



Employee Handbook

Revised – October 1, 2019

TABLE OF CONTENTS

INTRODUCTION	1
Mission.....	1
Welcome to Hiram College.....	1
EMPLOYMENT	2
Relationship to the Faculty Academic Handbook	2
Disclaimer, Reservation of Rights.....	2
Employment at Will.....	2
Salary and Compensation Goals.....	3
General Compensation Policies.....	3
Resignation.....	4
Vacancies	5
Performance Evaluations	5
Employees with Disabilities.....	5
Hiram College Service and Support Animal Policy	6
Religious Accommodation.....	7
Employment Records.....	7
Medical Records.....	8
Employment and Academic Review of Relatives	8
Employee Conflict of Interest and Conflict of Effort/Commitment.....	8
Interest in Creative Works	9
Sales of Employee-Created Materials to Hiram Students.....	9
Copyright Law Compliance Policy.....	9
Use of the College Name and Seal	10
Professional Liability.....	10
PROFESSIONAL CONDUCT	12
Standards of Conduct.....	12
Disparagement.....	12
Anti-Harassment Policy	12
Sexual Harassment and Misconduct.....	12
Other Standards of Conduct.....	21
Romantic Relationships with Students	21
Romantic Relationships Between Employees.....	21
Reporting Wrongful Conduct.....	21
Grievance Procedure.....	22
Grievance Against a Student.....	23

SUBSTANCE ABUSE, WEAPONS PROHIBITION, FITNESS FOR DUTY	24
Drugs, Alcohol, and Tobacco	24
Weapons.....	25
Employee Assistance Program (EAP)	25
Fitness for Duty–Drug and Alcohol Testing.....	25
Fitness for Duty–Physical and Mental Health.....	27
APPROPRIATE USE OF INFORMATION, TECHNOLOGY, AND SOCIAL MEDIA.....	29
Confidential and Proprietary Information.....	29
Acceptable Use of Technology	29
Acceptable Social Media Use.....	33
ATTENDANCE & TIME AWAY FROM WORK.....	37
Attendance	37
Family & Medical Leave	37
Faculty Leaves of Absence	41
Staff Medical Leave–Sick Hours.....	42
Long-Term Disability	43
Faculty and Staff Personal Leave	43
BENEFIT PLANS	47
Group Insurance Program	47
Medical and Dental Insurance.....	47
Life Insurance and Accidental Death and Dismemberment Insurance	47
Long-Term Disability Income.....	47
Flexible Spending Accounts.....	47
Retirement Plan	48
Tuition Benefits.....	49
Tuition Exchange Program.....	50
COLLEGE FACILITIES AND SERVICES.....	51
Library	51
Bookstore	51
Athletic Facilities.....	51
Dining Services	51
Parking.....	51
Charitable Contributions.....	52
CONCLUSION.....	52

INTRODUCTION

Mission

The mission of Hiram College is to foster intellectual excellence and social responsibility, enabling our students to thrive in their chosen careers, flourish in life, and face the urgent challenges of the times.

Welcome to Hiram College

As a member of the faculty and staff of Hiram College, you join a collegiate community that strives to engender a spirit of respect and mutual understanding among all employees regardless of rank or title. The preeminent purpose of this community is to foster student success and to support students in making meaningful and timely progress toward a baccalaureate degree. Through effective communication, a spirit of collaboration, and a willingness to embrace both the preeminent purpose of the community and the changes necessary to keep that purpose alive, college employees contribute to the viability of the College and its future.

This handbook has been prepared to provide Hiram College's professional staff, non-exempt staff, and faculty with information about the policies and practices of employment with the College. "Professional staff" refers to employees whose work is supervisory, administrative, or professional and who are exempt from overtime payment. "Non-exempt" refers to employees who are not exempt from overtime payment. Faculty at Hiram College are full-time employees who have been appointed to one of the four (4) regular academic ranks: Instructor, Assistant Professor, Associate Professor, or Professor. This handbook has been compiled as a source of general information; it does not detail individual job or departmental responsibilities. All employees are expected to become familiar with the areas that apply to their employment.

If you are a new employee, welcome to Hiram; college officials look forward to the contributions you will make in advancing Hiram's future. If you are a continuing employee, officials appreciate your ongoing dedication to the College.

EMPLOYMENT

Relationship to the Faculty Academic Handbook

For employees covered by the Faculty Academic Handbook, the terms and conditions of the Faculty Academic Handbook supersede this handbook on any subject covered by the Faculty Academic Handbook.

Disclaimer, Reservation of Rights

The policies and procedures set forth in this handbook supersede all previous written and unwritten college personnel policies. This does not apply to the Faculty Academic Handbook. This handbook is not a limitation on the College's right to direct its workforce. Unless restricted by law, the College reserves all rights to manage its workforce. The policies and procedures contained in this handbook do not reflect or represent every conceivable factual situation. It strives, however, to include those most often encountered. Situations may differ and will be handled as warranted by the circumstances and at the discretion of the College. The policies and procedures in this handbook are intended to be guidelines to employees, department heads, and managers. The College retains the right to amend, add to, or change the policies and procedures in this handbook at any time. Within 10 business days of any such revision, the changes will be posted on the Human Resources website and officials will send a campus email to employees that alerts them to the policy change(s).

It is the policy of Hiram College that all employment decisions be made without regard to race, color, religion, national origin, ancestry, age, gender, sexual orientation, disability, military status, or any other characteristic protected by applicable law. Once employed, the College encourages faculty and staff to seek advancement; it provides opportunity for upward mobility to higher positions by hiring the best qualified individuals. The College will not tolerate discrimination against its students, faculty, or staff.

If an employee believes that the actions or words of a manager, supervisor, another employee, or a non-employee constitute discrimination, the employee has a responsibility to immediately report the suspected discrimination to the Executive Director of Human Resources, a department head, college officer, or any other management-level college employee with whom the reporting employee is comfortable addressing the issue.

The College will investigate and address complaints of discrimination promptly. Employees are required to cooperate in any investigation. To the extent practical, the College will maintain confidentiality with respect to the matter. Retaliation against any employee for reporting an allegation of discrimination or participating in an investigation is prohibited.

Any employee who is found to have engaged in prohibited discriminatory conduct will be subject to disciplinary action up to and including discharge.

See the section "Professional Conduct" in this handbook for more detailed explanations and instructions.

Employment at Will

It is the policy of Hiram College that employees are employed "at will."

Employees may terminate their employment at any time and for any reason subject to the notification timelines delineated below. Similarly, the College may end employees' employment at any time and for any reason, with or without cause or notice.

No college employee or representative other than the President—in a signed written agreement authorized by the Board of Trustees—may modify the at-will nature of this policy for any employee or enter into any oral or written agreement contrary to this policy. This policy may not be modified by any statements contained in this handbook or any other handbooks, employment applications, or other materials provided to applicants and employees in connection with their employment.

None of these documents, whether singly or combined, create an express or implied contract of employment for a definite period or any express or implied contract concerning any terms or conditions of employment. Similarly, Hiram College policies and procedures are not to be considered as creating any contractual obligation on the College's part or as instituting a requirement that termination will occur only for cause. Statements of specific grounds for termination set forth in the handbook or any other documents are examples only, not all-inclusive lists, and are not intended to restrict the College's right to terminate employees under this employment policy.

Salary and Compensation Goals

The College will endeavor to create a compensation and benefit structure that rewards excellence, loyal service to the institution, and demonstrated support of the College's purpose. The goal for Hiram College is that compensation and benefits enable the College to attract and retain a quality workforce.

The College uses the following service definitions for determining employee eligibility for certain compensation, benefits, and employee service purposes:

1. *Employee Service Recognition*. This covers professional and non-exempt full-time staff and is based on full-time years of service without a break in service. Approved leaves without pay do not constitute a break in service, but such leave time does not count in calculating years of service.
2. *Compensation Plan*. When financial conditions allow, the following items may be a part of the College's compensation system:
 - a) *Longevity*: A \$1,000 increase to base salary for all full-time employees upon completion of 20 years of full-time continuous service, and another \$1,000 increase to base salary for all full-time employees upon completion of 25 years of full-time continuous service.
 - b) *Retirement Plan*: A retirement plan document is provided. See this document for details.

General Compensation Policies

Newly hired employees are paid a salary commensurate to the responsibilities associated with the position they are assuming. Subsequently, salary progress depends on job performance, aptitude, demonstrated commitment to the College's purpose, and the College's financial capacity.

Overtime Compensation

Concerning overtime status, employees are classified in accordance with the requirements of the Fair Labor Standards Act (FLSA). Part-time and exempt employees are exempt from overtime payment. Exempt staff refers to employees whose work is supervisory, executive-level administrative, or professional in nature as provided in the criteria set forth in the Fair Labor Standards Act. All non-exempt employees (hourly paid employees) are eligible for overtime payment for approved hours worked that exceed 40 during a work week. Overtime will be paid at the rate of one and one-half (1½) times the employee's regular hourly rate of pay. Employees may be expected to work reasonable overtime hours when directed. All overtime or

hours worked in excess of an employee's regular schedule must be authorized in writing by a department head *prior* to being worked.

Time Records

The College utilizes timesheets to accurately record time worked for all part-time and non-exempt staff. Supervisors will explain the method of keeping daily time and attendance records. Employees should carefully review each paycheck and promptly discuss any discrepancies or errors with the employee's supervisor and/or Payroll. Under no circumstances may an employee record time worked for another employee or substitute time worked on one day for time due on another.

Paydays and Direct Deposit

Depending on the position, part-time staff are either paid biweekly (every other Friday) or monthly (the last business day of each month). Non-exempt staff are paid every other Friday. Professional staff are paid monthly on the last business day of the month.

Employees have their net pay directly deposited on payday into their checking or savings account in a financial institution of their choice. Any bank, savings & loan, or credit union which participates in the Automated Clearing House network throughout the country may be used. Each payday, employees can access an earnings statement which provides a record of gross pay, deductions, and the amount of net pay deposited into their account. Changing banks or accounts can be done at any time with the completion of an authorization form which is available in the Human Resources and Payroll offices.

