnessed a heightened awareness in our society of the various forms of sexual misconduct; and a deep and sincere concern for the entire College Community prompts us to form a Policy on Sexual Harassment and Sexual Violence.

The College is dedicated to compliance and cooperation with applicable laws and programs of the United States of America. The following policy has been adopted to carry out the intent of laws, to inculcate Chestnut Hill College values into daily professional lives and to integrate the Chestnut Hill College Mission Statement into college policy. The purpose of this policy is:

- To educate the community on the definitions of sexual harassment,
- To outline the steps necessary to deal most effectively with cases involving allegations of sexual harassment, and
- To define the rights and responsibilities for members of the Chestnut Hill College community.

### **Legal Definition**

Discrimination or harassment on the bias of sex is a violation of Section 703 of Title VII of the 1964 Civil Rights Action and Title IX of the Educational Amendments of 1972. Unwelcome sexual advancements, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment or academic advancement;
- Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual: or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive educational, living or working environment.

Sexual violence means physical acts perpetrated against a person's will or where an individual is incapable of giving consent. A number of acts fall within this category, such as, rape, sexual assault, sexual battery and sexual coercion.

The definition of sexual misconduct can take many forms:

**Rape/Date Rape/Acquaintance Rape:** Sexual intercourse or penetration (vaginal, oral or anal), with any object, accomplished by force or without consent

**Non-Consensual Sexual Contact/Sexual Assault:** Sexual touching or fondling by force or without consent

**Sexual Exploitation:** Any act involving sexual behavior which places a person in a degrading, exploitative, abusive or humiliating situation (eg. posting photographs of a sexual nature online)

### **Scope of Policy**

This policy and the procedures set forth herein apply to and cover all members of the College community without exception. The College community includes all administrators, faculty, staff, and students. Title IX protects students from sexual harassment in a school's educational programs and activities.

Employees are protected from sexual discrimination in all phases of their employment including applications, job performance and salary and promotions.

Members of the College community who are traveling abroad on College business or due to a College course, are expected to comply with this policy regardless of local laws and/or customs.

Title IX also prohibits gender based harassment based upon sex or sex-stereotyping.

### **To Report a Complaint**

All members of the College community, as defined above under Scope of Policy, who believe they may have been subject to sexual harassment or sexual violence, herein Complainants, shall submit their complaint to a Designated Complaint Officer. Designated Complaint Officers, (herein Complaint Officer(s)), are:

- The Assistant to the President for Administration and Special Projects
  - 215.248.7167
- The Vice President for Financial Affairs
  - 215.248.7084
- The Vice President for Academic Affairs
  - 215.248.7022
- The Vice President for Student Life
  - 215.248.7030

Statements may also be made to any security officer, administrator or faculty member who will assist the complainant in contacting the appropriate Designated Complaint Officer.

The Complaint Officer will notify the President of all complaints. The College will follow the procedures set out in this Policy and promptly begin its investigation of the facts presented.

### **Responsibilities**

All members of the College community are responsible for ensuring that their conduct does not sexually harass any other member of the College community. This same responsibility extends to employees of third parties who are either doing business with the College or are on the College campus and to other campus visitors. Further, all members of the College have the responsibility of preventing and eliminating sexual harassment. If administrators and supervisors know sexual harassment is occurring, receive a complaint of sexual harassment or obtain other information indicating possible sexual harassment, they must take immediate steps to inform a Complaint Officer to ensure the matter is addressed even if the problem or alleged problem is not within their area of oversight. Faculty, staff, and students likewise must inform a Complaint Officer if they have reason to believe sexual harassment, in any form, is occurring. Individuals who believe that they have been subject to sexual harassment are responsible for informing a Complaint Officer in a prompt and timely manner. The effective investigation of possible incidents and early resolution of complaints cannot be effectively accomplished when individuals fail to come forward with their complaint within a reasonable time period. It is the responsibility of each member of the campus community to ensure that such incidents do not go unreported. In internal proceedings, the College in general will not be sympathetic to a defense based on consent when the situation is such that the Accused had the power to affect the Complainant's employment status or future prospects.

### **Confidentiality**

Chestnut Hill College requires that, in all cases, claims of sexual harassment and sexual violence be kept confidential by the person bringing the claim, by any witness interviewed, as well as the person alleged to be the harasser. In all cases, we will advise the complaining employee or student and the accused of the outcome of the investigation.

### **Reporting Sexual Harassment or Violence in Any Form**

If you have been subjected to sex discrimination, or an act of sexual misconduct, which includes sexual harassment or sexual violence, you are urged to immediately report the incident. You may also want to report the event to a close friend, roommate, Resident Assistant, staff, faculty, family member, etc. who can support you through the initial medical treatment (if necessary) and reporting of the events. If you have been the victim of sexual violence you are urged to immediately report the incident to the police.

If you have been the victim of an act of sexual misconduct you may be wondering what to do next. Here are some of your options:

- Get to a place where you feel physically and emotionally safe.
- Contact someone you trust to stay with you for moral support.
- Immediately report the incident to the appropriate College personnel.
- Immediately report the incident to the police by calling 911.
- It is important to seek medical care so you can be treated for injuries and tested for pregnancy and sexually transmitted diseases. The following area hospitals

have Rape Crisis Centers: Abington Hospital, Thomas Jefferson University Hospital, Episcopal Hospital and Bryn Mawr Hospital. These locations have staff that are specially trained to provide medical attention to victims of sexual assault. If you need transportation it can be arranged through Security or a member of the Student Life staff. Addresses and phone numbers are included below.

- Avoid showering, bathing, douching or cleaning in any other way to help preserve medical evidence if you chose to prosecute. Any clothes, sheets or other items that may be considered evidence should be stored in paper (not plastic) bags. If you are still wearing the clothes you had on at the time of the assault be sure to bring a change of clothes with you to the hospital.

To make a report of an act of sexual misconduct on campus you may contact Security, the Vice President for Student Life, the Assistant to the President for Administration and Special Projects, or seek out another member of the College community with whom you feel comfortable (this may include a coach, advisor, etc.). You may also decide to make a report directly to the police and you can do so by dialing 911. You will have to make a decision whether you want to cooperate with the police in their investigation of the incident.

Here are some helpful numbers:

**Security:** 215.242.7777

**Police:** 911

**Vice President for Student Life:** 215.248.7030

**Dean of Student Life:** 215.248.7142

**Assistant to the President for Administration and Special Projects:** 215.248.7167

**Counseling Center:** 215.248.7104

**Campus Ministry:** 215.248.7095

**Health Services:** 215.248.7011

#### **External Resources**

#### **Medical Care for Sexual Assault:**

##### [Abington Hospital Rape Crisis Center](#)

215.481.2000 120 Old York Road, Abington, PA 19001

##### [Thomas Jefferson University Hospital Rape Crisis Center](#)

215.955.6763 239 Thompson Building 1020 Samson Street, Philadelphia, PA 10107

##### [Episcopal Hospital](#)

215.481.2000 100 E. Lehigh Ave., Philadelphia, PA 19125

##### [Bryn Mawr Hospital](#)

610.526.3000 130 S. Bryn Mawr Ave., Bryn Mawr, PA 19010

#### **24 Hour Hotlines:**

[Women Organized Against Rape](#) 215.985-3333\*

[Women Against Abuse](#) 215.386.7777\*

[RAINN](#) (Rape, Abuse & Incest National Network) 800.656.4673\*

**Sexual Harassment:**

[Women's Law Project](#) 215.928.9801

[Philadelphia Commission on Human Relations](#) 215.686.4692

**Prosecution:**

[Special Victims Unit](#) 215.685.3251

[Police Sex Crimes Unit](#) 215.685.1180/81/82

[Rape Prosecution Unit](#) 215.686.8083

*Please note that these resources are in Philadelphia. For locations outside of Philadelphia please call 911.*

\*These resources are confidential

You may choose to pursue the incident through the College's hearing process, you may choose to prosecute through the police, you may choose to do both or you may choose to file a police report and not follow through with any College action. Once the matter is reported to the College, the College will investigate the situation even if you chose not to cooperate with the College. You should not feel pressured into any option; you may want to consult with your family before making a decision. If you do choose to have the case handled through the College, you can expect the following things:

**CAMPUS RESPONSE TO INFORMATION OF SEXUAL HARASSMENT OR SEXUAL VIOLENCE**

In order to assure a prompt and equitable resolution to the complaint, you will be asked to provide an initial Statement reporting the specifics of your incident, names of individuals, date, time, place, specifics which occurred, witnesses to the events described, etc. This Statement will start the College's investigation of the events reported.

- An investigation will be conducted once a Statement is filed; Statements may be filed by you (the impacted individual), by a parent or by a third party.
- If requested, every effort will be made to investigate the incident confidentially. The College cannot promise complete confidentiality. Information can only be shared within the College if there is a "legitimate educational need." In order for information to be shared outside of the College, a complainant would need to give explicit permission or that information would need to be subpoenaed. It should be noted that the College's ability to thoroughly investigate and resolve incidents of sexual misconduct may be limited should the complainant not want his or her name or any identifiable information shared.
- The person who makes the report is the complainant and the individual named in the report is the respondent.
- The respondent will be asked to provide their version of the events. The complainant's statement will be shared with the respondent.
- The respondent's statement will be shared with the complainant,
- In the event there is little or no dispute between the versions of the events, and the respondent admits the conduct, the matter may be resolved without a hearing at the discretion of the Complaint officer or designated investigator. The appropriate discipline may be imposed by the College based upon the facts admitted during the investigation. If the complainant concurs with the College's resolution, the matter is concluded without the need for a hearing.
- Even when there is significant difference in the facts related by the complainant and respondent, the College may impose interim measures on the respondent.

- If the facts are in dispute, and the Complaint Officer or investigator concludes there is a basis to move forward, a private disciplinary hearing will be held where the complainant and respondent will each be treated without prejudice or bias and where each will only be asked to answer questions relevant to the specific misconduct under consideration. The hearing officer will be appointed consistent with the Hearing and Appeal Procedures described hereafter.
- The College will use its best efforts to complete its investigation within 14 business days of the date it receives the Statements and to schedule a disciplinary hearing within another 7 business days.
- The parties may mutually agree to extend these time periods.
- This hearing will not be, and may not be, taped; all parties are expected to keep the information from the hearing confidential or they may face disciplinary action.
- Every effort will be made to expedite College hearings (pending necessary investigation of fact).
- The respondent may face interim suspension from the College prior to the hearing, during the hearing or during deliberation.
- Both parties need to submit any additional documentation to the hearing officer at least 48 hours prior to the hearing; the hearing officer will share this information with the respective parties. Both parties will be shown a copy of the Statements provided by the other party; this includes Statements from any witnesses of fact..
- At least 72 hours notice will be given to appear at the hearing and a written decision, complete with sanctions, will be received within 10 business days after the hearing.
- If desired, the complainant will be permitted to attend the entire hearing. If the complaint chooses not to attend the hearing, he or she will be offered the opportunity to submit a written statement of fact to be read at the hearing. If the respondent fails to appear he or she may submit a written statement of fact to be read at the hearing. If either party declines to participate, the hearing will move forward and no adverse inference will be drawn.
- Once the original Statement has been filed, the College will use its best efforts to process the incident (this includes investigation of facts, hearing notification, the hearing, deliberation, notification of the outcome of the hearing and the appeal process) within 60 business days.
- Character witnesses are not permitted at the hearing. In determining a remedy, the College may take into consideration the prior disciplinary history of the respondent.
- The College utilizes preponderance of evidence as the standard of proof in disciplinary proceedings; this standard is met if the proposition is more likely to be true than not true. Preponderance of evidence is the acceptable standard for civil cases.
- The complainant and respondent will be notified of the outcome of the hearing; this notification will be made in writing and will occur as concurrently as possible.
- The process will terminate if the respondent is no longer a student or employee.
- The College will cooperate to the extent permitted by law with criminal proceedings.
- The College does not condone retaliation towards the respondent or the complainant. Any claims of retaliation will be investigated and those individuals will be subject to disciplinary action.
- Mediation will not be used to resolve sexual violence complaints.
- Both parties have the right to appeal. A letter of appeal should be addressed to the Vice President for Student Life (if the appellee is a student) or to the Assistant

to the President for Administration and Special Projects (if the appellee is an employee) within 3 business days of receipt of decision. This letter should include fact based reasoning for appeal, such as failure to abide by existing procedures, failure to consider relevant information, etc. The parties will receive written notice of an appeal decision within 10 business days. Additional details about the Appeal Process are described below.

### **Hearing and Appeal Process**

Upon receipt of a Statement involving a student or students, the Vice President for Student Life may assign a designee to investigate the matter. Hearings will be adjudicated by the Residence Coordinators, Assistant Director of Residence Life, Director of Residence Life, Dean of Student Life or the Vice President for Student Life. In reports of sexual violence, hearings will be handled by the Dean of Student Life or a designee from the Vice President for Student Life.