Resignation

Employees who desire to resign their employment are asked to provide the College with an advance, written notice according to the schedule outlined below. The last day worked will be the date used to determine benefits eligibility and effective dates. Payment to resigning employees for any accrued and unused benefit which is eligible for payment will be included in the employee's final paycheck. An employee must reimburse the College or have an amount deducted from their final paycheck for vacation which has been taken but is not earned at the time of termination. All other obligations an employee has pending with the College must be completed to the satisfaction of the College prior to an employee's last day worked. The Human Resources Office will conduct an exit interview before the employee's last day to review all employment matters, obligations, and benefits or, if unable to perform the exit interview, will mail out information to the employee.

Notice of Other Employment

Within three (3) days of accepting employment elsewhere, Hiram faculty and staff are required to inform the Vice President in their area that they have been offered and accepted an outside position; they must also give the proper notice of departure as outlined below.

Notice for Staff Resignation

Non-exempt (hourly) staff employees are required to provide the College with a written notice at least two (2) calendar weeks prior to the last day they intend to work. Exempt staff employees are required to provide the College with notice of at least four (4) calendar weeks. Staff employees in a managerial and/or supervisory role are also required to provide notice of four (4) calendar weeks. Employees who do not give the appropriate amount of notice will not be compensated for accrued, unused vacation time. The College reserves the right to shorten the employee's required notice time.

Notice for Faculty Resignation

Except in the case of an emergency, no faculty member who is tenured, on tenure-track, or holds a multi-year contract should vacate a teaching role in the midst of the academic year. Given the hiring cycle in

academe, faculty with such status should provide the Dean of the College with one semester's notice of a planned or confirmed resignation.

Adjunct faculty shall complete the term or semester in session prior to vacating any instructional post.

The College reserves the right to shorten the faculty's notice time.

Vacancies

When position vacancies occur, the Human Resources Office typically sends a notice to campus to generate awareness and/or interest about the opening and search process. Position openings are posted on the College's website (www.hiram.edu) under "Careers at Hiram." When a position is posted, internal candidates with relevant experience and requisite skills and credentials may apply for the opportunity. Such opportunities may afford internal candidates career advancement and increased compensation.

Performance Evaluations

Hiram College is dedicated to continuous feedback in order to promote the most effective and high performing employment body. Therefore, performance evaluation is used as a developmental tool that hones skills and aptitude and measures progress toward employee and departmental goals. The performance evaluation process is designed to be interactive and communicative.

New employees are typically evaluated at the 90-day work anniversary so that they can see and hear official feedback from their supervisor. Afterwards, the performance evaluation program unfolds according to intervals and timelines set out by Human Resources or the division's Vice President. In between formal evaluations, Hiram expects employees and supervisors to routinely share feedback with each other. By giving and receiving real-time feedback, employees should be able to anticipate the strengths and weaknesses presented during the formal performance evaluation meetings.

Employees with Disabilities

Hiram College, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 ("ADA"), seeks to assure its employees that no individual will be discriminated against in the workplace due to a disability. Under the ADA, the term disability means: "(a) A physical or mental impairment that substantially limits one or more major life activities of an individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment." Please see the section "Employment" later in the handbook for complaints of disability discrimination and harassment.

An "ADA Reasonable Accommodation" may be provided to qualified employees with a disability. What constitutes a reasonable accommodation will vary from case to case depending on the needs of the position and of the qualified employee. There is no guarantee that a reasonable accommodation will exist for every situation.

The College seeks to assure that individuals with a disability are hired and retained and have reasonable access to college-owned facilities, as well as facilities occupied by the College under contract.

ADA Reasonable Accommodation Request Procedure

The ADA Reasonable Accommodation Request Procedure serves to verify the existence of a disability and the need for a workplace accommodation.

To request an ADA accommodation, the employee is required to contact Human Resources to request a copy of the required forms. The forms must be returned to the Executive Director of Human Resources, who will then contact the medical provider for verification of disability information provided by the employee.

Upon receipt of the required medical information, the Executive Director of Human Resources will engage the employee in an interactive process to:

- ascertain the individual's precise job-related limitations and whether and how they can be overcome with reasonable accommodation; and
- identify potential accommodations and assess the effectiveness of each.

Human Resources, with input from the employee, department management, and other necessary professionals, will determine whether or not a reasonable accommodation may be fashioned, and whenever possible, will recommend an appropriate accommodation. The appropriate accommodation need not be the one desired by the employee.

Human Resources will forward a copy of their recommendation(s) to the appropriate management and the Chief Financial Officer. Once the Chief Financial Officer approves the recommendation, Human Resources will then inform the employee. Human Resources will monitor the situation to ensure that the agreed upon accommodation is achieved and maintained as long as required.

Hiram College Service and Support Animal Policy

Hiram College complies with the Americans with Disabilities Act (“ADA”) in allowing the use of “service animals” and with Ohio law in allowing the use of “animal assistants” on Hiram College property to assist people (students, employees, and visitors) with disabilities in the activities of daily living. Hiram College also allows “support animals” (as defined below).

The Hiram College Service and Support Animal Policy went into effect on July 1, 2014. It defines “service animal” within ADA parameters and “animal assistant” within Ohio law parameters. Animals that qualify for either or both of these designations are officially trained to perform specific work or tasks that assist their human. A “support animal” is an animal which does not qualify as a service animal or animal assistant but provides emotional or other support to ameliorate one or more identified symptoms or effects of a person’s disability. Unlike the ADA-defined “service animals” or the Ohio-defined “animal assistants,” the “support animals” are not required to be trained to perform work or tasks, and they include additional species not defined for service animals.

Policy Requirements

Employees who wish to utilize a service animal or animal assistant in a college office or other area of college property not open to the general public must meet the following requirements:

- An employee with a service animal or animal assistant must notify the Human Resources Office and provide the appropriate documentation.
- The service animal, but not a support animal, must be trained to do specific tasks for such disabled individual.

The individual must comply with all applicable laws (including, without limitation, all applicable laws relating to the care of the service animal or the animal assistant) and the Hiram College Service and Support

Animal Policy. For an employee to qualify for having a support animal on Hiram College property, the following requirements must be met:

- An employee with a support animal must notify the Human Resources Office and provide the appropriate documentation.
- An employee with a support animal is generally not allowed indoors on Hiram College property other than in Hiram College residential housing in which the employee resides and in the common areas surrounding the housing.

Please refer to the Hiram College Service and Support Animal Policy for additional policies (available in the Human Resources Office).

Employees with pets on campus are not permitted to bring their pets into college buildings, except for residences owned by the College. Pets should be on leash, and employees must be vigilant about waste clean-up.

Religious Accommodation

In accordance with federal and state laws and College policy, the College prohibits discrimination on the basis of religion. The College provides reasonable accommodations for sincerely held religious beliefs and/or practices unless doing so would impose an undue hardship on the College. A reasonable religious accommodation is an adjustment to the work environment that will allow an employee to adhere to their religious beliefs. An employee seeking a religious accommodation should proactively approach their immediate supervisor 10 work days in advance of any requested accommodation to discuss the situation. If the employee is not satisfied with their supervisor's response, the employee can forward their request to Human Resources for review. Human Resources will respond to the employee's request within a reasonable time.

Employment Records

The College maintains an employee personnel file for everyone employed at the institution. This file normally includes the resume and/or application the employee submitted at the time of hire. Most often it also includes pertinent forms and records relating to the employee's employment, such as evaluations, promotion history, award letters, and other documents. The Human Resources Office confidentially maintains the files and limits access to individuals who have a need to know, including, for example, the employee's supervisor. Upon written request, employees may review and retain the contents of such personnel records. In terms of the latter, a copying cost may be charged to employees seeking to duplicate file materials. Both the College itself (via the Human Resources Office) and the employee are responsible for keeping the information in the College's personnel files correct and up to date. Toward this end, employees are required to notify their supervisor and the Human Resources Office of any change in their:

- name,
- address,
- telephone number,
- marital status,
- beneficiaries,
- dependents,
- emergency contacts, and
- education and training.

Medical Records

The College strives to maintain accurate medical records, including results from physical examinations and any other medical information required as a condition of employment or arising out of a work-related injury or disease. These records are maintained as separate and confidential files in the Human Resources Office. Upon written request, employees and their designated representatives have the right to see or copy the contents of such medical records. A copying cost may be charged to employees seeking this information.

Employment and Academic Review of Relatives

Employment

As a general practice, the College discourages the employment of relatives. It makes occasional exceptions, however, to this general practice if the exception is not harmful to the institution's interests. Persons who are relatives of employees may be employed provided that they are qualified and that there is no supervisory relationship between related employees. The term "relative" means persons who are related by blood or marriage, have a demonstrated long-term committed relationship, or external business relationship. No individual may be assigned to a department supervised by a relative who has or may have a direct effect on the individual's progress or performance. Relatives cannot work for the same immediate supervisor without prior written approval of the reporting Vice President.

Academic Review

In the context of student academic evaluation, employees are precluded from evaluating the progress or performance of relatives. Employees should refrain from having relatives enroll in a class where the employee is the instructor of record or would be instructed by the relative. If this is not possible, another employee with the appropriate expertise will serve in a support and evaluation role, as arranged with the approval of the Dean of the College.

Employee Conflict of Interest and Conflict of Effort/Commitment

Hiram College expects that work for and commitment to the institution will take precedence over all other work or service commitments. The following examples constitute a suggestive rather than exhaustive list of potential conflicts:

- A conflict of interest may occur when an employee takes on any outside work that could jeopardize or influence, in any way, work sought, performed, prioritized, and assessed in the best interest of the College. It may also occur when an employee influences or is in a position to influence college decisions for personal financial gain or benefit.
- A conflict of commitment or effort occurs when outside activities interfere with an employee's obligation to the institution. Conflicts of commitments arise out of situations in which the loyalty and effort devoted to the College are in apparent conflict with other activities that detract from the obligation to the institution either in terms of employee effort or loyalty. It is inappropriate for any employee to devote effort to an established or potential competitor of Hiram College.

It is understood that situations which carry potential for conflict need not in fact always lead to an actual conflict because of careful attention to ethics on the part of the employee and the College. Each situation is different, and many variations are possible. When in doubt, and even if the employee has no doubts but thinks that others may, he/she is required to discuss potential plans or situations with the Vice President with overall responsibility for the area in which the employee works. Disclosure is the single most appropriate and acceptable method of addressing potential conflicts.

As a result of employment with the College, an employee may have access to and use information and knowledge which the College deems to be unique and private to the College and its employees. Employees may not use or share this information with students, alumni, or anyone outside of the College in any detrimental way during or following termination of their employment. Additionally, employees may not disclose such information to any third party. Employees are not permitted to copy or remove, without express consent of the President, any confidential information of any type or description.

The use or disclosure of any non-public information, including that which the President or presidential designee has deemed as non-public, without the President's consent is not permitted. The use of such information could cause significant damage to the College. The College will hold responsible any employee who discloses such information and any third party to whom such information has been disclosed to the extent permissible by college policy and applicable laws. When in doubt, employees should discuss any questions with the Vice President who has overall responsibility for the area in which they are employed.

Interest in Creative Works

It is the policy of Hiram College not to interfere with the long-standing and traditional rights of the faculty and staff to write, create, produce, or otherwise generate works or products which are copyrightable, patentable, or of commercial value, on their own initiative. Any such materials written, created, produced, or otherwise generated by a faculty or staff member shall remain the exclusive property of the faculty or staff member, and that person shall have the sole right of ownership and disposition, unless the materials are written, created, produced, or otherwise generated "for hire." The College reserves the right to require a revocable non-exclusive license to publish or re-publish written materials for the College's internal use.

Sales of Employee-Created Materials to Hiram Students

Materials created for use in a particular course shall be sold to students at cost. If materials sold to students or the College are materials for which an employee receives money, the employee must be sensitive to issues of conflict of interest as stated above.

Copyright Law Compliance Policy

All employees of the College, including but not limited to staff, faculty, and administrators, shall conduct their activities on behalf of the College, including but not limited to any research or writing activities, in compliance with all the requirements of the United States copyright laws and regulations.

As a condition of employment, each employee agrees to accept responsibility for reading and understanding the requirements of the copyright law and the policy statement and guidelines of the College.

If, however, an employee willfully, intentionally, negligently, or without good faith violates the copyright provisions, the employee shall be solely liable for all losses, damages, judgments, and costs of whatsoever kind or nature that may be incurred. Should the College be named in a legal or equitable action arising from such wrongful infringement, the employee agrees to save, hold harmless, and indemnify the College against all losses, damages, fees (including attorney fees), or other penalties, monetary or otherwise, that may be incurred as a result of such conduct.

College employees are referred to Section 107 of the Federal Copyright Law Revision of 1978 for the definition of "fair use" of copyrighted material.

Use of the College Name and Seal

The College's name and seal are the exclusive property of the College and, consequently, may not be used in connection with goods or services offered by any outside organization without the prior permission of the President. No employee shall use the College's name and seal in printed, electronic, audio, or video materials in ways that disparage or shame the institution.

Faculty and staff members publish a considerable number of reports in the form of bulletins, circulars, scientific articles, monographs, and books, some of which are copyrighted and others of which are not. Material from such recognized publications is, of course, quotable, and proper recognition should be given to both the individual author and to the College in connection with such quotations.

Official stationery, logo, and college name may not be used in connection with "outside activities," including but not to consulting activities or expert witness reports without the written approval of the President. No oral or written report or statement relating to outside activities may have the name of Hiram College attributed to it. The use of official college titles for personal gain or publicity is prohibited without the written approval of the President.

Please refer to the College Relations Brand Identity Guide for additional details on proper logo, seal, font, and color usage.

Professional Liability

The College may defend, indemnify, and hold harmless (to the extent it deems appropriate) certain employees in circumstances considered to be in the best interest of the College. Guidelines surrounding such indemnification normally include the following:

Procedure for Indemnification

Any employee seeking defense or indemnification must deliver to the Office of the Vice President for Business and Finance any summons, complaint, notice, or demand he/she has received as soon as practical (but within 10 days after service of such document). The employee must grant the College the absolute and continuing right to direct any litigation, appoint counsel, and settle any and all claims in a manner deemed appropriate by the College. During the formulation of any settlement proposal, the College shall give the employee prior notification of the proposal, allow the employee the opportunity to comment upon the proposal, and give reasonable consideration to any comments provided. To the extent that it is within its control, the College shall maintain the confidentiality of all settlement proposals and agreements. Throughout the defense process of any covered claim or litigation, the employee shall give the College and its counsel full and continual assistance and cooperation. Failure to cooperate shall result in withdrawal of indemnification. Indemnification for the expenses of defense may be in advance of the final disposition of the action, suit, or proceeding. The individual to be indemnified may be required to furnish a general, unsecured obligation to repay the College if it is ultimately decided by the College, wholly at its discretion, that the individual is not entitled to be indemnified.

Indemnified Conduct

For indemnification to be provided, the individual must have acted in good faith, within the scope of the employee's employment, and in a manner that the individual reasonably believed to be in the best interest of the College.

Non-Indemnified Conduct

The College reserves the right not to defend or indemnify an employee where the injury or damage results from intentional wrongdoing, gross negligence, or willful violation or disregard of college policies and

procedures. The College also will not defend or indemnify an employee (1) in the event that the action or proceeding on a claim is brought by, on behalf of, or in the right of the College or (2) in the event that the action or proceeding of the claim, the employee is aligned as a party adverse to the College. Acts or failures to act by employees rendering medical, dental, nursing, legal, or other professional services not within the scope of their employment or not part of authorized or assigned duties are not included herein.

No trustee, officer, or academic officer of the College shall be indemnified or held harmless with respect to any amounts which such person shall be required (either through judgment by compromise or settlement) to pay to or on behalf of the College. Indemnification will not take place for actions such as:

- a breach of duty or loyalty to the College,
- an act or omission not in good faith or that involves intentional misconduct or a knowing violation of the law,
- a transaction from which the individual derived an improper personal benefit, or
- an act of omission that is grossly negligent.

PROFESSIONAL CONDUCT

Standards of Conduct

Hiram College values loyalty to the institution, respect for self and others, diversity, and civility. Employees are expected to uphold and model these values as members of this community. The College prohibits behaviors that erode a sense of community, including but not limited to the following: activities that negatively impact or disparage the institution or any priorities the Board of Trustees or the President identify, insubordination, theft, dishonesty, intoxication or substance abuse at work, discrimination, and harassment. Violation of standards such as these, as well as unacceptable work or attendance, will result in disciplinary action ranging from reprimand to immediate discharge, depending upon the seriousness of the offense as the College determines.

Disparagement

Disparagement of the institution, its trustees, its officers, employees, or students erodes enrollment, fundraising, campus morale, and the overall reputation of the College. Therefore, such behavior will not be tolerated by members of the community. Employees exhibiting this behavior are susceptible to disciplinary action up to and including removal. If employees have questions, concerns, or complaints about the institution, its officers, employees, programs, etc., they should follow process described later in the section “Grievance Procedure.”

Anti-Harassment Policy

Hiram College is committed to maintaining an environment that fosters tolerance, sensitivity, understanding, and respect while recognizing the rights of its community members to engage in a robust exchange of ideas. The College prohibits harassment based on race, color, creed, religion, gender, national origin, citizenship, ethnicity, marital status, age, disability, sexual orientation, gender identity and gender expression, veteran or military status, or any other status protected by applicable federal, state, or local law.

Title IX of the Education Amendments of 1972 (“Title IX”) protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

In an effort to comply with both the letter and spirit of Title IX’s requirements, Hiram pays close attention to all areas addressed by Title IX, including but not limited to the following: access to higher education, career education, employment, math and science, standardized testing, athletics, education for pregnant and parenting students, learning environment, and technology, as well as freedom from sexual harassment.

Retaliation Prohibited

In addition to prohibiting unlawful harassment itself, the College also prohibits all forms of retaliation taken against any person who, in good faith, reports an allegation of prohibited harassment or who participates in the investigation of any allegation of harassment.

Sexual Harassment and Misconduct

Hiram College is committed to fostering a safe and healthy working environment. If and when an allegation of sexual misconduct comes forth, college officials will respond quickly and carefully.

Additionally, they will initiate an investigation anytime they have reasonable knowledge of a potential violation to the policy outlined below.

It should be noted that in cases of sexual misconduct involving an employee, the jurisdiction of Hiram College extends beyond the geographic boundaries of the campus. This policy applies to all forms of sexual misconduct that:

- occur on campus;
- occur in the context of any Hiram College education or employment activities and programs; or
- have continuing adverse effects on campus, on any member of the Hiram College community, or in the context of any Hiram College education or employment activities and programs, regardless of where the conduct occurred.

Definition of Sexual Misconduct

For the purposes of this policy, sexual misconduct is an umbrella term covering sex discrimination, sexual harassment, sexual violence, sexual exploitation, domestic violence, dating violence, stalking, and retaliation. It encompasses any sexual act that occurs without the consent of one or more of the parties involved. This includes sexual imposition using physical force, assault, threat of bodily harm, or unwanted touching of a sexual nature. Sexual misconduct also includes psychological coercion, such as using a “power imbalance” to create or maintain a relationship or having sex with someone who is unable to give consent (someone under the influence of alcohol or drugs, as an example).

Definition of Sex Discrimination

The College prohibits discrimination on the basis of sex in all of its programs and activities. Sex discrimination occurs when a person is excluded from participation in, or denied the benefits of, any college program or activity because of their sex. Sex discrimination includes materially adverse treatment or action based on a person’s sex, pregnancy status, and/or failure to conform to stereotypical notions of masculinity and femininity (“gender stereotyping”).

Sex discrimination includes gender-based harassment, which may include acts of aggression, intimidation, or hostility based on actual or perceived sex, sexual orientation, gender identity, gender expression, or gender stereotyping. Gender-based harassment usually does not involve conduct of a sexual nature. Gender-based harassment violates this policy when it denies or limits a person’s ability to participate in or benefit from the College’s programs and activities and meets the thresholds set forth below. Sex discrimination also includes conduct that meets the definitions of sexual harassment and sexual violence, as set forth below.

Definition of Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a person’s ability to participate in or benefit from the College’s programs and activities. Sexual harassment can include sexual advances, requests for sexual favors, and other verbal, non-verbal, physical, or visual conduct of a sexual nature. Sexual harassment rises to the level of sex discrimination and is prohibited by college policy when:

- submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of any aspect of an individual’s employment, education, or participation in college activities;
- submission to or rejection of such conduct by a person is used or threatened to be used as a basis for financial, academic, or employment decisions affecting that individual; or

- such conduct is so severe, persistent, or pervasive that it substantially interferes with an individual's performance at work or in academic or extra-curricular activities, thereby creating what a reasonable person would perceive as a hostile employment, education, or living environment (i.e., a "hostile environment").