Upon receipt of a Statement involving faculty members or employees of the College, the Assistant to the President for Administration and Special Projects will investigate the matter or assign a designee to do so. Impartial hearing officer(s) will be appointed by the President to conduct the hearing.

Following the conclusion of the hearing, respondents will receive written notice of a decision, including sanctions if applicable, within 10 business days. When determining sanctioning, the following factors will be taken into account: severity of the incident, past judicial record, attitude and willingness to make amends.

A party wishing to appeal a hearing decision must do so in writing within 3 business days of receipt of the decision. A letter of appeal should be addressed to the Vice President for Student Life; or the Assistant to the President for Administration and Special Projects, as appropriate. This letter should include fact based reasoning for appeal, this may include evidence of improper or inadequate procedure, prejudicial conduct and/or disproportionate penalty.

Appeals will go to the College Appeal's Board. The College Appeal's Board will consist of faculty, staff, administrators or students as appointed by the President. The non-appealing party will be notified that the appeal has been filed. Once it is formed, the Appeal's Board will notify the parties if additional documentation is requested and the time period for its submission. Both parties will receive written notice of the appeal decisions within 10 business days after the Appeal's Board has received any additional documentation it may request. Sanctions, such as interim suspension from College housing or from the College itself, may be imposed during the appeals process at the decision of the Vice President for Student Life or the Assistant to the President for Administration and Special Projects.

### **Title IX Coordinator**

The College designates Michele Mocarsky, Director of Human Resources (215.248.7036), as its Title IX coordinator. Any questions or complaints regarding the College's Policy or its implementation should be promptly brought to the attention of the Title IX coordinator.

### **Record Keeping**

After a matter is concluded, the individual who conducted the investigation shall prepare a written summary of the matter. The purpose of the summary is (1) to insure the College is aware of repeat incidents by the same individual and (2) for record keeping purposes so the



College can evaluate the effectiveness of its anti-harassment policy and procedures. This summary will be kept in a separate file which may be consulted for the two purposes stated.

## **CHESTNUT HILL COLLEGE**

**Subject: Drug Free Workplace**

**Policy: 2.12**

**Effective: July 1, 1999**

**Contact: VPFA**

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The Drug Free Workplace Act of 1988 requires each government contractor, subcontractor and federal grantee to develop and notify all employees of its drug prohibition policies. For Chestnut Hill College, the policies are as follows:

1. It is unlawful to manufacture, distribute, dispense, possess or use a controlled substance while employed in the administering of any federal monies.
2. All employees are encouraged to attend programs on drug awareness sponsored by the Counseling Center, Health Services and the office of the Dean of Student Affairs in order to become as informed as possible about the physical and psychological hazards of illegal drug use.
3. An employee found possessing or using a controlled substance on the premises of Chestnut Hill College will be liable to immediate suspension from employment until he/she has undergone at least six months of therapy with a qualified counselor. After that period, employment may be resumed upon the recommendation of the counselor.
4. Any employee found manufacturing, distributing, or dispensing a controlled substance on the premises of Chestnut Hill College will be liable to immediate dismissal.
5. With the exception of the dessert reception for graduating seniors and the dinner to honor graduating students, alcoholic beverages may not be served at any college event where students, undergraduate or graduate, will be present.

## **CHESTNUT HILL COLLEGE**

**Subject: No Smoking Policy**

**Policy: 2.13**

**Effective: October 1, 2009**

**Contact: VPFA**

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In compliance with Pennsylvania state law and Philadelphia city ordinance, Chestnut Hill College prohibits smoking in all buildings and within twenty (20) feet of all entrances and egresses. In keeping with this law and due to the close proximity of College buildings, no smoking is permitted in the Piazza, on the Fournier Hall terrace, in the courtyards, under the port cochere, under the porch in the back of Saint Joseph Hall and near the Medaille Center.

Those in violation of this policy will be fined.

## CHESTNUT HILL COLLEGE

**Subject:** Family Medical Leave Policy

**Policy:** 2.14

**Effective:** January 16, 2009

**Contact:** VPFA

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The Family and Medical Leave Act of 1993 (FMLA) applies to all employers which employ 50 or more employees during each of 20 or more calendar weeks in the current or preceding calendar year. Chestnut Hill College is in that category and therefore complies with all FMLA regulations as appropriate.

### **Who is eligible?**

To be eligible for FMLA benefits, an employee must have been employed for at least 12 months and must have provided at least 1,250 hours of service during any twelve months.

### **What are FMLA benefits?**

The FMLA entitles an eligible employee to a total of 12 work weeks of unpaid leave during any 12-month period:

- 1) due to the birth, adoption, or placement for foster care of the employee's son or daughter;
- 2) in order to care for the employee's spouse, son, daughter, or parent with a serious health condition;
- 3) because of a serious health condition that makes the employee unable to perform the functions of the employee's position.
- 4) employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

The twelve month period is measured from the employee's first day of covered FMLA leave.

### **Requesting and Taking FMLA**

Employees must give 30 days written notice of foreseeable events that will result in a request for family or medical leave. If 30 days written notice is impossible, the employee must give such written notice as is practicable. Employees must schedule planned medical treatments with due regard for the operations of Chestnut Hill College.

Employees must also provide sufficient information to the HR office to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job function, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

All requests regarding FMLA should be submitted in writing to: Chestnut Hill College, Human Resources Office, 9601 Germantown Ave, Philadelphia, PA 19118-2693.

### **FMLA for Serious Health Conditions**

“Serious health condition” is defined as a condition requiring in-patient care or continuing treatment by a health care provider. “Continuing treatment” includes (a) two or more visits to a health care provider or (b) a single visit to a health care provider that results in a regimen of continuing treatment under supervision of a health care provider.

In the case of an employee’s serious health condition or that of a covered family member, Chestnut Hill College may require that the employee use any accrued paid leaves such as vacation, personal, or sick leave toward any part of the 12-week leave provided by the Act.

In the case of a serious health condition, leave may be taken on an intermittent or reduced schedule only if medically necessary.

Chestnut Hill College may require medical certification of a serious health condition and may obtain a second opinion at its own expense

### **FMLA for Birth, Placement or Adoption of a Child**

When an employee requests leave due to the birth, placement, or adoption of a child, Chestnut Hill College may require that the employee use any accrued paid leaves such as vacation and personal but not sick leave toward any part of the 12-week leave provided by the Act.

In the case of the birth, adoption, or placement of a child, leave may be taken on an intermittent or reduced schedule only if approved by the supervisor and appropriate Vice President.

### **FMLA Leave for Care of a Covered Military Service Member**

When an employee takes leave to care for a covered military service member, Chestnut Hill College may require that the employee use any accrued paid leave time such as vacation and personal toward any part of the up to 26-week leave.

### **Employee Benefits while taking FMLA**

Chestnut Hill College will maintain group health care coverage for the employee for the leave's duration and under the conditions that coverage would have been provided had the employee not taken the leave. The employee should mail her/his portion of any medical insurance premium to Chestnut Hill College, HR office, 9601 Germantown Ave, Philadelphia, PA 19118-2693.

Generally, paid leave for vacation, etc. cannot be earned while on leave of more than thirty (30) calendar days. Please refer to the specific leave policies within the Chestnut Hill College Staff handbook for more detailed information.

### **Return from FMLA**

Upon return of the employee, Chestnut Hill College will restore the employee to the same or a substantially equivalent position to the one the employee held prior to taking the leave. The taking of leave may not result in the loss of any seniority or employment benefits accrued prior to the taking of the leave.

If an employee is unable to return after using all available paid leaves and unpaid FMLA leave, Chestnut Hill College may post the employee's position as open and proceed with a hiring process.

## **CHESTNUT HILL COLLEGE**

**Subject: Americans with Disabilities Act**

**Policy: 2.15**

**Effective: October 1, 2009**

**Contact: VPFA**

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The Americans with Disabilities Act (ADA) and Pennsylvania Human Relations Act prohibit discrimination against a qualified person with a disability in any employment practice, including but not limited to: recruitment, hiring, promotion, discharge, compensation, training, provision of benefits, and other terms and conditions of employment. Chestnut Hill College is committed to making reasonable accommodations in policies, practices, or procedures when such modifications are necessary for any qualified applicant or employee to perform the essential functions of the position. Reasonable accommodation means that the accommodation cannot cause the college undue hardship, and cannot interfere with the day to day activities of the institution.

Any employee needing accommodation or any hiring manager who needs to request accommodation for a prospective employee should contact the Human Resources Office.

Please visit [www.eeoc.gov](http://www.eeoc.gov) for a full description of the Americans with Disabilities Act of 1990 which was amended in 2008, effective January 1, 2009.

## **CHESTNUT HILL COLLEGE**

**Subject: Place of Employment**

**Policy: 2.16**

**Effective: October 1, 2009**

**Contact: VPFA**

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The primary place of employment for all employees of Chestnut Hill College is the campus located at 9601 Germantown Avenue and 9250 Germantown Avenue Philadelphia, PA 19118.

It is expected that employee responsibilities are to be undertaken at the primary place of employment. Providing service to our students, faculty, staff, alumni, donors and friends and valuing these relationships are key to the Mission of the College. Business is best conducted at the primary place of employment. Working at home or another location chosen by the employee for his or her convenience or needs is not an acceptable option and no supervisor has the authority to approve this.

Some offices or positions are situated in other locations. In such instances, the employee will be informed of the primary place of employment by their supervisor.

Some positions may require travel to or responsibilities at other locations; the employee will be informed of this by their supervisor.



## **CHESTNUT HILL COLLEGE**

**Subject: Amorous Relationships**

**Policy: 2.17**

**Effective: May 5, 2008**

**Contact: VPFA**

Chestnut Hill College seeks to maintain an educational and working atmosphere wherein students, faculty, administrators and staff interact in appropriate professional and pedagogic ways. Pursuant to this, the policy on Amorous Relationships outlines expectations and prohibitions regarding such relationships. This policy applies to all faculty and staff, full time or part time, and paid or unpaid.

### Relationships with Students

Amorous or sexual relationships between students and faculty members with whom they have an academic or evaluative relationship are fraught with the potential for exploitation. The respect and trust accorded a faculty member by a student, as well as the power exercised by the faculty member in an academic or evaluative role, make voluntary consent by the student for an amorous or sexual relationship suspect.

Similarly, the relationship between a coach and his/her team members has the potential for exploitation. Relationships between students and faculty or staff in positions that require them to serve as advisors, mentors or supervisors to students and/or student groups have the same potential.

Amorous or sexual relationships with students even if the other party is not in a direct academic, evaluative, mentoring, coaching, advising or supervisory relationship with the student also raise questions regarding the appropriateness of such behavior and contain the potential for future favoritism or the perception of favoritism.

Therefore, all such relationships with students are prohibited at Chestnut Hill College, even if the parties consent to the relationship.

Process: In their relationships with students, faculty and staff are expected to be aware of their professional responsibilities and to avoid apparent or actual conflict of interest, favoritism, or bias. It is the responsibility of the faculty or staff member to immediately disclose such relationships to the Department of Human Resources. When a prohibited sexual relationship exists, effective steps will be taken to ensure unbiased evaluation or supervision of the student. In addition, discipline of the faculty or staff member will be imposed, up to and including the possibility of separation from employment.

### Relationships with Staff

Faculty and staff of the College, who are in a position of power or authority or seniority over a subordinate employee are strongly discouraged from engaging in a sexual or amorous relationships. The authoritative individual's position again raises the possibility for exploitation.

Process: If a consensual amorous or sexual relationship develops, it must be immediately disclosed to the Department of Human Resources, and steps will be taken to assure that the subordinate is evaluated in an unbiased fashion. It is the responsibility of the faculty or staff member to disclose the relationship. Failure to do so will result in disciplinary action, including the possibility of separation from employment.

### Other Considerations

Faculty and staff are reminded that there are potential problems arising from amorous relationships with other faculty or staff in the workplace including, but not limited to difficulties or issues arising from inter-office workflow and sexual harassment allegations. Faculty and staff enter these relationships at their own risk and should be aware that the College will take all sexual harassment allegations or other grievances seriously and these are subject to the policies and procedures of the College.

A supervisor is required to consult with the Department of Human Resources if he/she is uncertain as to whether a relationship violates this policy and/or Chestnut Hill College's policy on Sexual Harassment (see policy 2.13).

Any employee or student who feels he/she is involved in a sexual or romantic relationship that is not welcome or consensual should contact a Designated Complaint Recipient in accordance with policy 2.13. This policy does not supersede or replace the sexual harassment policy.

## CHESTNUT HILL COLLEGE

**Subject: Professional Appearance**

**Policy: 2.18**

**Effective: October 1, 2009**

**Contact: VPFA**

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Professional office attire, grooming and personal cleanliness reflect the image Chestnut Hill College staff employees present to students, parents, visitors or other constituents of the College. Therefore, during business hours, an employee is expected to present a clean, neat and professional appearance and to dress according to the requirements of his or her position. If an employee is unsure of the appropriateness of a particular item of clothing, the employee should not wear it. Standards for office attire may vary by department. It is the responsibility of the administrative department head or Dean to set the standards.

Professional office attire includes but is not limited to the following:

Men: collared shirts, ties, dress slacks, sport coat or business suit

Women: dress shirts or blouses, dress slacks, dress cropped or capri pants, skirts of at least knee length, pant suits, or skirt suits

Professional office attire does not include tank tops, halter tops, excessively short or tight-fitting clothing, revealing clothing, or other generally recognized casual sportswear like jeans or denim pants or skirts, cargo pants, casual capri or crop pants, t-shirts, shorts, beach sandals, flip flops or sneakers/athletic shoes. Tattoos and body piercings should not be visible. Exotic hair colors and styles are not permitted.

During the year, the professional attire may be modified to take into consideration the time of year. For instance, appropriate attire on Fridays during the early summer dismissal period may be business casual slacks such as pressed chinos or khakis and a collared polo shirt. This is not the appropriate attire during the school year when an employee may be dealing with students, parents, visitors or other constituents.

Employees who have dual responsibilities should dress based on the responsibilities of their full time position.

The employee's supervisor is responsible for monitoring the employee's professional appearance, advising the employee when non-compliance of the policy takes place and for informing the employee that repeated non-compliance could ultimately lead to corrective action.

## CHESTNUT HILL COLLEGE

**Subject:** Whistle-Blower Policy

**Policy:** 2.19

**Effective:** April 25, 2005  
(updated August 2009)

**Contact:** VPAA or VPFA

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Chestnut Hill College is committed to providing all members of the College community, including students, faculty, staff, alumni, vendors and guests, with a safe and productive environment. If any member of the College community has reason to believe or reasonably suspect that the College or any of its agents is acting contrary to any applicable federal, state or local laws or regulations, or contrary to any established College policy, that person may report such action or activity without fear of reprisal or retaliation.

Any College employee with reasonable suspicion of such illegal or improper activity should notify his/her immediate supervisor. If the complaint involves the immediate supervisor, the employee should contact his/her next higher level of supervisor and/or the Administrator having authority over the employee's area. In lieu of or in addition to notification of supervisory personnel, any College employee with such a complaint may contact the President's Office to register a complaint.

Any College student with reasonable suspicion of such illegal or improper activity should notify one of the following: the Vice President for Student Life, the Dean of the School of Undergraduate Studies, Dean of the School of Graduate Studies, or Dean of the School of Continuing and Professional Studies. In lieu of or in addition to notification of one of these deans, any College student with such a complaint may contact the President's office to register a complaint.

Any vendor, guest or alumnae/i of the College, or any other interested person with reasonable suspicion of such illegal or improper activity should notify the President's office to register a complaint.

After notification of alleged illegal or improper activity, the President's office will conduct a thorough investigation and recommend appropriate action to the Chair of the Board of Directors. All such allegations shall be logged and kept under seal in the President's office.

Should retaliation actually occur, such act shall be considered a serious violation of College policy and subject to disciplinary action up to and including termination. Encouraging others to retaliate is also a violation of this policy. Those who file fraudulent or bad faith complaints pursuant to this policy will be subject to disciplinary and/or legal action as well.

**SECTION 3:**  
**COMPENSATION**

## CHESTNUT HILL COLLEGE

**Subject: Vacation Leave Policy**

**Policy: 3.1**

**Effective: December 6, 2004**

**Contact: VPFA**

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### **Purpose**

Vacation leave is provided to allow employees time off from work with pay for rest and personal convenience.

### **Eligibility**

Full-time administrators and staff are entitled to take vacation leave with pay according to the attached schedule. Part-time staff are entitled to vacation leave according to the number of hours regularly worked each week.

### **Earning Vacation**

Employees are granted an allotment of vacation days each fiscal year on July 1<sup>st</sup> of each year, based on their job classification and length of service. A schedule defining the specific allotments for each category is shown below.

### **Using Vacation**

Employees are expected to use their allotted vacation days during the fiscal year in which they are provided. Unused vacation will be forfeited if not used by June 30<sup>th</sup> of each fiscal year.

Non-exempt employees may take in ½ day or full day increments only.

Exempt employees may take vacation in full day increments only, in compliance with the Fair Labor Standards Act.

**Newly Hired Employees**

Newly hired employees will be granted provision to take vacation leave during the fiscal year they are employed. The allowance provided will be based on a schedule proportionate to their annual allowance and will be computed as follows:

<u>Month of Employment</u>	<u>Proportionate Allowance</u>
July	11 twelfths
August	10 twelfths
September	9 twelfths
October	8 twelfths
November	7 twelfths
December	6 twelfths
January	5 twelfths
February	4 twelfths
March	3 twelfths
April – June	None

A break in service, which is not an approved leave, shall require that the employee so re-employed shall, for the purposes of computing annual vacation allowance, be treated as a new employee

Newly hired employees must be employed for a period of three months to be eligible to take vacation leave.

All employees, including newly hired employees, are granted a full annual allowance on July 1<sup>st</sup> of each fiscal year, to be taken during that academic year.

Any vacation not used before June 30th of each year will be forfeited and may not be carried over to the new fiscal period.

**Termination of Employment**

Pay will not be provided in lieu of annual vacation leave, except in the case of separation. Upon termination of employment, vacation time earned but not yet used will be paid to the employee with their final paycheck.

Vacation earned will be computed based on the number of full months employed from July 1<sup>st</sup> of each year to the date of termination.

Any vacation taken which is in excess of the amount earned for that year must be repaid at the time of termination.

**Requesting Vacation Leave**

Employees should submit a Leave Request Form for approval by their supervisor as far in advance as possible. Supervisors must make every effort to ensure that employees have ample opportunity to take vacation leave, and that they have a reasonable opportunity to take it when they desire.

Supervisors have the responsibility of ensuring that their office/department is able to continue to serve the college community and may restrict vacation during certain critical periods of heavy usage or demand on their particular office/department. This includes the periods before or after the start of a session/semester or other similar times. Supervisors should identify these periods to their employees in advance.

In particular, no vacation leave will be permitted during the two weeks prior to the first day of Fall classes through one week after the beginning of classes for any employee who provides service or support to students or whose position impacts activities related to the start of the academic year.

Fridays during the summer, from Memorial day weekend to two weeks before the opening of the Fall semester, and other times of reduced or adjusted schedule, will be considered a full eight day (eight hours) and will be charged accordingly for purposes of computing vacation consumption.

**SCHEDULE OF ANNUAL VACATION LEAVE**

Staff Classification	Years of Service	Days Granted Per Year
<b><u>Exempt Employees</u></b>		
Administration <sup>1</sup>	0+	20 days
Other Exempt Employees	up to 3 3+	15 days 20 days
<b><u>Non Exempt Employees hired on or before February 29, 2004</u></b>		
	up to 2 2 to 7 8+	10 days 15 days 20 days
<b><u>Non Exempt Employees hired after February 29, 2004</u></b>		
	up to 3 3 to 8 9+	10 days 15 days 20 days

All part time employees, and those working a regular schedule of less than forty hours weekly, will be granted vacation allowance proportionate to their regular schedule of weekly hours divided by forty.

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<sup>1</sup> Employees with the title of President, Vice President, Dean, Assistant Dean, Associate Dean and Assistant to the President are considered "administration."



## CHESTNUT HILL COLLEGE

**Subject:** Sick Leave Policy

**Policy:** 3.2

**Effective:** December 6, 2004

**Contact:** VPFA

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Sick leave is designed to provide some compensation to non-instructional staff employees for lost work time during periods of illness. Sick leave may also be used by an employee to care for an ill family member. Accrued sick leave benefits can be used only for time lost when the employee is not eligible to receive other forms of compensation from the College or elsewhere, such as Worker's Compensation.

Absences due to illness should be phoned in each day to the employee's supervisor. At any time, the College may require a statement from a doctor regarding the nature of the illness and anticipated time loss. When an employee is unable to report to work as scheduled because of illness, he/she should notify his/her immediate supervisor or department head as soon as possible but never later than the time one would normally report for work or within an hour of that time in cases of emergency.

Improper use of sick leave and/or failure to notify his/her supervisor in a timely manner are causes for dismissal.

Medical and dental appointments should be scheduled outside of regular working hours. If this is impossible, an employee should check with his/her supervisor in advance of making an appointment. Employees should use Personal Leave rather than Sick Leave for absences due to routine medical or dental appointments.

### ***Short – Term Sick Leave***

All full-time staff are entitled to 10 days of paid sick leave annually. Short-term sick leave is accrued at a rate of 5 days per semi-annual period. Accruals occur on January 1 and July 1. Sick leave left on December 31 may be carried through to June 30, along with the January 1 accrual. Employees hired within an accrual period will be credited sick leave on the next occurring accrual date.

Part-time staff are entitled to 5 days of paid sick leave annually. Short-term sick leave is accrued at a rate of 2.5 days semi-annually. Accruals occur as described above.

Exempt employees may take sick leave in full day increments only in compliance with the Fair Labor Standards Act.

If an employee has unused sick leave on June 30, these days will be converted into Long Term Sick Leave on a 2 for 1 basis.

Pay will not be provided in lieu of unused short-term sick leave at any time, nor will pay be provided for unused short-term sick leave at employment separation. Unused short-term sick leave may not be transferred to another employee.

***Long-Term Sick Leave***

Short-term Sick Leave days that are earned, but unused at June 30 are transferred on a 2 for 1 basis to the employee's Long-term Sick Leave bank. Maximum Long-term sick leave bank is 30 days for full time employees and 15 days for part time employees.

Long-term sick leave is to be used only in the event of an illness (disability) that exceeds two weeks. Requests for use of long-term sick leave must be made in writing and submitted to the Human Resources Office. Use of long-term sick leave can be approved only by the President.

Any use of long-term sick leave is considered leave under the Family & Medical Leave Policy. The College requires reports from a physician to verify reason for and necessity of long-term sick leave.

Pay will not be provided in lieu of unused long-term sick leave at any time, nor will pay be provided for unused long-term sick leave at employment separation. Unused long-term sick leave may not be transferred to another employee.

**CHESTNUT HILL COLLEGE**

**Subject: Paid Holidays**

**Policy: 3.3**

**Effective: July 1, 1999**

**Contact: VPFA**

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All full- and part-time employees are eligible for paid holidays. Holiday pay for hourly employees is calculated based on the number of hours the employee is regularly scheduled to work on any particular holiday. The following are the approved paid holidays during the year:

New Year's Day	Memorial Day
Holy Thursday	Independence Day
Good Friday	Labor Day
Easter Sunday	Thanksgiving and the following Friday
Easter Monday	Christmas Day

Because Chestnut Hill College is a diverse college community and in adherence to our mission as an inclusive Catholic community, the College recognizes that employees may want to observe certain holidays that are not listed above. Employees may utilize Personal Leave under such circumstances, and supervisors are encouraged to consider such requests in accordance with our mission.

Uniformed Professionals scheduled to work on a holiday will be paid at double their normal hourly rate for the actual number of hours worked on the holiday

Dates for Christmas and other college-wide breaks, if any, are announced by the President annually. Please see the Compensatory Time policy for additional information regarding college-wide breaks.

## **CHESTNUT HILL COLLEGE**

**Subject: Religious Retreat Leave**

**Policy: 3.4**

**Effective: July 1, 1999**

**Contact: VPFA**

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Staff members who are also members of Religious Congregations are entitled to paid time off for Religious Retreat in addition to other paid leaves. Religious Retreat may be taken up to a maximum of ten days annually. Unused Religious Retreat may not be carried over or accumulated from year to year and is not paid upon termination.

Religious Retreat should be arranged as far in advance as possible and approved by the staff member's supervisor. Supervisor should make every effort to ensure that requests are honored. However, supervisors have the responsibility of ensuring that their office/department is able to continue to serve the college community and may restrict religious retreat during certain critical periods of heavy usage or demand on their particular office/department.

**CHESTNUT HILL COLLEGE**

**Subject: Compensatory Time Policy**

**Policy: 3.5**

**Effective: August 23, 2004**

**Contact: VPFA**

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In compliance with the Fair Labor Standards Act, there is no compensatory time available to either exempt or non-exempt staff members.

Non-exempt staff members may not take nor be offered time off in lieu of overtime compensation for hours worked in excess of 40 during the workweek.

## **CHESTNUT HILL COLLEGE**

**Subject: Personal Leave**

**Policy: 3.6**

**Effective: December 6, 2004**

**Contact: VPFA**

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The College grants a limited amount of personal leave to allow employees to take care of personal business.

Full-time and part-time employees are granted two days of personal leave annually. A "day" of personal leave for part-time employees is calculated according to the employee's normal working hours per day.

Personal leave may be taken by non-exempt employees in ½ day increments. Exempt employees may take personal leave in full day increments only.