In determining whether a hostile environment exists, the College will consider the totality of circumstances, including factors such as the actual impact the conduct has had on the complainant; the nature and severity of the conduct at issue; the frequency and duration of the conduct; the relationship between the parties (including accounting for whether one individual has power or authority over the other); the respective ages of the parties; the context in which the conduct occurred; and the number of persons affected. The College will evaluate the totality of circumstances from the perspective of a reasonable person in the alleged victim's position. A person's adverse subjective reaction to conduct is not sufficient, in and of itself, to establish the existence of a hostile environment.

The College encourages members of its community to report any and all instances of sexual harassment, even if they are unsure whether the conduct rises to the level of a policy violation.

Some specific examples of conduct that may constitute sexual harassment if unwelcome include:

- unreasonable pressure for a dating, romantic, or intimate relationship or sexual activity;
- unwelcome kissing, hugging, or massaging;
- sexual innuendos, jokes, or humor;
- displaying sexual graffiti, pictures, videos, or posters;
- using sexually explicit profanity;
- asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities;
- email and Internet use that violates this policy;
- leering or staring at someone in a sexual way, such as staring at a person's breasts or groin;
- sending sexually explicit emails, text messages, or social media posts;
- commenting on a person's dress in a sexual manner;
- giving unwelcome personal gifts, such as lingerie, that suggest the desire for a romantic relationship;
- requesting sexual favors in return for employment or academic rewards or threats if sexual favors are not provided;
- disseminating sexual pictures or videos of another person without consent regardless of whether the pictures or videos were obtained with consent; and
- sexual violence (as defined below).

Definition of Sexual Violence

This policy prohibits all forms of sexual violence, including sexual assault, sexual battery, sexual coercion, sexual exploitation, and rape. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity, because he or she is below the minimum age of consent in the applicable jurisdiction, or because of his or her incapacitation due to the use of drugs and/or alcohol. A single instance of sexual violence may be sufficiently severe to deny or limit a person's ability to participate in or benefit from the College's programs or activities, and, therefore, constitute sex discrimination.

Verbal misconduct or any misconduct that does not involve unwanted sexual touching does not constitute sexual violence under college policy but may constitute sexual harassment or another form of misconduct.

Definition of Sexual Exploitation

Sexual exploitation means taking sexual advantage of another person for the benefit of oneself or a third party when consent is not present. This includes, but is not limited to, the following actions (including when they are done via electronic means, methods, or devices):

- sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person's consent;
- indecent or lewd exposure or inducing others to expose themselves when consent is not present;
- recording any person engaged in sexual or intimate activity in a private space without that person's consent; and
- distributing personal sexual information, images, or recordings about another person without that person's consent (applies even if the videos were obtained with consent).

Dating Violence, Domestic Violence, and Stalking

In accordance with the Violence Against Women Reauthorization Act of 2013 (VAWA), Hiram College is required to report statistics each year about dating violence, domestic violence, and stalking. All three behaviors are not permitted as a part of the Sexual Misconduct Policies of Hiram College.

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Past or present relationships will be determined by considering factors such as: length of the relationship, the type of relationship, or the frequency of interaction between the persons involved in the relationship.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others and/or suffer substantial emotional stress. Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.

Domestic Violence is defined as a felony or misdemeanor crime of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Definition of Consent

Consent is the affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. To meet the standard of consent in the policy, each participant is expected to give and obtain consent for each separate sexual activity. Hence, even within a single encounter, consent for one form of sexual activity does not mean consent for other forms of sexual activity. This also means that past consent does not imply present or future consent.

Under this definition:

- An individual who is asleep; mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason; or who is under duress, threat, coercion, or force is not able to consent.
- One is not able to infer consent under circumstances in which consent is not clear, including but not limited to the absence of a verbal “no” or “stop.” Silence cannot be assumed to indicate consent. While consent can be given by words or actions, non-verbal consent is more ambiguous than explicitly stating one’s wants and limitations. Since non-verbal communication can lead to misunderstandings, students should not rely on that form of communication as a signal of consent. According to this policy, a person who does not physically resist or verbally refuse sexual activity is not giving consent to that activity. If there is confusion during the act, all parties should stop and clarify.
- A verbal “no” constitutes lack of consent, even if it sounds insincere or indecisive. A verbal “yes” constitutes consent only when it is voluntarily and knowingly given by an individual who has the capacity to give consent.
- The existence of a prior or current relationship or sexual activity does not guarantee consent. Even in the context of a relationship, there must be clear communication from both parties that indicates a willingness to engage in sexual activity each time.
- Consent can be granted or withdrawn at any time. Any party may withdraw consent prior to the completion of the act. Withdrawal of consent should be outwardly demonstrated by words or actions. Once consent is withdrawn, sexual activity must cease.

Informal and Formal Reporting of Sexual Misconduct

When sexual misconduct occurs, the College sees the health and wellbeing of the victim(s) as the immediate and primary concern. Since time is crucially important in situations like this, the College educates and encourages any employee who finds themselves in this situation to report the incident as soon as possible to the Executive Director of Human Resources.

If the victim, witness, friend, or family member is reporting an incident after normal business hours, please notify any Campus Safety Officer (330-469-4119 or x6107 on campus). This staff member will put you in direct contact with the Executive Director of Human Resources as soon as possible.

In addition to addressing the health and well-being needs of the victim(s), the College takes seriously its responsibility to initiate the appropriate investigation(s) and personnel policies. Complainants who file a report with the College are not precluded from pursuing a criminal complaint simultaneously. It should also be noted that the College is required to notify local law enforcement of any reported incidents of considerable physical harm.

As soon as any responsible employee of the Hiram College community receives a report of alleged sexual misconduct, that employee is required to first notify the Executive Director of Human Resources. A responsible employee is defined as any employee of Hiram College that is not a confidential employee (such as a counselor or member of the clergy). Responsible employees can be School Directors, Senior Cabinet members, and officers of the College.

Title IX Coordinator

All educational institutions of higher learning that receive federal financial assistance must designate at least one employee to coordinate its efforts to comply with and carry out responsibilities associated with Title IX of the Education Amendments of 1972. Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. In addition to other educational areas, the law applies to sexual violence and harassment—students, faculty, and staff are guaranteed a right to learn and work in an environment free of sexual violence or harassment.

The Title IX coordinator for Hiram College is Martha Schettler, Director of Special Events and Conferences.

Ms. Schettler has designated the Executive Director of Human Resources to investigate any Title IX harassment or sexual misconduct complaints involving faculty and staff behavior (either against another faculty/staff member or against a student). If the allegations are about the behavior of a faculty or staff member, the investigation will be coordinated by the Executive Director of Human Resources.

Review by the Title IX Coordinator

Both the complainant and respondent will receive oral and/or written notice of how the investigation process will unfold, and they will also receive relevant updates throughout the review process. At the completion of the review, a decision will be made by the Title IX Coordinator as to whether or not the incident constitutes a violation of policy and merits personnel action. Once again, both the complainant and respondent will be notified.

Upon receipt of this reported incident, the Title IX Coordinator will offer appropriate and available remedial and protective measures to affected individuals and will take appropriate action to resolve the reported incident as promptly and equitably as possible. To the extent possible, information reported to the Title IX Coordinator will be shared only with a limited circle of other college employees who “need to know” in order to assist in the assessment, investigation, and resolution of the reported incident.

If the Title IX Coordinator concludes that an investigation is appropriate, the College will initiate a formal investigation. The Title IX Coordinator, in conjunction with a designated investigator, will work through various steps:

- Investigation
- Review of Investigation and Preparation of Initial Investigative Report
- Determination of Responsibility
- Sanctions
- Appeals

During this process, appropriate temporary remedies may be taken by the College to reduce the likelihood that a hostile environment (for complainants or respondents) exists or emerges during the course of process. Remedies might include but are not limited to changing work assignments, altering work schedules, and/or putting in place “no-contact orders.” Students and employees reporting misconduct will be protected from retaliation. Any allegations of retaliation will be addressed by the College.

Investigation

The complainant and respondent will receive written notice that an investigation has been initiated. The notice of investigation will include the name of the investigator, a list of participants (complainant, respondent, potential witnesses), a summary of the alleged conduct, and examples of potential policy violations.

The Title IX Investigator will be charged by the Title IX Coordinator with conducting an adequate, reliable, and impartial investigation. He/she may amend the potential or initial charges the investigative process unfolds and more information becomes available. Any investigator used by the College must have specific training and experience investigating reports of prohibited conduct. The investigator will be impartial and free of any demonstrable conflict of interest.

The investigator will interview the complainant and the respondent to understand the details of the reported incident. The investigator, at their discretion, will initiate other fact finding and/or discussions with individuals who may have information relevant to the determination. The investigator will also gather any available physical evidence, including documents, communications between the parties, and other electronic records as appropriate.

The complainant and respondent will have an equal opportunity to be heard, submit questions for the investigators to ask of the other party, submit information and evidence, and identify witnesses who may have relevant information. Witnesses must have observed the acts in question or have information relevant to the incident and cannot be participating solely to speak about an individual's character. Interviews conducted by the investigator may be recorded; however, the recordings will be considered property of the College and will not be released to any of the parties involved unless by court order.

Note: A person's medical and counseling records are confidential documents that a complainant or respondent will not be required to disclose to investigators. However, if a party chooses to provide medical and counseling records as part of the investigation, the records may be shared with the other party.

All parties and witnesses are expected to provide truthful information. Knowingly providing false or misleading information is a violation of college policy and can subject an employee to disciplinary action. Making a good faith report to the College that is not later substantiated does not constitute false or misleading information.

The investigator and the Deputy Title IX Coordinator have the discretion to consolidate multiple reports against a respondent into one investigation and report if the evidence related to each incident would be relevant and probative in reaching a determination on the other incident(s).

At any time during the process, the respondent may choose to agree to a finding of responsibility to some or all of the charged conduct. The matter will be referred to the Deputy Title IX Coordinator to determine the appropriate sanction.