Personal leave is granted to employees on July 1 of each year. Employees hired during the year will receive their personal leave on July 1. Employees may not accumulate personal leave, from year to year. Unused personal leave is not paid to the employee upon termination.

## **CHESTNUT HILL COLLEGE**

**Subject: Bereavement Leave**

**Policy: 3.7**

**Effective: July 1, 1999**

**Contact: VPFA**

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The College grants employees reasonable bereavement leave without loss of pay when death occurs in an employee's immediate family or in the event of a special circumstance.

A maximum of five days is allowed for the death of a spouse, child, father, mother, brother, sister, grandparent or grandchild (including step family members).

A maximum of three days is allowed for the death of a father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law or sister-in-law (including step family members).

Employees may also request their supervisor to approve bereavement leave, not specifically addressed above, due to special circumstances. The supervisor in consultation with the appropriate Dean and/or Vice President will make these determinations on an individual basis in consideration of the special circumstances present.

Time off for attendance at funerals for members of one's religious congregation or for a member of the College community may be granted on an individual basis without loss of pay.

The College's vacation or personal leave policy may be used to accommodate attendance at services for relatives other than those specifically addressed in the bereavement leave policy.

## **CHESTNUT HILL COLLEGE**

**Subject: Jury Duty Leave**

**Policy: 3.9**

**Effective: October 1, 2009**

**Contact: VPFA**

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Employees are encouraged to serve on jury duty and fulfill their court-related, civic obligations. The College provides regular faculty or staff members paid time off to do so without change in status or loss of pay.

Individuals appearing in court on their own behalf are required to use personal or vacation days.

The faculty or staff member should notify his/her supervisor or department head upon receipt of a summons or subpoena.

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.



## CHESTNUT HILL COLLEGE

**Subject:** Military Leave Policy

**Policy:** 3.10

**Effective:** October 1, 2009

**Contact:** VPFA

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### **I. POLICY:**

The College supports and accommodates employees who volunteer or who are called to serve military obligations (voluntary or involuntary) in the Armed Services of the United States or any of the reserve components of these services. Leaves of absence in these areas will be governed in accordance with applicable law.

### **II. ELIGIBILITY:**

Military Leaves will be granted to regular and contractual employees.

### **III. DEFINITIONS:**

Military Leave is defined as an employee's absence from work for military/reserve service with one of the uniformed services of the United States.

### **IV. GUIDELINES:**

A. Employees who enlist or who are called to active military service should submit a written request to his/her supervisor in advance with a copy of their orders to report to duty.

B. Employees who enlist or who are called to active military service will not receive College pay or College-paid benefits during the time they are on active duty. However, health insurance coverage will be continued for thirty (30) days from the date the leave begins, and employees may be eligible to suspend retirement plan loan repayments during military leave. Salary is not continued during military leave; however, employees may use vacation time to the extent they have accrued time available.

C. Employees returning to work may be eligible to make retirement plan contributions up to the amounts that could have been made during their leave and also have the College match make-up contributions at the rate that would have applied under the plan in accordance with current plan provisions.

D. The employee will return to work under conditions set forth in applicable law.

E. Absences due to military leave will not be included when considering an employee's attendance record. These absences should be documented, but should not be considered as an occurrence when determining absenteeism/lateness for disciplinary purposes.

**CHESTNUT HILL COLLEGE**

**Subject: Inclement Weather Policy**

**Policy: 3.11**

**Effective: March 1, 2004**

**Contact: VPFA**

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In the event the College experiences severe weather conditions, the College will close as determined by the President.

When the College does not open due to severe weather conditions, payment will be made to employees scheduled to work on that day; when the College closes early, payment will be made to employees who are at work at the time of closure. If an employee does not attend work on that day or leaves before the College officially closes, the employee must 1) use a personal or vacation day or half day to receive payment or 2) not be paid.

This policy applies to exempt and non-exempt employees.

## CHESTNUT HILL COLLEGE

**Subject: Health Insurance Policy**

**Policy: 3.12**

**Effective: December 1, 2002**

**Contact: VPFA**

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### Eligibility

All full-time employees are eligible for the Health Care Benefit upon hire.

### ***Benefit***

Employees hired prior to 12/1/02 – The College pays 100% of the individual premium for the sponsored health insurance plan of the employee's choice. As of 1/15/04, the following sponsored plans are available through Aetna Insurance –Health Maintenance Organization (HMO), QualityPoint of Service (POS), and Choice/Open Access.

Sponsored plans are subject to change. Please review the "Sponsored Plans" paragraph of this policy.

Employees may enroll in sponsored, available plans at coverage levels other than 'individual' by paying the difference between the individual plan cost and the cost of the child/spouse/family plan of the employee's choice. This payment is made by payroll deduction and is pre-tax.

Employees hired on or after 12/1/02 – The College pays 100% of the individual premium for the sponsored Health Maintenance Organization (HMO) plan or Point of Service Plan (POS). As of 1/15/04, the following sponsored plans are available through Aetna Insurance –Health Maintenance Organization, and Point of Service.

Sponsored plans are subject to change. Please review the "Sponsored Plans" paragraph of this policy.

Employees may enroll in sponsored, available plans other than the HMO/POS AND/OR at coverage levels other than 'individual' by paying the difference between the cost for the HMO/POS individual plan and the cost of the plan of the employee's choice. This payment is made by payroll deduction and is pre-tax.

### **Changes in Employee's choice of Health Insurance Coverage**

Changes to health insurance coverage may only be made during open enrollment or in the event of a Qualified Life Event, as defined by the Internal Revenue Service. Qualified Life Events include,

but are not limited to, the birth or adoption of a child and divorce. Employees may contact the Human Resources office for more information.

**Sponsored Plans**

The sponsored, available plans – including doctor, specialist and hospital co-pays, prescription coverage and co-pays, deductibles, other coverage, and carrier – are subject to change each year at open enrollment. Open enrollment is held in December each year, for plan years beginning January 15<sup>th</sup> of the following year. Employees will be informed of any plan changes that will be occurring at the time open enrollment materials are distributed.

## CHESTNUT HILL COLLEGE

**Subject: Dental Insurance**

**Policy: 3.13**

**Effective: December 1, 2004**

**Contact: VPFA**

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### **Optional Coverage**

The College may provide access to optional dental insurance coverage. Employees may purchase optional dental insurance coverage at their own cost, pursuant to the guidelines provided by the insurance carrier. Payment is made through payroll deduction.

As of 12/01/04 the optional dental insurance plan is Guardian Preferred, provided by Guardian.

Employees may enroll in optional coverage only during open enrollment, but may cancel at any time due to a life event change. Open Enrollment is held each year one month prior to the beginning of the plan year which is December 1<sup>st</sup>.

The College must maintain participation minimums in the supplemental insurance plan and may be forced to cancel the plan if participation falls below the required minimum.

## CHESTNUT HILL COLLEGE

**Subject: Retirement Benefit Policy**

**Policy: 3.14**

**Effective: January 1, 2009**

**Contact: VPFA**

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Chestnut Hill College maintains both a Retirement Annuity (RA) Plan and Supplemental Retirement Annuity (SRA) Plan with Teachers Insurance and Annuity Association College Retirement Equities Fund (TIAA/CREF). A variety of investment options are available from TIAA/CREF.

### Eligibility and Benefit

Voluntary participation is available in both the RA and SRA funds upon hire for part time employees working 1020 hours or more per year and all full time employees. There is no College match during this first year. Employee contributions are tax deferred up to limits set by the Internal Revenue Service (IRS).

After one year of service part time employees working 1020 hours or more per year and all full time employees are eligible for the College contribution. The College will contribute 7.5% of the employee's base gross salary when the employee contributes 2.5%. There is no College contribution for employee contributions of less than 2.5%. Both College and employee contributions are tax deferred up to the limits set by the IRS.

**Important Note:** Employees may contribute more than 2.5% to their RA or SRA plan. However, the IRS sets limits to the dollar amount that an employee can contribute on a tax-deferred basis. Please consult with a TIAA/CREF financial counselor or your tax advisor to determine this amount.

[www.tiaa-cref.org](http://www.tiaa-cref.org)

TIAA/CREF Telephone Counseling Center (800)842-2776

## CHESTNUT HILL COLLEGE

**Subject:** Long Term Disability Insurance Policy

**Policy:** 3.15

**Effective:** March 1, 2003

**Contact:** VPFA

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### **Eligibility**

All full time employees are eligible for Long Term Disability Insurance after two years of service.

### **Benefit**

The College pays 100% of the premium for Long Term Disability Insurance. As of 12/01/04, Guardian provides the College's Long Term Disability Insurance.

Basic Terms of the Guardian Long Term Disability Insurance plan are:

- ❑ Benefits begin after three months of continuous disability.
- ❑ The Monthly Income Benefit replaces 60% of the employee's monthly wage base up to a maximum of \$5,000 per month.

A more detailed description of the terms of the plan is available from the Human Resources Office.

***The provider of long-term disability insurance is subject to change as are the benefit terms, including waiting period and amount and length of coverage. Employees will be informed of any plan changes that occur.***

## **CHESTNUT HILL COLLEGE**

**Subject: Short Term Disability Insurance**

**Policy: 3.16**

**Effective: January 1, 2004**

**Contact: VPFA**

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### **Optional Coverage**

The College may provide access to optional short-term disability insurance coverage. Employees may purchase optional coverage at their own cost, pursuant to the guidelines provided by the insurance carrier. Payment is made through payroll deduction.

As of 1/1/04 the optional short-term disability insurance plan is provided by Unum Provident.

Employees may enroll in optional coverage only during open enrollment, but may cancel at any time. Open Enrollment is held each year one month prior to the beginning of the plan year December 1<sup>st</sup>.

The College must maintain participation minimums in the supplemental insurance plan and may be forced to cancel the plan if participation falls below the required minimum.



## CHESTNUT HILL COLLEGE

**Subject: Life Insurance Benefit Policy**

**Policy: 3.17**

**Effective: September 1, 2002**

**Contact: VPFA**

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### Eligibility

Full-time employees hired prior to 9/1/02 are eligible for the life insurance benefit upon hire. Employees hired on or after 9/1/02 are eligible for the Life Insurance Benefit one year after date of hire.

### Benefit

The College pays 100% of the premium for coverage equal to one times the employee's salary. As of 12/1/04, the sponsored life insurance plan is provided by Guardian.

Sponsored plans are subject to change. Please review the "Sponsored Plans" paragraph of this policy.

### Changes in Employee's choice of Life Insurance Coverage

Employees are enrolled upon eligibility.

### Sponsored Plans

The sponsored plan – including amount of coverage and carrier – are subject to change each year at the beginning of the plan year July 1<sup>st</sup>.

### Optional coverage

The College may provide access to optional, supplemental life insurance coverage. Employees may purchase supplemental coverage at their own cost, pursuant to the guidelines provided by the insurance carrier. Payment is made through payroll deduction.

As of 1/1/04, the optional life insurance plan is provided by Unum Provident.

Employees may enroll in supplemental coverage only during open enrollment, but may cancel at any time. Open Enrollment is held each year one month prior to the beginning of the plan year December 1<sup>st</sup>.

The College must maintain participation minimums in the supplemental insurance plan and may be forced to cancel the plan if participation falls below the required minimum.

## CHESTNUT HILL COLLEGE

**Subject:** Tuition Grant Policy

**Policy:** 3.18

**Effective:** October 1, 2009

**Contact:** VPFA

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### **Full-time Employees**

Full-time Employees who have been employed a minimum of ninety days are eligible for an Employee Tuition Grant. Eligible full-time Employees may take up to two 3 credit hour (or a total of 6 credit hours) undergraduate or master's level courses per semester without any tuition charge. For purposes of this policy there are three semesters per year – Fall, Spring and Summer. If a course is taken through the ACCELERATED program, it will serve as a course taken during the semester in which the ACCELERATED session occurs. Employees will be responsible for any fees, books or supplies costs. Employees may not enroll in classes during their work hours.

Employees who do not stay in the employ of the College for six months following the end of the last class completed will be required to repay the tuition grant for the last semester in which a class was completed.

### **Part-time Employees**

Part-time Employees who have been employed a minimum of ninety days and work 20 hours or more per week are eligible for an Employee Tuition Grant. Eligible part-time Employees may take up to one 3 credit hour undergraduate or master's level course per semester without any tuition charge. For purposes of this policy there are three semesters per year – Fall, Spring and Summer. If a course is taken through the ACCELERATED program, it will serve as a course taken during the semester in which the ACCELERATED session occurs. Employees will be responsible for any fees, books or supplies costs. Employees may not enroll in classes during their work hours.

***Employees who do not stay in the employ of the College for six months following the end of the last class completed will be required to repay the tuition grant for the last semester in which a class was completed.***

### **Adjunct Faculty and Coaches**

Adjunct Faculty Members who have taught for three or more consecutive semesters and athletic coaches who have coached in two or more consecutive seasons are eligible for an Employee Tuition Grant as described in the "Part-time Employees" section of this policy.