The College will seek to complete the investigation within 60 calendar days from the notice of investigation. This time frame may be extended for good cause with written notice to the parties of the delay, citing the reason for the delay. Good cause may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening school break or vacation, or other unforeseen circumstances. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

Review of Investigation and Preparation of Initial Investigative Report

At the conclusion of the investigation, the investigator will prepare a preliminary written investigation report. This report will summarize the relevant information gathered, synthesize the areas of agreement and disagreement between the parties, and describe any supporting information or accounts such as police

reports or witness statements. In preparing the report, the investigator will:

- review all facts gathered to determine whether the information is relevant given the allegation;
- redact information that is irrelevant, more prejudicial than probative, or immaterial;
- redact information relating to any mediation that may have occurred between the parties; and
- redact statements of personal opinion, rather than direct observations or reasonable inferences from the facts, and statements as to the general reputation of an individual (e.g., character traits like honesty).

The investigators will present the initial investigative report to the complainant and respondent to provide each the opportunity for review and comment. The complainant and respondent may submit any additional comments, witnesses, evidence, or follow-up questions to the investigator within five (5) business days of the opportunity to review the report. Upon receipt of any additional information by the complainant or respondent, or after the period of five (5) business days has lapsed without comment, the investigator will conduct any additional follow-up that he/she deems appropriate.

The final report is then written by the investigator and turned over to the Title IX Coordinator and the Executive Director of Human Resources.

Determination of Responsibility

The final report will be shared with the Vice President of the department in which the employee works, and in some situations, an outside labor attorney working for the College. In all situations, the President will be kept apprised of findings and recommendations.

The above participants will make a determination, by a preponderance of the evidence, whether there is sufficient information to support a finding of responsibility. The preponderance of the evidence is the standard whereby all relevant and admissible information is found to support, more likely than not, the allegations. When using the preponderance standard, the *nature* of the evidence (e.g., whether it is convincing and seemingly true or accurate) matters more than the *amount* of evidence.

If the above participants determine, by a preponderance of evidence, that there is insufficient information to find the respondent responsible for violating this or other policies, the case will be dismissed. The complainant may appeal this outcome following the procedures set forth in the section “Appeals” below.

If the above participants determines, by the preponderance of evidence, that there is sufficient information to find the respondent responsible for violating this or other policies, appropriate sanctions can be recommended by the above participants. The final sanctions will be reviewed and approved by the President.

Sanctions

In determining the appropriate sanctions, the Vice President and Executive Director of Human Resources will:

- consider a sanction(s) designed to eliminate the prohibited conduct, prevent its recurrence, and remedy its effects, while supporting the College’s educational mission and Title IX obligations; and
- impose any sanction deemed appropriate after a consideration of all of the relevant information.

The participants will impose a sanction based upon the consideration of the following factors: (1) the respondent’s prior conduct history; (2) the type of sanctions imposed in similar incidents; (3) the nature

and violence of the conduct at hand; (4) the impact of the conduct on the complainant; (5) the impact of the conduct on the community, its members, or its property; (6) the extent to which the respondent has accepted responsibility for his/her actions; (7) the perceived likelihood of the respondent to engage in similar conduct in the future; (8) the need to deter similar conduct by others; and (9) any other mitigating or aggravating circumstances, including the College’s values.

The imposition of sanctions will typically take effect immediately but may be stayed at the discretion of the President. A respondent who separates from the College under any circumstance is not eligible for re-employment.

Appeals

There are two conditions under which an employee may appeal investigation findings:

- To present substantive new information or evidence likely to affect the outcome of the investigation which was not available at the time of the original investigation.
- To provide substantive evidence that shows there was a failure to follow published procedures likely to have affected the outcome of the investigation.

Each party will have one opportunity to appeal. An appeal may be submitted to the Executive Director of Human Resources, who will in turn, review with the Vice President and the outside attorney involved with this case. All will review and make a recommendation to the President. The decision will be communicated to the appellant by the Executive Director of Human Resources.

Resources for Students, Faculty, and Staff
Title IX, Sexual Misconduct

Emergency (Assault)	
Hiram College Campus Safety, Cell	330-469-4119
Hiram Village Police	9-1-1
Health (Assault)	
Hiram College Health Center	330-569-5418
(Students only, Mandated Reporters)	
Hillcrest Emergency Department, SANE	440-312-7890
Akron General PATH Program, SANE	330-344-1148
Mental Health/Advocacy (Assault and/or Harassment)	
Hiram College Counseling Services	330-569-5952
(Students only, Free, Confidential)	
Townhall II (Rape Crisis Center and Advocates)	330-678-4357
Portage County Prosecutor’s Victim’s Assistance	800-201-3857
Title IX Coordinator	
Martha Schettler	330-569-6035
Title IX Deputies	
Ed Frato-Sweeney	330-569-5239
Lisa Durkin	330-569-5109

Other Standards of Conduct

The College's position on appropriate standards of behavior applies to all interactions between Hiram College employees, faculty, staff, graduate students, undergraduate students, and administrative personnel.

Romantic Relationships with Students

Relations with students include a power dynamic. It is incumbent on those with authority to neither abuse nor to seem to abuse the power with which they are entrusted. Consequently, no employee with direct or indirect professional or supervisory responsibility over a student may initiate or consent to a romantic or sexual relationship with a student.

Romantic Relationships Between Employees

No supervisor with direct professional or supervisory responsibility for another college employee may initiate or maintain a romantic or sexual relationship with that employee.

Reporting Wrongful Conduct

Hiram College complies with applicable federal and state laws and regulations and with internal policies and procedures. It expects its faculty, staff, and students to do the same as they assume their duties and responsibilities. To increase the adherence of the above, the College has designed a system of internal controls and operating procedures to detect, help prevent, and deter improper activities that include but are not limited to the following: theft or inappropriate use of cash or other college property, falsification of hours worked for payroll purposes, inappropriate spending of cash through the accounts payable process, and falsification of expense reports. This policy is not intended and may not be used for personal or employment grievances, general compensation and benefit complaints, opinions on policy, etc.

Reporting Wrongful Conduct

The College encourages all faculty, staff, and students, acting in good faith, to report suspected or actual wrongful conduct on a timely basis. To make a report under this policy, a faculty member, staff member, or student is required to complete a written statement on a form which is located on the College's portal and to submit it to Human Resources. If the alleged wrongful conduct involves a member of Human Resources, the written statement should be submitted to the Vice President of Business and Finance.

Faculty, staff, and students filing a report of wrongful conduct acknowledge that such a filing will prompt an investigation if deemed necessary by the College.

Acting in Good Faith

Filers of a wrongful conduct report must be acting in good faith and have reasonable grounds for believing the information disclosed indicates wrongful conduct. Any employee or student who knowingly or with reckless disregard for the truth gives false information or knowingly or in bad faith makes a false report of wrongful conduct or a subsequent false report of retaliation will be subject to disciplinary action up to and including termination.

Protection from Retaliation

No employee who files, in good faith, a suspected violation of law or college policy will be subject to retaliation from other employees or the College, adverse employment consequences, or harassment. An employee who retaliates against someone who has reported wrongful conduct in good faith is subject to discipline up to and including termination of employment. Any employee who believes that they have been

retaliated against after making a good faith report should report this alleged retaliation to the Human Resources Office, unless the retaliatory conduct is alleged to have been that of an employee in the Human Resources Office, in which case the report should be made to the Vice President of Business and Finance.

Confidentiality

Officials of the College strive to keep the reporter's identity in confidence to the extent practicable within the limitations of the law, college policy, and the legitimate needs of the investigation. In addition, employees submitting a report should be aware that their public testimony might be needed to prove the case against the suspected employee. Employees should not discuss allegations outside of the reporting and investigation process, especially when an investigation concludes that the suspected employee's actions were lawful or within college policy. If an employee self-discloses their identity directly or indirectly through their own actions outside of the official investigation process, the College is not obligated to maintain confidentiality.

Handling of Reported Wrongful Conduct

The Human Resources Office will promptly confirm receipt to the individual who filed the report, unless such report was submitted anonymously. All reports of wrongful conduct will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The investigative team will consist of the Executive Director of Human Resources, the appropriate Vice President, and the appropriate department head. If the result of the investigation is that the allegation is not satisfactorily established, the investigation will be deemed complete. If the investigation establishes that a violation of law, external regulation, or college policy occurred, the Executive Director of Human Resources, the Vice President for Business and Finance, and the Vice President that oversees that department will determine, with assistance by external counsel (if needed), the appropriate action the College will take. The investigation process and rationale for resolution will be documented and attached to the initial written statement; documentation will be maintained by the Human Resources Office. If the wrongful conduct included misuse of funds or financial breaches, a summary of all statements and status will be provided to the Chair of the Board of Trustees' Audit Committee.

Grievance Procedure

The College recognizes that, from time to time, problems with co-workers or work situations may arise. In such instances, the employee shall communicate concerns through the employee grievance process outlined below.

Generally, a grievance is an allegation by an employee or a group of employees that there has been a breach, misrepresentation, or misapplication of college policy relating to issues such as compensation, benefits, or administrative-related or work-related matters. The College encourages the informal and prompt resolution of grievances. If time elapses after an employee knew or reasonably should have known the facts or event giving rise to such matter, it may not be possible to utilize witnesses or evidence that may have been applicable if timely notification had occurred. Hence, grievances that are not submitted in a timely fashion (typically 10 working days) may limit the College's ability to make informed decisions related to the concerns.

If an employee should have a problem, special request, or a work-related issue, there are several ways to seek a satisfactory resolution. The following steps outline the resolution-seeking protocol:

- Step 1: Meet or talk with the direct supervisor—ordinarily an employee should discuss the matter with their supervisor. The supervisor normally will respond to the employee within 10 working days.