### **Dependent Children of Full-time Employees**

Dependent Children of eligible full-time Employees are entitled to a partial or full Tuition Grant, for the College or the ACCELERATED program, as outlined in the table. Dependent children are defined as those who are declared on the Employee's tax return and are 23 years old or younger.

<b>Employee Eligibility</b>	<b>Tuition Grant</b>
Full-time up to 1 year of employment	none
Full-time after 1 year of employment	25%
Full-time after 2 years of employment	50%
Full-time after 3 years of employment	75%
Full-time after 4 years of employment	100%

*The Tuition Grant applies to tuition only; the student is responsible for all fees, charges, books, residential living or other incidental charges. Dependent children receiving the Tuition Grant are not eligible for any other financial aid funded by Chestnut Hill College.*

The Tuition Grant applies to the Fall and Spring semesters only. No Tuition Grant is available for during any summer sessions.

**Spouses of Full-time Employees**

Spouses of eligible full-time employees are eligible for a partial or full tuition grant toward one undergraduate course per semester in the College or ACCELERATED program as outlined in the table. Eligible full-time employees are those employees who have been employed ninety days or more. The student is responsible for any fees, books or supplies costs.

<b>Employee Eligibility</b>	<b>Tuition Grant</b>
Full-time up to 1 year of employment	none
Full-time after 1 year of employment	25%
Full-time after 2 years of employment	50%
Full-time after 3 years of employment	75%
Full-time after 4 years of employment	100%

**Nieces and Nephews of Sisters of Saint Joseph**

Nieces and Nephews of eligible Sisters of Saint Joseph are entitled to a partial tuition grant for the School of Undergraduate Studies or the ACCELERATED program as outlined in the table. Eligible Sisters of Saint Joseph are those who are full time employees of the College.

<b>SSJ Eligibility</b>	<b>Tuition Grant 1<sup>st</sup> Niece/ Nephew</b>	<b>Tuition Grant 2<sup>nd</sup> Niece/ Nephew</b>	<b>Tuition Grant 3<sup>rd</sup> or higher Niece/ Nephew</b>
Full-time up to 1 year of employment	none	none	none
Full-time after 1 year of employment	25%	18.75%	12.5%
Full-time after 2 years of employment	50%	37.5%	25%
Full-time after 3 years of employment	75%	56.25%	37.5%
Full-time after 4 years of employment	100%	75%	50%

Should the student be awarded Chestnut Hill College Scholarships or Grants that exceed the discount, the Scholarships or Grants will replace, not supplement, the SSJ Tuition Grant.

The Tuition Grant applies to the Fall and Spring semesters only. No Tuition Grant is available for during any summer sessions.

### **Admissions and Registration Procedures**

An “Employee/Dependent Application for Tuition Grant” form must be filed with the Director of Human Resources each semester. All Employees, dependent children and/or spouses must follow the College’s normal admissions and registrations procedures for the program in which they are enrolling.

Enrollment is on a space available basis only, however, enrollment in a specific class will be denied only once.

### **Tuition Grant Exclusions**

- ◆ Private Lessons are not included in this benefit.
- ◆ There is no School of Graduate Studies tuition grant for employee spouses or dependent children.
- ◆ There is no Doctoral level tuition grant for employees, their spouses or dependent children.
- ◆ The Employee Tuition Grant applies only to tuition charges. All books, fees, fines, residential living or other incidental charges are the sole responsibility of the employee, dependent child or spouse.

**Chestnut Hill College**  
**Employee/Spouse/Dependent Application for Tuition Grant**  
**20\_\_-201\_\_**

Application for tuition grant must be submitted following the guidelines in the Faculty and Staff Handbooks **prior** to the semester/session in which the tuition grant is applied. This application requires the approval of Vice President for Financial Affairs, the Director of Human Resources and the Director of Financial Aid.

All courses/credits taken by a Chestnut Hill College employees/dependents are charged to the Financial Aid budget. **A pre-approved application must be completed before the class begins.**

Name of Employee \_\_\_\_\_  
 Hire Date \_\_\_\_\_

- I will be taking a course.
- My dependant or spouse will be taking a course

Discount employee is eligible for: circle one

25%	50%	75%	100%
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(business office use only, authorized by Human Resources)

Human Resource Signature \_\_\_\_\_

Semester/Session (check all that apply)

Undergraduate Studies	ACCELERATED (SCPS)	Graduate Studies
<input type="checkbox"/> Fall 200__	<input type="checkbox"/> Fall 1 200__	<input type="checkbox"/> Fall 200__
<input type="checkbox"/> Spring 20__	<input type="checkbox"/> Fall 2 200__	<input type="checkbox"/> Spring 20__
<input type="checkbox"/> Summer 1 20__	<input type="checkbox"/> Spring 1 20__	<input type="checkbox"/> Summer 1 20__
<input type="checkbox"/> Summer 2 20__	<input type="checkbox"/> Spring 2 20__	<input type="checkbox"/> Summer 2 20__
<input type="checkbox"/> Summer 3 20__	<input type="checkbox"/> Summer 1 20__	<input type="checkbox"/> Summer 3 20__
	<input type="checkbox"/> Summer 2 20__	

CourseNumber(s) \_\_\_\_\_ CourseTitle(s) \_\_\_\_\_

(continue list on reverse for multiple courses)

Number of Credits \_\_\_\_\_ Status (check):  Full Time  Part Time

*By signing below I am confirming that if I do not stay in the employ of the College for at least six months following the end of the last class completed, I will be required to repay the tuition grant for the last semester in which a class was completed.*

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

**Approvals:**

Director of Financial Aid \_\_\_\_\_ Date \_\_\_\_\_

VPFA \_\_\_\_\_ Date \_\_\_\_\_

(business office use only) entered by: \_\_\_\_\_

**CHESTNUT HILL COLLEGE**

**Subject: Salary Plan**

**Policy: 3.19**

**Effective: To be determined**

**Contact: VPFA**

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This policy is currently under review.

## **CHESTNUT HILL COLLEGE**

**Subject: Overtime for Non-Exempt Employees**

**Policy: 3.20**

**Effective: March 1, 2004**

**Contact: VPFA**

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Overtime compensation will be paid to non-exempt employees in accordance with the requirements of the Fair Labor Standards Act, as amended.

Overtime is defined as hours worked over forty (40) within the standard workweek (Saturday to Friday). Vacation, holidays, personal, sick and other paid leave days are not considered hours worked for purposes of calculations overtime pay.

Overtime will be paid at one and one half (1 ½) times the employee's standard pay rate.

All overtime must be approved in advance, in writing, by the supervisor and the appropriate dean or vice president.

Exempt employees are not eligible for overtime in accordance with the Fair Labor Standards Act and should refer to "Policy 3.5 Compensatory Time."

## CHESTNUT HILL COLLEGE

**Subject: Payroll and Paycheck Distribution**

**Policy: 3.21**

**Effective: September, 2008**

**Contact: VPFA**

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### **Monthly Payroll**

The following employees are paid on the monthly payroll:

- ❖ Exempt Employees, full time and part time
- ❖ Non Exempt Employees, full time
- ❖ Non Exempt Employees, part time with a regular set weekly hours
- ❖ All Faculty, regular and adjunct

Monthly Payroll is made on the 26<sup>th</sup> of each month, or the closest working day prior to that should the 26<sup>th</sup> fall on a holiday or weekend.

Employees must participate in Direct Deposit to ensure that their funds are available to them in the timeliest manner.

The college participates in I-pay so that employees can access their pay statements online.

*How to Register on ADP iPayStatements*

1. Go to <https://paystatements.adp.com>.
2. Click on "Register Now".
3. Enter the **Self Service Registration Pass Code** which is: ChestnutHC-Ipay
4. Select **iPayStatements** as the self-service Product.
5. From your most recent pay statement, enter the following information:
  - Company Code (**D9K**)
  - File Number (**upper left corner of stub**)
  - Social Security number
  - Pay Date or Advice Date
  - Check/Voucher or Advice Number

You will then be prompted to complete a registration process during which you must answer a few security questions and select a password. Your password must contain between 8 to 20 characters and at least one alpha and one numeric character.

You will be assigned a system generated User ID. The security questions will be used to verify your identity if you ever forget your user ID or password.

Upon completing the registration process, you may access your pay statements at

<https://paystatements.adp.com>

We hope you enjoy this new feature. We appreciate the opportunity to provide you with this exciting new way of viewing your pay information.

### **Bi-Weekly Payroll**

The following employees are paid on the bi-weekly payroll:

- ❖ Non-exempt Employees, part time with no regular set weekly hours
- ❖ Student Employees

Bi-Weekly payroll is made every other week on Friday, or the closest working day prior should Friday fall on a holiday.



## CHESTNUT HILL COLLEGE

**Subject: Timekeeping**

**Policy: 3.22**

**Effective: March 1, 2004**

**Contact: VPFA**

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To maintain accurate Payroll and Paid Leave Records and to ensure accurate records for the Fair Labor Standards Act, each and every employee is required to complete a monthly timekeeping sheet or hourly time sheet.

### **Exempt Employees**

Exempt employees must submit an "Exempt Employee Timekeeping Form" every month. The employee should indicate any paid or unpaid leave that was taken or check the box beside "I used no paid or unpaid leave during this payroll period."

This form should be signed by the employee and their supervisor and submitted to the Human Resources Office by the 10<sup>th</sup> working day of the following month.

### **Non-Exempt Employees – Monthly Payroll**

Non-exempt employees who are paid on the monthly payroll must have on file with the Human Resources Office a "Regular Weekly Schedule." The employee's monthly payroll is based on this regular schedule.

Every month non-exempt employees must submit a "Non Exempt Employee Timekeeping Form". The employee must indicate that they have worked their regular schedule or note the exceptions from the schedule, including any paid or unpaid leave and any overtime worked. (overtime must be approved in advance, see "Policy 3.1 Overtime")

This form should be signed by the employee and their supervisor and submitted to the Human Resources Office by the 10<sup>th</sup> working day of the following month.

### **Non-Exempt Employees – Biweekly Payroll**

Non-exempt employees who are paid on the biweekly payroll must submit an hourly timesheet for each and every payroll period. The timesheet should indicate the days and times worked, as well as any paid leave or overtime.

This form should be signed by the employee and their supervisor and submitted on the payroll due date.

**SECTION 4:**  
**OTHER POLICIES AND PROCEDURES**

## CHESTNUT HILL COLLEGE

**Subject:** Tuition Exchange Programs Guidelines

**Policy:** 4.1

**Effective:** July 1, 2002

**Contact:** VPFA

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Chestnut Hill College participates in several tuition exchange programs open to dependent children of eligible Chestnut Hill College employees. The purpose of Chestnut Hill College's participation in these scholarship programs is to expand the current on-campus tuition remission to include a wider range of educational opportunities for the dependents of *full-time employees who have been employed by the College for at least five years*. Tuition exchange programs provide opportunities for children of these employees to apply for tuition scholarships, either for full tuition, or a high tuition limit set by the individual tuition exchange program.

The number of Chestnut Hill College exchanges in any academic year will be determined by each program. For this reason, eligibility criteria for determining who will receive a tuition exchange scholarship have been developed. An annual survey will be distributed to faculty, staff and administration for data collection. Information on these tuition exchange programs can be found under financial aid on the Chestnut Hill College website [www.chc.edu](http://www.chc.edu) or on the individual program's websites listed below. All applicants must submit the Free Application for Federal Student Aid to the host institution.

Council of Independent Colleges Tuition Exchange- [www.cic.edu/tep](http://www.cic.edu/tep)  
Tuition Exchange, Inc.-[www.tuitionexchange.org](http://www.tuitionexchange.org)  
Catholic Colleges Cooperative Tuition Exchange-[www.cccte.org](http://www.cccte.org)

### **1. Council of Independent Colleges Tuition Exchange Program**

The CIC-TEP consists of a network of 328 CIC colleges and universities willing to accept tuition-free-students from families of full-time employees of other CIC institutions (full-time as designated by the employer/institution). A student is defined as a dependent equivalent to the IRS definition of dependent. Each participating institution in the network agrees to accept (import) a limited number of students from other colleges on the same admission basis as they accept other students, without regard to the number of students it exports. CIC-TEP requires the acceptance of at least three qualified students who apply prior to April 1 for the upcoming semester. Students are responsible for all non-tuition charges at the institution in which they enroll (host institution). Since there is no limit on the total number of exports, this program is designed to be utilized without consideration of an import/export ratio.

### **2. The Tuition Exchange, Inc.**

Tuition Exchange is a partnership of over 520 colleges and universities offering **competitive tuition exchange scholarships** to dependents of faculty and staff employed at member institutions. The definition of dependent, employment status, years of service for eligibility, priority status or limitations for families seeking to send more than one dependent, etc. are all established by the home institution.

**Dependents eligible for Tuition Exchange Scholarships are not guaranteed an award.** Even if you and your family are eligible to apply for an award, you may not receive an award, because each institution is obligated to maintain a balance between students sent on an exchange (exports) and students received on the exchange (imports). In extreme cases, where there is a serious imbalance (many more exports than imports), the institution is formally prohibited from sending students on the exchange. Tuition Exchange communicates an annual report to each institution regarding each school's import and export balance.

**Tuition Exchange Scholarships are very competitive.** In addition to meeting the admissions requirements of the receiving institution, some member institutions have established additional requirements such as a lottery system, higher entrance standards, or rolling acceptance policy. It is recommended to apply twelve months before you plan to enroll in a college. Each institution has the right to limit the duration of a scholarship. There are no export units currently available for the 2002-2003 academic year.

### **3. Catholic Colleges Cooperative Tuition Exchange**

The CCC Tuition Exchange program consists of 69 Catholic colleges and universities. Through this program, dependents of eligible Faculty and Staff may be qualified to receive the benefit of free tuition at a participating Catholic institution of higher education.

#### **Frequently Asked Questions**

##### **Who can apply for one of these Tuition Programs?**

To apply for a tuition exchange program for a dependent, an employee must be eligible for full tuition remission benefits at Chestnut Hill College as a full-time member of faculty, staff, or administration, and employed at Chestnut Hill for a minimum of five years.

##### **Who is an eligible dependent?**

An eligible dependent child is one who is less than 24 years old, is NOT married, a veteran, a ward of the court, a graduate or a professional student. This includes children who are declared on the employee's income tax because he/she is contributing more than half of their support.

For all tuition exchange programs, the student must be accepted on his or her own merits and enroll on a full-time basis, at the college that he/she wishes to attend on a tuition exchange scholarship. It is the employee's responsibility to check with that

institution to see if there are eligible tuition exchange slots. The dependent is charged a \$35.00 fee paid to Chestnut Hill College for exporting under The Tuition Exchange program and \$25.00 under the Catholic College Cooperative Tuition Exchange.

**If there are more applications than exchange slots available from Chestnut Hill College, what are the prioritized selection criteria?**

1. Employee must be full-time and employed for a minimum of five years to be eligible to participate in any of the tuition exchange programs.
2. Eligibility is determined annually with priority given to employees with seniority, determined by length of continuous service, based on date of hire. Sabbaticals, maternity, disability or other college approved leave (no longer than one year), will be counted as continuous service.
3. If employees are equally eligible based on these first two criteria, preference is given to an employee who has never taken advantage of another Chestnut Hill College tuition exchange program.

**What are the current limitations on tuition exchange programs at Chestnut Hill College?**

1. Eligibility is limited to four semesters, unless there are no other qualified applicants.
2. Only one tuition exchange scholarship at a time is available per employee (unless there are no other applicants).
3. If the employee leaves, the dependent's scholarship will only be guaranteed until the end of that semester.
4. If the employee's spouse is eligible for tuition benefits from his/her place of employment, that should be taken into consideration in terms of eligibility for Chestnut Hill College benefits.

**What is the process for applying?**

1. Applications for the program and a list of participating institutions are available at each tuition exchange program's website.  
[Council of Independent Colleges Tuition Exchange-www.cic.edu/tep](http://www.cic.edu/tep)  
[Tuition Exchange, Inc.-www.tuitionexchange.org](http://www.tuitionexchange.org)  
[Catholic Colleges Cooperative Tuition Exchange-www.cccte.org](http://www.cccte.org)
2. Download and fill out the application and submit it to the Vice President for Financial Affairs located on the second floor of St. Joseph Hall (phone 215-248-7084; fax 215-248-7066).
3. Completed applications will be distributed for review to the Vice Presidents for Academic Affairs and Financial Affairs, and the Dean of Enrollment.

4. Approved applications will be signed by the Chestnut Hill College liaison officer and returned to the applicant.
5. The applicant must submit the signed application to the appropriate college/university's liaison officer.
6. The applicant must communicate the acceptance or denial of the application to the Vice President for Financial Affairs.

For the Tuition Exchange, Inc. program ONLY, Chestnut Hill College's import/export ratio must be level in order to export any dependents. There are no export units currently available under TEP for the 2003-2004 academic year and until further notice.

## CHESTNUT HILL COLLEGE

**Subject:** Staff Position Openings

**Policy:** 4.2

**Effective:** May 1, 2007

**Contact:** VPFA

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This policy applies to all new staff hires including exempt, non-exempt, part-time, full-time and temporary staff employees.

### **Position Approval**

- ❖ Hiring Supervisor fills out and signs “Request for Approval of Position” form (also known as the “blue form”).
- ❖ The completed form is sent to the appropriate Vice President.
- ❖ Appropriate Vice President reviews need for and structure of position in relation to changing institutional and departmental needs; signs form and forwards to Vice President for Financial Affairs (VPFA).
- ❖ VPFA reviews form in relation to budget, signs and forwards to President. *The VPFA may forward the form to the Human Resources Director (HRD) for review of job description or other necessary reviews prior to approving the opening.*
- ❖ President signs form as final approval for position opening
- ❖ Office of the President returns the original Form to HRD
- ❖ HRD notes the open position and sends the original to the appropriate Vice President and a copy to the Hiring Supervisor. This is the Hiring Supervisor’s authorization to proceed with filling the position as approved.

### **Advertisement of Position**

Once the position opening has been approved, it will be posted internally for five business days. The HRD will post the opening on the bulletin board outside the copy room on the second floor of Saint Joseph’s Hall and will also email the opening to all staff members.

The Hiring Supervisor will consult with the HRD regarding a recruiting plan. All open positions are automatically posted on HigherEdJobs.com and will remain posted until the position is filled unless the Hiring Supervisor requests otherwise.

The HRD will consult with the Hiring Supervisor regarding other external advertisement options and develop a recruiting plan. All recruiting plans and external advertising must be approved by the VPFA in advance.

### **Hiring Process**

Hiring Supervisor proceeds through the hiring process. The hiring process must include at a minimum:

- ❖ Supervision of the process in general by the appropriate Administrator, Vice President and/or the HRD.
- ❖ The Hiring Supervisor should consult with college constituents who will be impacted by the position. Consultation may include creating a search or interview committee, arranging meetings between applicants and key people in departments, or a review of

constituent needs by the Hiring Supervisor before the applicants are screened and interviewed. The type and amount of consultation may vary from position to position and the appropriate Vice President must approve this consultation plan.

- ❖ Personal interview with the Hiring Supervisor and any other individuals/groups in the CHC community as identified in the consultation step above, and/or the appropriate administrator(s). The Human Resources Director should be included in the interview process.
- ❖ Collection of employment related documents such as the CHC Employment Application, collection of any other pre-employment paperwork missing such as references, etc., and provision of campus security information as required by law (3 written references required, one of which must be from a former supervisor. A written summary of a telephone reference may be used as a written reference.)
- ❖ Mission Statement should be provided to the applicant, and discussion regarding the role of the position to the Mission Statement should be discussed. Verification that the applicant would support the Mission Statement is necessary.
- ❖ Review of reference letters, reference checks, transcripts and other credentials.
- ❖ Meeting with the President and/or the Assistant to the President for Mission and Ministry to discuss the Mission Statement and other related matters. The determination of whether to interview with the President will be based on position type and scope of duties

#### **Offering Position to the Selected Candidate**

- ❖ Hiring Supervisor obtains approval of appropriate Administrator and President to offer position.
- ❖ Position at approved salary/wage level is offered to an applicant:
  1. If declined, position is offered to an alternate candidate (with appropriate Administrator's approval); search is reopened; or position/pay are reevaluated.
  2. If accepted, Hiring Supervisor notifies appropriate Administrator of acceptance, and furnishes the following employment information to the appropriate Administrator:
    - ❖ Original Resume
    - ❖ Completed and signed CHC employment application form (not applicable for all positions)
    - ❖ Transcripts (if applicable)
    - ❖ Three letters of reference or documentation of three telephone references.
    - ❖ Start Date
    - ❖ Compensation (not to exceed the approved range with out approval of the VPFA and President).

#### **Notification of Hire**

- ❖ Administrator sends the above employment information along with the original Position Approval Form to the HRD. It is imperative that the HRD be notified of the hire as soon as possible, but in no instance should this exceed two business days.
- ❖ HRD sends a hire packet to the new employee. This includes:
  - ✓ an appointment letter
  - ✓ a welcome letter from the President



- ✓ a scheduled appointment a time to meet with the HRD within three days of hire to complete required paperwork
- ✓ information on new employee orientation
- ✓ information on benefits.

All persons who signed the Position Approval Form and the VPFA will receive a copy of the appointment letter.

- ❖ The HRD will send an email to the CHC community announcing the hire of the new employee. The email will contain the position title, the new employee's name, a brief summary of the employee's credentials and the start date.

### **After Hire**

All steps of the attached New Hire Checklist should be completed within the time frame noted.

### New Hire Checklist

<b>Task</b>	<b>Responsibility</b>	<b>Due Date</b>	<b>Completed</b>
Return completed Blue Form to HRD	Hiring Supervisor	Within 2 business days of hire	
Set up Network log on and email	Hiring Supervisor	Contact Academic Computing at least one week in advance of hire	
Set up Phone Extension	Hiring Supervisor	Notify the Vice President for Administration of Institutional Services and Events	
Identification Card	Hiring Supervisor	An appointment should be made in advance so that picture can be taken on first day of work	
Parking Permit	New Employee	Within 2 business days of hire	
HR and Payroll Paper Work	Hiring Supervisor	By law, paperwork must be completed within 3 calendar days of first day of work (excluding weekends).	

## CHESTNUT HILL COLLEGE

**Subject: Student Employees**

**Policy: 4.4**

**Effective: February 12, 2004**

**Contact: VPFA**

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This policy applies to all 1) federal work study (FWS) **and** 2) all other student employees.

### Timesheets

- ❖ All timesheets are to be completed and signed in ink.
- ❖ Timesheets are due to the student's supervisor the Friday before the payroll date.
- ❖ All timesheets for FWS and other student employees must be signed by the supervisor in ink and must be turned in to the Human Resources Office by the supervisor. **No timesheets will be accepted if turned in by the student.**

### Hours

- ❖ FWS employees may not work more than 40 hours in any two-week payroll period.

**CHESTNUT HILL COLLEGE**

**Subject: Campus Crisis Management Plans and Security Alerts**

**Policy: 4.5**

**Effective: October 14, 2005**

**Contact:**

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**CHESTNUT HILL COLLEGE  
CAMPUS CRISIS MANAGEMENT PLANS  
AND  
SECURITY ALERTS**



# CHESTNUT HILL COLLEGE

## **CAMPUS CRISIS MANAGEMENT PLANS**

A comprehensive campus emergency plan should include contingencies for any level of event from a minor localized incident, which has little or no impact on personnel or normal operations outside the affected area to major campus wide incidents in which normal campus operations are suspended. The plan includes the following components:

The identification of a crisis response team

**Administration:**

Decision maker

Communicator

Organizers of:

Students

Faculty

**Staff:**

Campus Security

Dining Service

Housekeeping

Plant Manager

Chaplain

Counselors

A plan of action for individual incidents

The identification of a communication center

Communication:

Communication to faculty and staff

Communication to community

Communication to parents:

National and International

Post-emergency communication:

To faculty, staff, and students

To parents

To Board

To community

To media

Identification of evacuation routes

Identification of emergency medical sites

## **CRISIS RESPONSE TEAM**

Decision maker - President of the College

In absence of President:

VPAA

VPFA

VPIA

VPSA

*Communicator – President, Official spokesperson for College*

President will notify:

VPIA

Public Relations Manager

*Other Administrators - areas of concern*

In absence of President:

VPAA

Notify the President

Administrators concerned with area in question

Organizers:

Students - VPEM, Dean For Student Affairs

Faculty - VPAA, Academic Deans

**Staff - Assistant to President and Staff Council**

**Security, Fire Department, Police - Director of Security**

Physical Plant Plant Manager

Chaplain

Counselors - Director of Counseling Center

Site of Communications Center

Lounge on ground floor of Martino hall

Environmental Science laboratory on ground floor of St. Joseph Hall will be used as an alternate site

Lines of Communication

Major Crisis – In Which Normal Operations are suspended

President or available Administrator in the following order:

VPAA, VPFA, VPIA, VPEM will assemble Crisis Team

Organizers will alert constituents as listed above

Minor Crisis - Localized Incident - Normal Operations Not Impacted

Appropriate VP

Faculty - VPAA – 7020

Staff - Immediate supervisor

Students – VPEM - 7134 or Dean For Student Affairs - 7030

Maintenance - 7250

Security – 7777

Health Office – 7111

*Details of incident should be conveyed to the President after the incident is resolved via the appropriate VP*

**GENERAL PROTOCOL FOR REPORTING EMERGENCIES**

In an emergency: CALL CAMPUS Security AT EXT. 7777 (on campus) or  
215-242-7090 (off campus).