- Step 2: Meet or talk with the department head—as delineated above, an employee should discuss the matter first with their supervisor. If discussion with the supervisor does not produce a satisfactory solution, an employee may request that the matter be reviewed by the department head. The department head will normally give their answer to the employee within 10 working days. If the circumstances warrant, the employee may go directly to their department head to seek a solution.
- Step 3: Meet or talk with the Executive Director of Human Resources—if the foregoing steps do not resolve the problem, or if these avenues do not seem appropriate for the particular situation, an employee may contact the Executive Director of Human Resources to obtain assistance. The Executive Director of Human Resources will attempt to obtain a suitable answer to any question or resolve any conflict.
- Step 4: Write to the Vice President—if the foregoing discussions fail to produce a satisfactory resolution, an employee may submit, in writing, the complaint or concern to the Vice President with overall responsibility for the department in which the employee works. Such written report should contain the name of employee(s) involved, alleged violation(s), date(s) of alleged violation(s), facts of the case, name(s) of individuals involved in the above steps, date of report, and remedy sought. If desired, an employee may request assistance in preparing this report. A copy normally should also be submitted to the Human Resources Office. The Vice President normally will make a written response to such employee within 10 working days following receipt of such employee’s written request. A copy shall also be submitted to the Human Resources Office.
- Step 5: Write to the Vice President who oversees Human Resources—a final review may be sought from the Vice President to whom Human Resources reports. Employees need to attach a copy of all prior written correspondence with a memorandum specifying the reason(s) such employee believes an unsatisfactory situation exists and the remedy sought. A copy normally should also be submitted to the Human Resources Office. The Vice President for Business and Finance, normally within 30 days of receipt, will issue a final determination. This generally will be communicated in writing to the employee, the Human Resources Office, and other appropriate personnel who have been involved in the process.

Grievance Against a Student

The College recognizes that, from time to time, the interactions between employees and students may result in conflict. The College has a Judicial Board and a process that pertains to student behavior that violates policies listed in the Student Handbook. If an employee alleges that a student has behaved in a way that violates the student code of conduct, they should contact the Vice President and Dean of Students or Director of Citizenship Education for a referral into that system.

SUBSTANCE ABUSE, WEAPONS PROHIBITION, FITNESS FOR DUTY

Drugs, Alcohol, and Tobacco

The College seeks to provide a safe, healthy, and productive educational and working environment for all students and employees. With these principles in mind, the College has established policies regarding drugs, alcohol, and tobacco.

No employee may distribute, dispense, possess, or be under the influence of any alcoholic beverage on campus while performing work-related duties, or manufacture, distribute, dispense, possess, or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance before, during, or after college hours on campus or in any other college location. "College location" refers to any college building or on any college premises; in any college-owned vehicle used to transport students to and from campus or college activities; off college property at any college-sponsored or college-approved activity or function, such as a field trip or athletic event where students are under the jurisdiction of the College; or during any period of time such employee is supervising students on behalf of the College or otherwise engaged in college business.

Employees who attend college-sponsored events, such as dinners, award ceremonies, and receptions that include alcoholic beverages may consume alcohol in moderation as long as it does not result in intoxication or impairment. The abuse of alcohol or other substances is contradictory to the purpose and goals of the institution. Each member of the community is expected to obey state law, to comply with college policies, and to take full responsibility for their conduct as a member of the college community whether under the influence of substances or not. Per the Department of Education directive, drug and alcohol prevention information is distributed annually to all employees.

Drugs

The possession, sale, use, or manufacture of any illegal substance defined as "controlled" by federal or state law is strictly prohibited, other than personally prescribed medications. The introduction and/or possession of drug paraphernalia are also prohibited.

Violators are subject to college disciplinary action and may be subject to arrest by the Hiram Village Police Department for criminal prosecution, which can result in fine and/or imprisonment.

Prescription drugs obtained without a doctor's prescription are banned substances. Their possession and use are prohibited. It is also prohibited to use prescription drugs in a way other than what they were intended.

Tobacco

Employees are prohibited from using tobacco in all college offices, buildings, or vehicles. Tobacco includes but is not limited to cigarettes, e-cigarettes, vape pens, cigars, pipes, and smokeless tobacco. Use of tobacco is permitted in outdoor areas at least 30 feet from other building, unless otherwise prohibited. Employees smoking outdoors should be aware of the potential for smoke to blow into buildings and should avoid smoking in those areas. The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of all employees.

Employees who violate this policy are subject to disciplinary action.

Weapons

Employees are prohibited from bringing firearms, explosives, or weapons of any kind onto college property, including parking lots. Examples of items not permitted on college premises include, but are not limited to, handguns, firearms, crossbows, compound or recurve bows, shotguns, knives, fireworks, arrows, explosives, ammunition, or any other substance, weapon, or device which could cause harm or induce panic. Prohibited weapons also include any object that gives the appearance of being an actual weapon, such that a reasonable person would believe it to be an actual weapon that poses a threat. This policy also includes firearms for which an employee has a permit or license. Finally, this policy is in effect while employees are performing college business away from the College or attending college-sponsored functions that are held off campus.

Employee Assistance Program (EAP)

Employee Assistance Program (EAP) services assist employees in resolving personal and family issues which may adversely affect work, relationships, and quality of life. EAP services also help identify strategies to maintain health and wellbeing.

Participation in the program may be voluntary or mandated (under certain circumstances) by management with approval from Human Resources. The EAP is available to employees. The College pays costs related to EAP enrollment. EAP services include:

- assessment of problem areas,
- short-term counseling, if necessary, and
- referral to additional support services for more comprehensive treatment.

If extended treatment or counseling is required, an employee's health plan is typically activated to cover allowable services.

All communications with the EAP are confidential, and employees who participate are assured that their job, future, and reputation will neither be jeopardized nor benefited by utilizing the EAP program. It is the responsibility of the employee to follow through with referrals for assessment of a problem and to follow recommendations of the diagnostician or counseling agent.

Employees interested in using the EAP services or who have questions regarding the program should contact Human Resources or the employer's EAP provider.

Fitness for Duty–Drug and Alcohol Testing

In accordance with its Drug Free Workplace Policy, the College has established the following Fitness for Duty/Drug and Alcohol Testing Program.

Reasonable Suspicion

If a supervisor or department manager/director has a reasonable suspicion that an employee may be under the influence of drugs and/or alcohol during work activity, the supervisor shall immediately:

- contact Human Resources if the observation occurs during regular business hours (8:00 a.m. – 5:00 p.m.) or
- contact either Human Resources or Campus Safety if the observation occurs before or after regular business hours.

Human Resources will come to the worksite and evaluate the situation. If Human Resources, in consultation with the department management, determines that a drug and/or alcohol test is warranted, the employee's immediate supervisor and another member of department management will be required to sign a Reasonable Suspicion Form.

The employee will then be asked whether they are willing to submit to a drug and/or alcohol test. If the employee refuses, the employee will be treated as having tested positive and will be referred to and disciplined in accordance with the Fitness for Duty Program.

If the employee agrees to the drug and/or alcohol test, they will be escorted by either a Human Resources or Campus Safety representative to an approved testing site. If the employee leaves the testing site at any point prior to being tested, the employee will be treated as having tested positive and will be referred to and disciplined in accordance with the Fitness for Duty Program. Upon conclusion of the test, Human Resources will determine whether the employee will be taken back to their worksite or their residence. During the testing and findings period, the employee will be placed on the leave status determined appropriate by Human Resources in light of the particular circumstances of the case.

If the employee's test results are positive, the employee will be referred to and disciplined in accordance with the Fitness for Duty Program. If the employee's test results are negative, the investigation may be closed by Human Resources or referred to other mental health or health care services.

Vehicle Accident

Employees involved in a vehicle accident while driving for Hiram College business must follow the reporting procedures outlined above in Fitness for Duty. Upon being notified of a vehicle accident by the employee's supervisor and/or Campus Safety, Human Resources will consult with the appropriate parties and determine whether a drug and/or alcohol test is appropriate.

If Human Resources determines that a drug and/or alcohol test is appropriate, Human Resources or Campus Safety will meet the employee at the accident site and take them directly to an approved testing facility. If the employee needs immediate medical attention, Human Resources will attempt to contact the medical facility where the employee seeks treatment to arrange for a drug and/or alcohol test.

If the employee refuses to submit to the test or leaves the testing site at any point prior to being tested, the employee will be treated as having tested positive and will be referred to and disciplined in accordance with the Fitness for Duty Program. Upon conclusion of the test, Human Resources will determine whether the employee will be taken back to their worksite or residence. During the testing and findings period, the employee will be placed on the leave status determined appropriate by Human Resources in light of the particular circumstances of the case.

If the employee's test results are positive, the employee will be referred to and disciplined in accordance with the Fitness for Duty Program. If the employee's test results are negative, the investigation will be closed by Human Resources.

Employees involved in a non-vehicle-related accident on work time may be required to submit to a drug and/or alcohol test pursuant to the College's Workers' Compensation Procedures. The results of the drug and/or alcohol test or the employee's refusal to submit to the test may affect the employee's eligibility for compensation and benefits.

Commercial Driver License

In accordance with rules issued by the U.S. Department of Transportation, the Ohio Department of Transportation and the College's Drug-Free Workplace Program, employees who are required by the College to have a Commercial Driver License (CDL) are subject to drug and alcohol testing.

Fitness for Duty Program

New-hire probationary employees are not eligible to participate in the Fitness for Duty Program. If a new-hire probationary employee tests positive for drugs or alcohol under any of the above-cited testing procedures, their employment will be terminated immediately.

Typically, non-new-hire probationary employees who test positive for drugs and/or alcohol pursuant to a "reasonable suspicion" or "post-accident" test will be offered a chance to enroll in the Fitness for Duty Program. Since refusal to enroll in the program is treated as a positive test finding, an employee who declines being tested will be terminated from employment. If the employee enrolls in the program, they will be required to sign a "last chance agreement."

Employees enrolled in the Fitness for Duty Program will be required to submit to intensive outpatient treatment through the College's EAP. The employee will also be subject to periodic, unannounced drug/alcohol tests for the duration of the program. If the employee complies with all requirements of the program and does not test positive during the period, they will return to regular status. If the employee tests positive for drugs and/or alcohol at any time during that period or refuses to submit to a random test, the employee will be considered in violation of their last chance agreement and will be terminated from college employment. Employees who refuse or neglect to seek treatment will be in violation of the terms of their Fitness for Duty Agreement and will be terminated from college employment.

An employee who is concerned about a substance abuse problem may voluntarily enroll in the Fitness for Duty Program at any time. Employees who voluntarily enroll, however, will not be required to sign a "last chance agreement" unless they test positive for drugs or alcohol while in the program.

An employee whose performance is below standard or who has violated a work rule cannot avoid discipline by enrolling in a treatment program or by enrolling in the Fitness for Duty Program.