LIFE THREATENING SITUATIONS: CALL 911 for POLICE/FIRE/ EMERGENCY  
MEDICAL SERVICES

IMPORTANT:

WHEN CALLING 911 OR CAMPUS SECURITY:

GIVE YOUR NAME, LOCATION, AND THE NATURE

OF THE EMERGENCY.

DO NOT HANG UP UNTIL TOLD TO DO SO.

### **GENERAL EVACUATION PROTOCOL**

1. All building evacuations will occur when an alarm sounds and/or upon notification by Campus Security.
2. When the fire/evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same
3. Use stairs in case of fire and/or other emergencies. DO NOT use elevators.
4. Once outside proceed to a clear and safe area away from the building.
5. RAs to act as fire marshals for dorm evacuations.
6. Keep driveways and walkways clear for emergency vehicles and personnel.
7. Each administrator should have an accurate headcount for his/her department to assure that all persons are accounted for once outside.
8. Try to ascertain the whereabouts of students by way of Faculty and RA's

In an emergency situation, the Response Team will assemble at the Emergency Coordination Center located in the lounge area on the ground floor of Martino Hall. The Environmental Science Laboratory on the ground floor of St. Joseph Hall will serve as an alternate site.

**IMPORTANT:** DO NOT return to an evacuated building unless told to do so by a college official.

## **FIRE EMERGENCY RESPONSE PROTOCOL**

### **REPORTING A FIRE**

1. Pull the nearest fire alarm box in the corridor
2. DO NOT attempt to fight the fire. Use extinguishers for personal safety.
3. Exit through the nearest door to the nearest assembly area outside the building.
4. Notify the Campus Security Officer that you pulled the alarm and location.  
Call ext. #7777

### **RESPONSE TO THE FIRE ALARM**

1. Evacuate all the people from the area.
2. Assist the handicapped in exiting the building where possible. Move handicapped personnel to a stairwell and close all the doors as you move to the first floor. This will keep the fire out of the stairwell. Inform a Campus Security Officer if a handicapped personnel is in a stairwell. Fire/Security personnel will evacuate handicapped personnel from the stairwells.
3. Last person leaving the area should close the door to the corridor.
4. DO NOT use elevators.
5. Leave the building by the closest exit.
6. Move to an external assembly area away from the building.
7. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a college official.

### **UTILITY FAILURE RESPONSE**

1. Whenever a major utility or phone failure occurs- either during regular business hours or after business hours, weekends or holidays immediately notify Campus Security. Ext. # 7777 or Reception Desk – 1<sup>st</sup> floor, Fournier (# 7090).
2. If there is a potential danger to building occupants, activate the building fire alarms; to initiate the evacuation protocol.
3. All occupants will evacuate a building when an alarm sounds continuously.
4. Once outside, move to clear and safe area away from the affected building. Keep the walkways, fire lanes and hydrants clear from emergency personnel. (See Evacuation Plan)
5. If requested, assist the emergency personnel as necessary.
6. A Campus Emergency Command Center may be set up near the emergency site. Keep clear of the command center unless you have official business.
7. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a college official.



### **RESPONSES TO SPECIFIC TYPES OF UTILITY FAILURE:**

NOTE: Always observe Step 1 and 2 above whenever the following utility emergencies arise:

- ELECTRICAL/ LIGHT FAILURE: During the failure, contact Campus Security. Have a flashlight available for such emergencies.
- PLUMBING FAILURE/ FLOODING: Cease using all electrical equipment. Notify Campus Security at ext. 7777. Vacate area if directed to do so.
- GAS LEAK: Cease all operations. **EXTINGUISH ALL SMOKING MATERIALS. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.** Remember, electrical sparks can trigger an explosion. Notify Campus Security at ext. 7777 after you evacuate the area. Inform others not to smoke.
- STEAM LINE FAILURE: Immediately notify Campus Security at ext. 7777. If necessary, vacate the area.
- VENTILATION PROBLEM: If smoke odors come from the ventilation system, immediately notify Campus Security at ext. 7777. If necessary, cease all operations and vacate the area.
- Campus Security will notify Physical Plant at ext. #7250

### **CHEMICAL, BIOLOGICAL, OR HAZARDOUS MATERIALS RESPONSE PROTOCOL**

1. Any spill of or exposure to a chemical, hazardous chemical, or radioactive material is to be reported immediately to Campus Safety at extension 7777 by person who observes the spill.
2. If a letter, package or other object is received containing a substance suspected to be Anthrax or any other biological agent, the object should not be shaken or disturbed and should be immediately placed in a plastic bag or other container to prevent leakage of contents. **DO NOT TOUCH SUBSTANCE WITH BARE HANDS. PLACE MATERIAL USED TO HANDLE OBJECT IN THE BAG WITH OBJECT.**

Anyone present should immediately leave the room and the area should be secured to prevent others from entering. If you have been or may have been exposed to the substance, wash your hands with soap and water, then immediately notify Campus Security at Ext. 7777.

3. When reporting, be specific about the nature of the involved material and exact location. Campus Security will contact the necessary specialized emergency authorities (fire/ambulance/police/spill containment).
4. The key person on site should evacuate all persons from the affected area at once and seal off to prevent further contamination of other areas until the

arrival of Campus Security. The Science Labs have spill kits that can be utilized for containment.

5. Anyone who may be contaminated by the spill or exposure is to avoid contact with others as much as possible; they should remain in the vicinity and give their names to Campus Security responders. Required first aid and clean up by specialized authorities should start at once. The Director of Campus Security or designee will notify the specialized chemical clean up company.
6. If an emergency exists, activate the building fire alarm system (pull the fire call box). Campus Security must still be notified of the emergency by telephone to (ext. 7777).
7. When the building alarm is sounded or when told to leave by a College official, walk quickly to the nearest marked exit and utilize the evacuation plan.
8. Once outside move away from the affected area.
9. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a College official.

## **VIOLENT OR CRIMINAL INCIDENT RESPONSE PROTOCOL**

The Campus Security Station is located in the Fournier Hall- Main Corridor and provides assistance 24 hours a day, seven days a week.

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them to Campus Security 7777(on campus), 215-248-7090(off campus).
2. If you observe a criminal act or whenever you observe a suspicious person on campus, notify Campus Safety immediately and report the incident, including the following information:
  - a. Nature of incident
  - b. Location of the incident
  - c. Description of person(s) involved.
  - d. Description of property involved.
  - e. Type of weapon, if any.

NOTE:If the incident poses a danger of death or bodily injury, call 911 first.  
Give the information listed above  
Inform Campus Security at ext. #7777

3. Assist the officers when they arrive by supplying them with any additional information.
4. Should gunfire or discharged explosives cause a hazard on the campus, you should take cover immediately, using all available concealment. After the disturbance, seek emergency first aid, if necessary by calling Campus Security at ext. 7777

## **BOMB THREAT RESPONSE PROTOCOL**

1. If the threat is received by telephone, encourage the caller to talk. The person receiving the bomb threat should ask specific questions such as:
  - a. When the bomb is going to explode?
  - b. Where is the located?
  - c. What kind of bomb is it?
  - d. What does the bomb look like?
  - d. Why did you place the bomb? See *Bomb Threat Call Sheet* posted at telephone
  
2. Keep talking to the caller as long as possible and record the following information:
  - a. Time of call.
  - b. Approximate age and the gender of the caller.
  - c. Speech pattern, accent, other distinguishing vocal traits.
  - d. Emotional state of the caller.
  - e. Background noises.
  
3. CALL EXT. 7777 to inform Campus Security that a bomb threat has been received and Inform Security of location of device.

After the caller hangs up, DO NOT hang up your phone but use another phone to call.

4. Upon being informed of a bomb threat, Security will immediately:
  - a. Notify police (911) of the received bomb threat at the College.
  - b. Notify the President or available Administrator of the bomb threat.
  - c. Pull the fire alarm to evacuate the buildings as directed by the President or Administrator
  - d. Inform personnel in all College buildings as directed to evacuate.
  
5. If a suspicious object or potential bomb are observed on campus. DO NOT HANDLE IT! Clear the area and immediately notify Campus Security at ext. 7777. If in doubt, call ext. 7777.
  
6. Upon hearing the alarm bells, quickly exit the building by the nearest door. Once outside, move to clear area away from the building.
  
7. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a College official.

**The Emergency Response Team will meet to assess the situation and then implement the appropriate College response.**

## HOSTAGE TAKING

1. If you are a hostage:
  - a. Do not agitate the captors.
  - b. Provide only enough aid or support to the captor(s). To keep captor(s) calm
  - c. Use judgment in following directions of the captor(s).
  - d. Try to establish a one-on-one relationship with the captor(s).
  
2. If you observe a hostage taking incident:
  - a. Immediately inform Campus Security-Ext. 7777.
  - b. Report as many details as you observed:
    - Location of hostage taking
    - Number of captor(s)
    - Appearance of captor(s)
    - Weapons: type(s), amount
    - Number of hostages
    - Demands of captor(s)
  
3. Campus Security or designate in the absence of an administrator, until emergency agencies arrive
  - Call 911
  - Ensure the safety of those not involved in the hostage situation by isolating the affected area.

## **DANGEROUS PERSON IN BUILDING**

1. Contact Campus Safety for assistance, if possible at ext.#7777
2. If individual shows a weapon:

Stay Calm, Do Not Be Heroic

- If not threatening, ask them to put down the weapon, then ask the nearest person to have someone call 911.
  - If threatening, separate yourself and others from the Individual if possible. Do not attempt to confiscate the weapon.
  - Attempt to reason with the individual if necessary, but do not blame and do not threaten.
  - Try to calm the armed suspect while calming and reassuring other persons involved.
  - Ask, in a calm voice, if other students/elderly/disabled can leave the area.
    - a. If the armed suspect gives permission, have the person(s) calmly leave the area and report to a designated area.
    - b. If armed suspect does not give permission, keep talking with him/her until the police arrive. Ask questions such as, "Why are you doing this?" and "What do you want?"
  - Once the authorities have subdued the individual, report all details to the police or do as instructed by police.
3. If a weapon is suspected, but not visible:
    - STOP! Do not approach. Do not attempt to confiscate the weapon.
    - Notify the main switchboard or Campus Security immediately of the location of the armed suspect. (If off-site, call 911)
    - Do not alert suspect that you are aware she/he has a weapon. - If possible, without alerting the suspect, clear the area.
  4. Shooting in School
    - Move all students into classrooms or other securable rooms.
    - If possible, lock the door leading into the room.
    - Turn out the lights and move all students to a non-visible corner of the room.
    - Attempt to cover any glass panes in the door with paper so that anyone attempting to look into the room, from the hall, will not see anything.
    - If possible, notify switchboard or Campus Security of situation.
    - Stay "Locked Down" until given all clear from Campus Security or Police.

## **SUICIDE/DEATH**

### 1. Attempted Suicide

- If a suicidal person is uninjured, remain calm and continue talking to distract the person's attention and delay harmful actions.
- Immediately appoint a person to notify the Campus Security, (If off site, call 911) (Campus Safety call 911 then call Director of Counseling, ext. 7023, Dean For Student Affairs, ext 7030, Vice President For Enrollment Management, ext 7134. Have students and unnecessary personnel removed from the area.  
- Have trained personnel administrator any needed first aid.
- Do not leave the victim until relieved by emergency medical personnel, Campus Security or other officials

### 2. Death/ Suicide On School Grounds

- Have students and unnecessary personnel removed from the area.
- Appoint someone to notify Campus Security. Campus Security will then notify 911 and appropriate designate, immediately. (If off site, call 911 immediately, then Campus Security
- Do not move or touch victim's body.
- Secure the area to prevent any evidence from being destroyed.
- Do not leave the scene until instructed to do so.

### 3. After a Death/Suicide

#### Faculty and Counselors

- Make yourself available and accessible to students/staff who want to talk. Be responsive showing concern, understanding and acceptance.
- Provide time for class discussion. When questioned by students, be honest and accurate about the incident and your own thoughts and feelings. Validate their perceptions and emotions.
- Listen and give students time to express their feelings and thoughts.
- Try to reduce students' tendency to identify with the victim.
- Help students to reduce the guilt, sense of responsibility, anger and fear, which are natural reactions after a death.
- Encourage students to seek out support and comfort from others, but also to gradually work to self-reliance.
- Without being preachy, talk about the necessity to return to normalcy even though things will never be the same.
- Identify students who may require counseling. Refer them to the Counseling Center.

### 4. Notification Protocol After Death/Suicide

- Anyone who hears about a suicide or other tragedy involving a student, faculty, or staff of the school should contact the office of Student Affairs immediately. The Vice-President for Enrollment Management, ext 7134, and the Dean For Student Affairs, ext. 7030 will be informed immediately. The Vice President and the Dean will inform the President.
- The emergency communication chain will be implemented.
- The Crisis Response team will meet as soon as possible to discuss specifics of a post-incident plan (i.e. set up counselor for students & others who are affected.)
- Media Handling: Either the President or a designee will alert the Public Relations Office which will respond to the press and to the community. No statement will be made to the media until the immediate family has been notified

#### 5. Follow-up After Death/Suicide

Condolences: The College President or designee will express condolences to the family of the victim on behalf of the school.

- As much as possible, the school policy will be business as usual. - Counseling services will be available to all students but faculty should continue to use class time for school work
- Encourage students to be supportive of one another and to encourage communication between friends and the faculty member if one of the students needs help in processing grief or understanding of death.

CAUTION: DO NOT divulge any information to anyone other than school officials, police and/or emergency medical personnel. Refer inquires to school administration or the Public Relations Department.



**CHESTNUT HILL COLLEGE  
ORANGE ALERT**

When the government declares an “orange” alert, the following precautions will be put into effect:

1. Entrance to the College will be through the main door in Fournier hall and the west ground floor door in St. Joseph Hall, when the receptionist desk is staffed. When the receptionist desk in St. Joseph Hall is not staffed, entrance by way of the west ground floor door is possible if a faculty member, staff member, or student wishing entrance;
  - a. Rings the bell
  - b. Announces name and displays I.D. to camera

When the receptionist desk in St. Joseph Hall is not staffed, anyone without an I.D. including faculty, staff, and students must use the Fournier Hall entrance where they can be identified.
2. Visitors will be asked to:
  - a. Sign in
  - b. Leave a picture I.D. with the receptionist
  - c. Identify host
  - d. Be escorted by host at all times when in the buildings
  - e. Visibly display visitor’s pass at all times
  - f. Sign out and receive deposited I.D.
3. Faculty, staff, and students are asked to visibly display Chestnut Hill College picture I.D. or readily produce it when asked. Please do not take offense if asked to produce the Chestnut Hill College I.D. if you are not displaying it. You may be asked because the security officer is new, or on a different shift and does not recognize you.
4. Faculty, staff, and students are asked to report the following to Security at: #7777 or # 7090
  - a. Visitors not displaying a visitor’s pass
  - b. Suspicious packages or containers
  - c. Unusual or suspicious behavior or circumstances.
5. It is advisable for office and dormitory doors to be locked, whenever the occupant is not in the room. This should be a common security practice for all times.

We are not alarmist, but wish to take whatever precautions are necessary to safeguard the College community in this time of uncertainty.

## CHESTNUT HILL COLLEGE

### RED ALERT

Chestnut Hill College has taken the precaution of planning a course of action if the government for our region should issue a “**red**” alert. This type of alert may call for institutions to initiate a “**Shelter in Place**” procedure.

1. A crisis management team has been assembled. The team includes the President, Vice Presidents, Deans, representatives from Security, Health Services, Physical Plant, Housekeeping, Dining Service, Counselors and Chaplain.
2. A Center of Communication will be set up in the lounge area on the ground floor of Martino Hall, with an alternate Center in the Environmental Laboratory on the ground floor of St. Joseph Hall.
3. If the crisis requires **building evacuation**, we will be alerted by way of a fire alarm signal. We are asked to move as far from the buildings as possible to areas such as the summerhouse, the softball field, or the hockey field.

If the crisis requires **evacuation from room with windows and shelter in place**, whistles being blown over the PA system in St. Joseph, Fournier, and Fontbonne Halls will notify us. Whistles will be blown in the corridors of Martino Hall. Since many rooms in Martino Hall are windowless, occupants may remain in those rooms. The library and Roger’s Center will be notified either by phone or walkie-talkie, since the public address system does not reach these buildings.

4. Each building has been equipped with:
  - a. A battery operated radio – in possession of RAs and library staff
  - b. Flashlights – in possession of RAs and library staff
  - c. A well-equipped first aid kit – supplies located:
    - St. Joseph Hall, 3<sup>rd</sup> floor – closet outside the Montessori Room
    - Martino Hall, ground – trainer’s room
    - Fournier Hall, 1<sup>st</sup> floor – Security/reception desk
    - Fontbonne Hall 1<sup>st</sup> floor – RA’s office
    - Logue Library – main desk

*First aid supplies for routine situation are available in the Health Office.*

5. The dining service has stockpiled a supply of water and not-perishable foods that should last for about five days. It would be advisable for all to keep a supply of water and non-perishable food, prescription medicine for three days in offices, dorm rooms, or lockers.

6. Housekeeping has assembled pillows and blankets in each building for emergency overnights.
7. Areas in all buildings, except the library, have been identified where decontamination showers are available.
8. Housekeeping has soap, paper products, Clorox, and other cleaning supplies available.
9. Resident students have received this information and have filed information with Lynn Ortale. The information filed includes:
  - a. The name and member of an off-campus person to be notified
  - b. Medical information, such as conditions needing attention, listing of any medications required, and the location of medications.
  - c. The availability of a car, which could be used to evacuate campus
10. Physical Plant staff will turn off fans, heating and air-conditioning, and other ventilation systems. Windows exposed to the exterior should be closed. Doors and windows will be sealed as soon as possible. Duct tape and plastic sheeting will be available to secure designated areas, such as bathrooms and doors opening into corridors.
11. Safe bathrooms, i.e., those without windows or with sealed windows will be designated as available for use.
12. All are asked to be mindful of those among us who may need assistance in moving to a safe place.
13. If there is a suspicion that a bomb or an incendiary device is present in the building(s), please do not use cell phones, walkie-talkies, or any device that could emit signals that could cause a blasting cap to detonate.
14. When the **Shelter in Place** alert is given, please do not attempt to leave the building until government authorities issue an "all clear".

**We pray we will never have to use this information, but we cannot be unprepared in case of crisis.**

[Job Description Template]

[Job Title]

Department: [ List the department that the position is in]

Reports to: [Title of Supervisor]

Purpose:

Requirements:[education, etc.]  
[knowledge in specific areas if needed]  
[physical/mental requirements]  
[customer service skills]  
[internal relationships that may be needed]  
[handling of special and or/hazardous materials]  
[hours of work]  
[use of special equipment]  
[list on-call or emergency hrs if needed]

Description: Describe the following:  
[Essential functions of the job]  
[non-essential functions]



# CHESTNUT HILL COLLEGE

## REQUEST FOR APPROVAL OF POSITION:

Position: \_\_\_\_\_ Salary Range \$\_\_\_\_\_ per \_\_\_\_

Full-time                       Part-time \_\_\_\_\_ hrs per wk/\_\_\_\_\_ mos. per year  
 10 month                       Temporary, from \_\_\_\_\_ to \_\_\_\_\_

Department: \_\_\_\_\_ Budget Account \_\_\_\_\_

Replacement      Replacement is for \_\_\_\_\_

New                      Reason for addition \_\_\_\_\_

Summary of Duties and Qualifications \_\_\_\_\_

Approval of Initiating Supervisor \_\_\_\_\_  
Signature                                      Title                      Date

Approval of Administrator \_\_\_\_\_  
Signature                                      Title                      Date

Approval of VPFA \_\_\_\_\_  
Signature                                      VPFA Title                      Date

Approval of President \_\_\_\_\_  
Signature                                      President Title                      Date

## NOTICE OF POSITION FILLED

New Employee       Transferred Employee, from \_\_\_\_\_

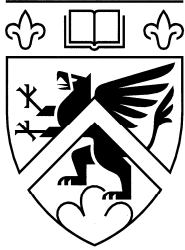
Employee Name \_\_\_\_\_ Start Date \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Full-time     Part-time                      Salary/Wage \$\_\_\_\_\_ per \_\_\_\_

Please send letter of appointment to  home     initiating supervisor



# CHESTNUT HILL COLLEGE

## TIMEKEEPING FORM Non-Exempt Employees

EMPLOYEE NAME \_\_\_\_\_ for Payroll Month \_\_\_\_\_

I have a regular schedule on file, worked my regular schedule, used no paid or unpaid leave time, and worked no overtime during this payroll period.

I have a regular schedule on file, but used paid or unpaid leave time and/or worked overtime as noted below during this payroll period.

Date	Vacation Hours	Sick Hours	Personal Leave Hours	Overtime Hours	Other*
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
TOTAL					

\*For "other" note number of days and type:

[R] Religious Retreat [B] Bereavement Leave [O] Other (explain) \_\_\_\_\_

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

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

DUE TO PAYROLL AND BENEFITS BY THE TENTH WORKING DAY OF THE MONTH FOLLOWING THE PAYROLL MONTH



**CHESTNUT  
HILL  
COLLEGE**

**TIMEKEEPING FORM  
– Exempt Employees**

EMPLOYEE NAME \_\_\_\_\_ for Payroll Month \_\_\_\_\_

I used no paid or unpaid leave time during this payroll period.

I used paid or unpaid leave time during this payroll period as noted below:

Type of Leave	# of Days	Dates
Vacation		
Sick Leave		
Personal Leave		
Bereavement Leave		
Religious Retreat		
Other (please explain)		
Unpaid Leave		

Comments:

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

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

**DUE TO PAYROLL AND BENEFITS BY THE TENTH WORKING DAY OF THE  
MONTH FOLLOWING THE PAYROLL MONTH**

**Chestnut Hill College**  
**Hourly/Part time Employee time sheet**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Pay Period \_\_\_\_\_ Dept. Name \_\_\_\_\_ Dept. Number \_\_\_\_\_

Day	Date	Scheduled Time	Time In	Time Out	Total All Hours
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Total Hours					

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

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Department Supervisor \_\_\_\_\_ Date \_\_\_\_\_

1. All time sheets must be turned into the payroll/benefits office on the *Friday* before the payday. No later than 9:00 am on that Monday.
2. Please total all hours and double check them
3. In order to be paid, all timesheets must have the supervisor's signature.
4. NOTE: All timesheets are then double-checked by the Payroll office.



**Chestnut Hill College  
Federal Work Study Time Sheet**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Pay Period \_\_\_\_\_ Dept. Name \_\_\_\_\_ Dept. Number \_\_\_\_\_

Day	Date	Scheduled Time	Time In	Time Out	Total All Hours
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Total Hours					

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

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

1. All time sheets must be turned into the Financial Aid office on the *Friday* before the payday.
2. Please total all hours and double check them
3. In order to be paid, all timesheets must have the supervisor's signature.
4. NOTE: All timesheets are then double-checked by the Payroll office.

**Chestnut Hill College  
Student Employee time sheet**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Pay Period \_\_\_\_\_ Dept. Name \_\_\_\_\_ Dept. Number \_\_\_\_\_

Day	Date	Scheduled Time	Time In	Time Out	Total All Hours
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Total Hours					

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

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

1. All time sheets must be turned into the payroll/benefits office on the *Friday* before the payday.
2. Please total all hours and double check them
3. In order to be paid, all timesheets must have the supervisor's signature.
4. NOTE: All timesheets are then double-checked by the Payroll office.



**EMPLOYEE DATA RECORD**

PLEASE COMPLETE THIS EMPLOYEE DATA RECORD. IT WILL SUPPLY US WITH THE INFORMATION NEEDED FOR PERSONNEL.

**(PLEASE PRINT LEGIBLY)**

NAME \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_  
LAST FIRST MIDDLE  
Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_  
Home phone # ( ) \_\_\_\_\_ e-mail \_\_\_\_\_

**EMPLOYMENT INFORMATION**

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Dept # \_\_\_\_\_ Full time \_\_\_\_\_ Part time \_\_\_\_\_ Hours worked per week \_\_\_\_\_ Date of hire \_\_\_\_\_  
Please check one Staff \_\_\_\_\_ Faculty \_\_\_\_\_ Adjunct Faculty \_\_\_\_\_

**IN CASE OF EMERGENCY NOTIFY:**

Name \_\_\_\_\_  
Phone # (Day) \_\_\_\_\_ Phone # ( Night) \_\_\_\_\_ Relationship \_\_\_\_\_  
Name \_\_\_\_\_  
Phone # (Day) \_\_\_\_\_ Phone # ( Night) \_\_\_\_\_ Relationship \_\_\_\_\_

**PERSONAL DATA**

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender  Male  Female  
Marital Status  Single  Married  
Name of spouse \_\_\_\_\_ Number of dependents including yourself \_\_\_\_\_  
Dependent Children: 1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

**ETHNIC ORIGIN (please answer both questions for statistical purposes only):**

*Chestnut Hill College is required by the federal government to ask the following questions about your race/ethnicity. Your responses enable us to do research as well as qualify for grants and develop programs that will benefit our students. This information will never be used in decisions about individuals, such as admissions or registration or employment priorities. It will be used only for research, grant applications, and efforts to improve our academic programs and student services. We ask that you please respond to both of the following questions as accurately as you can*

**1.** Please put an X in the box for one or more of the following: **2.** Please put an X in the box for one or more of the following:

- Hispanic or Latino or of Spanish origin
- Cuban
- Mexican
- Puerto Rican
- South American
- Central American
- None of these
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Pacific Islander
- White

date: \_\_\_\_\_