Fitness for Duty—Physical and Mental Health

The College may require that an employee submit to a Fitness for Duty Examination if the College has reasonable cause to believe a physical or mental health condition is preventing the employee from performing required job duties or is causing an employee to engage in disruptive or potentially dangerous behavior. If a department director, in consultation with Human Resources, determines that an employee's behavior and/or condition warrants a Fitness for Duty Examination, the department director shall complete a Medical Examination Request Form and submit it to Human Resources. Upon receipt of the Medical Examination Request Form, the employee will be scheduled for an examination with an appropriate licensed practitioner. The employee will be notified of the date and time of their examination. At the sole discretion of the Executive Director of Human Resources, the employee may be placed on administrative leave pending the results of the examination. The employee will be required to adhere to all requirements of employees on paid administrative leave.

An employee's refusal to submit to an examination or the unexcused failure to appear for an examination amounts to insubordination, which may result in discipline up to and including removal. An employee will be responsible for the costs associated with an unexcused failure to appear at a scheduled examination.

Upon completion of the examination, the College will receive a report outlining the physician's opinion regarding the employee's fitness for duty. The employee will also receive a copy of the physician's report unless the physician determines that the disclosure of the information is likely to have an adverse effect on the employee, in which case the information shall be released to a physician, psychiatrist, or psychologist who is designated by the person or by the person's legal guardian. If the physician determines that the employee is fit for duty, the employee shall return to work on the day immediately following the day they are notified of the physician's findings or as soon as practicable. Failure to return to work will subject the employee to discipline pursuant to the Attendance Policy.

If the physician determines that the employee is not fit for duty, the employee will not be returned to work, will be taken off administrative leave, and will be required to use their accrued paid leave (sick time or vacation time) or go on an unpaid leave. The employee will remain off work while the medical conditions identified by the physician remain unresolved. The employee should submit medical documentation from their treating physician to the Fitness for Duty physician. The Fitness for Duty physician will determine whether the treatment provided renders the employee fit for duty and able to return to work in their job classification.

APPROPRIATE USE OF INFORMATION, TECHNOLOGY, AND SOCIAL MEDIA

Confidential and Proprietary Information

Employees of Hiram College will receive and have access to information that is confidential and proprietary in nature regarding the College, faculty, students, and vendors. The protection of confidential information and trade secrets is vital to the interests and success of the College. Such information includes but is not limited to the following examples:

- student information,
- compensation data,
- customer lists,
- financial information, and
- business strategies.

Employees are not to disclose any such confidential or proprietary information to:

- any other person in the organization unless there is a legitimate business reason for doing so, or
- any person outside the organization unless management has expressly stated that the information can be disclosed to that person.

This obligation exists even after the employee has left the College.

The College protects confidential and proprietary information by restricting employees' and visitors' access to designated areas and to documents to those who have legitimate reasons to view them.

Employees who improperly use or disclose trade secrets or confidential information will be subject to disciplinary action up to and including termination of employment, even if they do not actually benefit from the disclosed information.

Acceptable Use of Technology

Hiram College provides technology resources, including a campus network, as a service to students, faculty, staff, and other members of the Hiram community. Maintained by the Hiram College Information Technology Department, the network and associated systems support the instruction and operations of the College.

This policy applies to students, faculty, and staff of Hiram College as well as contractors, consultants, temporaries, and other support personnel at Hiram College to ensure the effective protection of individual users, equitable access, and proper management of those resources. The purpose of this policy is to outline the acceptable use of electronic equipment and services provided by Hiram College. Inappropriate use exposes Hiram College to risks including virus attacks, legal liability issues, and the compromise of network systems, data, and services. Use of college systems and resources signifies your understanding and agreement with these terms.

Hiram College owns Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, enterprise systems, software, operating systems, storage media, network accounts providing electronic mail, World Wide Web browsing, file transfer protocol (FTP), mobile tablets, and college-provided cellular telephones or smartphones. These systems are to be used for academic and business

purposes that serve the best interests of the College. Since the College provides all of the aforementioned technology, communication, and computing equipment and systems to serve the College's interest and purpose, it may monitor, restrict, or revoke these resources for reasons it deems necessary.

All official communications, including emergency notifications, are distributed via college-sanctioned email accounts. It is the responsibility of all individuals to regularly monitor their Hiram College-provided email account. While employees may, at times, receive and send email communication that is personal in nature, neither the email system nor other technologies are provided to serve personal use. Hence, employees shall not use their Hiram email to sell or advertise the sale of personal items, to promote any activity that is not related to their employment at the College, to solicit support of any political candidate or issue, or to send mass email notices to others, including employees, on any matter unrelated to Hiram College business.

In addition to resources and services provided directly by the College, users may have access (through their college affiliation) to third-party sourced technologies. The Acceptable Use Policy, plus any applicable policy or restriction issued by the third-party provider, are in effect in these circumstances

Effective data security requires a wholesale community effort. This means that every Hiram College student, faculty, staff member, and affiliate who deals with information and/or information systems must familiarize themselves with policies delineated here and elsewhere and comply in full.

Individual Responsibilities

Hiram College strives to provide fair and distributed access to computing and network facilities for the entire community of users. Hiram College intends to make information on the Internet available to the college community. Members are responsible for selecting, viewing, and utilizing resources.

To foster trust and intellectual freedom, users need to practice courtesy, common sense, and restraint in the use of shared resources. Improper use of Hiram facilities may prevent others from gaining fair access to those facilities.

Furthermore, users must keep in mind that networks or systems outside of Hiram College (including those in other countries) may have their own distinctive policies and procedures. Users are advised to learn and abide by the policies and procedures of these external networks.

All members of the college community should contribute to the security of the system by conscientiously protecting their access privileges. For example, users need to select a secure password and should change their password every 90 days. Users should never share their username and password with anybody nor should they ever use another person's login credentials. Likewise, the computer system administrators will act promptly when evidence of serious compromises to the security of the system is detected.

Below are the personal responsibilities of each user in regards to their account, network resources, technology equipment, and any other college-owned technical resources.

- Users should keep passwords secure and not share accounts. Authorized users are responsible for the security of their passwords and accounts.
- All PCs, laptops, mobile devices, and workstations should be secured with a password-protected screensaver or security code. All system devices should be locked or logged out when unattended.
- Because information contained on portable computers is especially vulnerable, users must always exercise special care when working from such a device. Protect laptops, external data storage, and

other mobile devices in accordance with good judgment and best practices in protecting college-owned equipment.

- All faculty and staff Apple iPad devices should enable a passcode for data security purposes.
- Postings by employees from a Hiram College email address to external groups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Hiram College, unless posting is in the course of business duties.
- All computing equipment used by the employee that are connected to the Hiram College Internet/Intranet/Extranet, whether owned by the employee or Hiram College, should be protected by a current antivirus program where applicable.
- Employees must use extreme caution when opening email attachments received from unknown or external senders, which may contain viruses, email bombs, or other malware. When in doubt, call or email the IT Helpdesk before opening a suspicious email.
- We do not guarantee email is private. Use your best judgement when sending sensitive information.
- Like email, the maintenance of personal storage locations is the user's responsibility. The user should:
 - conserve server disk space by removing outdated and/or unnecessary files, and
 - not maintain anything that the user considers to be private in the network storage area (files in network storage may be accessible by persons with system privileges).

Conduct

All users of the Hiram College Network must comply with all state and federal laws. Activities that violate the Acceptable Use Policy include, but are not limited to, those in the following list:

- Propagating unsolicited email messages, including the sending of "junk mail" or other promotional material regarding any item, activity, or event unrelated to the employee's duties at Hiram College. This includes sending or forwarding mass mailings with the intent of flooding ("spamming" or "bombing") the accounts of others or creating or forwarding "chain letters," "Ponzi," or other "pyramid schemes" of any type.
- Using electronic mail, telephone, or other Information Technology resources to abuse, harass, or intimidate members of the college community on the basis of any protected characteristics, including race, ethnic origin, creed, gender, or sexual orientation. This can be determined by, but is not limited to, the language, frequency, and size of messages to community members. Any sexually suggestive materials displayed in public places, the classroom, or the workplace may constitute sexual harassment.
- Using college email, telephone, or other Information Technology resources to communicate real or perceived information, opinions, or observations that erode enrollment efforts, friend or fundraising efforts, or other operations undertaken in the best interest of the College.
- Unauthorized use, or forging, of email header information.
- Solicitation of email addresses for use by external persons or entities with the intent to harass or to collect replies.

- Using unsolicited email originating from within Hiram College's networks or other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Hiram College or connected via Hiram College's network.
- Forging the identity of a user or another Information Technology resource that does not rightfully belong to you.
- Violating copyright laws and their fair use provisions through inappropriate reproduction, distribution, or peer-to-peer file sharing of copyrighted files (including movies, music, computer software, text, and images).
- Using the College's network to download or store inappropriate materials (example: pornographic or illegally obtained copyright materials).
- Using the College's infrastructure to gain unauthorized access to other computer systems.
- Unauthorized connecting of equipment to the campus network (including personal hubs/switches/routers and wireless routers in rooms).
- Attempting to break into the system by circumventing data protection schemes or uncovering security loopholes. This includes the wrongful use of programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- Knowingly or negligently performing an act that will interfere with the normal operation of computers, peripherals, or networks.
- Attempting to damage or to place excessive load on a computer system or network by using programs, such as (but not limited to) computer viruses, Trojan Horses, and worms.
- Deliberately wasting or overloading computing or printing resources or deliberately using excessive bandwidth on the network.
- Violating terms of software licensing agreements.
- Using college resources for non-academic commercial activity such as creating products or services for sale without express the College's approval.
- Transmitting or reproducing materials that are slanderous or defamatory, or that otherwise violate existing laws or College regulations.
- Attempting to wrongfully monitor or tamper with another individual's use of the College's Information Technology infrastructure (such as reading, copying, changing, or deleting another user's files or software) without the knowledge and agreement of the owner.

Authorization

- An employee's supervisor determines the personal use of Hiram College computing resources by staff employees during and beyond the work day.

- Use of college computing and network facilities for non-academic commercial monetary gain requires the approval of the College and may require a written contract that gives full details of any financial obligation and/or charge for use, if any.
- Connecting network devices, such as “network hubs, switches, or wireless routers,” to the campus system requires authorization from the Executive Director of Information Technology or their designee.
- Setting up a domain on a computer located on the Hiram College network requires authorization from the Executive Director of Information Technology or their designee.

Enforcement of Policies

Failure to comply with any of the above policies may result in termination of network privileges, college disciplinary action, and/or criminal prosecution.

Users may unwittingly create problems for others by employing, for example, programs that monopolize the network bandwidth. In such cases the Executive Director of Information Technology (or designee) will contact the user and explain why and how the user needs to modify their electronic behavior. A policy clarification letter may be written. In cases of repeated problematic behavior, the Executive Director of Information Technology may recommend to the appropriate Dean or supervisor that a formal disciplinary process be initiated.

Access to computing resources may be suspended temporarily at any time by the Executive Director of Information Technology (or designee) if there is clear evidence to suggest that the resource(s) are being used in a manner that violates the Acceptable Use Policy. In such a case, the owner of the account will be sent notification of this action.

Upon suspension, a user can appeal the issue with the Executive Director of Information Technology (or designee) in order to reestablish an account. The Executive Director of Information Technology (or designee) may also choose to refer the case for disciplinary action in accordance with established procedures.

Criminal and Civil Liability

Persons who are found to promote or engage in these infringements may be held liable for any damage fees, attorney fees, and criminal penalties that may apply. Depending on the number and value of infringed and/or exchanged material, penalties can vary. Some offenses range from one (1) to three (3) years prison sentence and substantial fines.

Acceptable Social Media Use

The use of social media has grown significantly in popularity over the past decade and has transformed the way the College communicate at an individual level and at an institutional level. Hiram College respects and embraces the power of social media and the opportunity it offers to communicate within the Hiram College community (students, faculty, staff, alumni, partners, vendors, and trustees) and beyond.

This surge in usage makes it necessary for the College to recognize and remind all stakeholders that the use of social media at Hiram College or concerning the College is governed by the same laws, regulations, policies, rules of conduct, and etiquette that apply to all other campus activities. Activities that are conducted in a private nature but are conducted in a way that reflects poorly on the College or interfere with the business of the College can be subject to disciplinary action.

Scope

This policy applies to all use of social media by Hiram College students, faculty, and staff when representing or discussing matters concerning the College and/or members of the College community, regardless of whether such use involves the College's network, hardware distributed through the Tech & Trek program, or other computer resources.

For the purpose of this policy, social media includes but is not limited to written, audio, and visual content distributed through the following channels: texting; blogs; podcasts; webcasts; and proprietary platforms such as Facebook, Flickr, Google+, Instagram, LinkedIn, Snapchat, Twitter, and YouTube.

Purpose

This policy is intended to provide students, faculty, and staff with guidance concerning the appropriate use of social media and to set forth rules for the administration of Hiram College social media sites. The College recognizes that appropriate uses of social media for college purposes which are consistent with other college policies and utilizing internet tools for personal social media purposes can be an effective way to demonstrate expertise and cultivate relationships that can support the individual and the College. This policy is intended to ensure that college or personal use of social media does not interfere with the business of the College, including the College's business relationships and its relationships with its students, the public, and the community.

Usage Guidelines

Individuals utilizing Hiram College social media sites, communicating with the Hiram College community, or discussing the College on any site, whether through the college network and/or equipment or through a personal account, using a personal phone, computer, or other device, must adhere to the following:

- Do not use social media to make false claims about Hiram College programs or services; spread gossip, rumors, or unverified information about the College; or insult, disrespect, or defame the College. This includes attempts to mask one's personal identity or attribute comments to another individual (real or fictitious).
- Personal participation in any social networking medium may not in any way reflect that the individual is representing the views of the College. The employee must clearly disclaim that the views expressed by the employee are not those of the employer.
- Use of social networking is subject to the same confidentiality, non-disclosure, privileged information, and intellectual property protections that are present in all of the College's communications and transactions. Special care must be taken to protect confidential information of all of the College's students and to protect the security of the College's proprietary information. Be sure to obtain permission and signed talent releases from anyone who appears in a photo or video. Blank release forms are available from College Relations and should be returned to College Relations after they are signed.
- References to any of the College's business partners, vendors, donors, or supporters are not permitted without the express written consent of the individual or entity.
- Communications regarding co-workers must be respectful, civil, and non-derogatory. The use of social media to insult, bully, harass, defame, or threaten another person, entity, or organization is prohibited. Communications that are disruptive to the College's operations or business relationships or otherwise violate the College's policies, including but not limited to policies prohibiting workplace discrimination and harassment, are a violation of this policy and subject to disciplinary action.

- Personal social networking activities cannot interfere with work commitments or otherwise violate the College's Acceptable Computer Use policy and procedures.
- Copyright laws will apply to social networking communications; references or sources should be cited. Keep in mind that information that is widely available to the public may be subject to copyright restrictions that prohibit unauthorized duplication or dissemination. Refrain from posting trademarked content (logos, names, brands, symbols) without express permission from the trademark owner.
- College logos and trademarks may not be used without written consent of the College.
- Any employee who participates in any social networking medium is responsible for their postings and may be personally liable for any legal violations. The College will not assume any responsibility or liability for such activities and will not defend the employee in the event of any legal action. If applicable, observed online conduct that appears to violate the law may also be reported to law enforcement authorities.

A violation of this policy may result in disciplinary action up to and including termination of employment.

Social Media Site Approval, Registration, Administration, and Requirements

Approval. Hiram College social media sites may be administered on behalf of the College as an institution, individual schools, programs, members of the faculty in connection with a specific course, and student organizations. Unauthorized use of the Hiram College name, logo, and trademarks without expressed permission by an authorized official of the College is strictly prohibited.

Any faculty, staff, or function within the College who seeks authorization for a new social media site will be expected to define an appropriate purpose for the site and present a clear and viable plan for managing its content.

To ensure the adherence of brand guidelines, the naming of pages or accounts and the selection of profile pictures or icons are subject to the review and approval of College Relations. While College Relations is not responsible for the monitoring or pre-screening of content posted on non-institutional-level sites, the department reserves the right to remove, without notice, any content that it determines to be harmful, offensive, commercial in nature, or otherwise in violation of law or this policy. If you observe content that is questionable in nature, please promptly notify College Relations.

All Hiram College-related sites that represent the institution, schools, programs, departments, and sponsored by faculty, staff, or students must be approved by College Relations.

Registration. Administrators of all Hiram College social media sites shall register their sites annually with College Relations. While College Relations is not required to monitor content of these sites, it may, in its own discretion, review site content periodically to ensure policy is followed and the site remains active. College Relations reserves the right to remove or deny renewal of a site that is not maintained or does not abide by the rules detailed in this policy.

Administrators. Each authorized Hiram College social media site must have a designated administrator. College Relations must be notified of any changes or additions to designated

administrators and a representative from College Relations must be added as an administrator to each account.

Site Requirements. Terms of Use: Sites should include rules by which users agree to abide in order to follow or comment on posts.

Privacy Policy. Sites on which personally identifiable information is recorded must include either a link or text detailing Hiram College's Privacy Policy.

Disclaimer. Sites should include a statement of denial or disavowal of legal claim related to material or comments posted on the site.

ATTENDANCE & TIME AWAY FROM WORK

Attendance

All employees are expected to maintain regular, punctual attendance at work. While there may be times when conditions beyond an employee's control cause them to leave early, arrive late, or be absent, unsatisfactory attendance will not be permitted. Work schedules may vary depending on the needs of the particular operation or circumstance.

When it is necessary to be absent from work for planned medical reasons or personal reasons including vacation, employees must obtain advanced permission from their supervisor explaining why they will be absent and when they expect to return to work. Ideally, written notice should be given two (2) weeks prior to anticipated absence. If an unexpected illness or circumstance occurs, non-instructional employees should make every effort to notify their supervisor via phone or email system no less than two (2) hours before their start time. When it is necessary for a faculty member or instructional employee to be absent, they should consult the Faculty Academic Handbook.

Campus Emergencies

As a residential college, Hiram College rarely closes due to inclement weather. When weather conditions are so extreme that it becomes necessary to close the College, employees will be notified at the earliest possible time as follows:

- campus-wide voicemail (Hiram extensions only),
- campus-wide email (Hiram email accounts),
- special note on www.hiram.edu,
- by calling 330-569-5959 (recorded message on the status of the College),
- text message to employees' cell phones, and
- local television and radio stations.

The College does not expect employees to take unnecessary risks to report or remain at work. In cases where an employee decides, due to personal circumstances, that it is best not to report to work or to leave early because of adverse weather conditions and where the College has not issued a closing, late opening, or early dismissal, the employee is expected to use available paid personal, vacation hours/days, or leave without pay.

There may be occasions when the College will determine that certain employees, due to their job functions and the operation of the College, will be required to report to work despite a college closure.

Family & Medical Leave

Pursuant to the Family and Medical Leave Act, the College provides leaves of absence, with or without pay, to eligible employees for reasons such as the following:

- birth of a child to an employee or the placement of an adopted or foster care child with the employee;

- an employee's documented responsibility to care for their child, a spouse, or a parent with a serious health condition¹;
- recovery from one's own serious health condition that makes the employee unable to perform the functions of their position; and
- a qualifying armed forces exigency that involves the spouse, son, daughter, or parent of the employee who is on active duty in the Armed Forces or has been notified of an impending call to active duty status in support of a contingency operation.

Employees who have been employed with the College for at least 12 months and who have worked at least 1,250 hours in the year preceding the leave are eligible to apply for such leave. Eligible employees may take a maximum of 12 workweeks of paid or unpaid leave (as determined by the Family and Medical Leave Act) in a 12-month period for covered reasons such as those delineated above. In addition, eligible employees may take a maximum of 26 workweeks of unpaid leave in a 12-month period to care for a covered service member with a serious injury or illness if the covered military member is a spouse, child, parent, or next of kin.

The 12-month period in which the 12 or 26 weeks of leave entitlement occurs is a rolling 12-month period, measured backward from the date an employee uses any family or medical leave. Thus, each time an employee takes family or medical leave, the remaining leave entitlement would be any balance of the 12 or 26 weeks, as applicable, which has not been used during the immediate 12 months.

No combination of family leave and medical leave shall exceed these maximum limits. If an initial period of absence proves insufficient, consideration will be given to a written request for extensions. Such requests are evaluated on an individualized basis. Employees are required to first use any available accrued paid leave (e.g., vacation or sick days) at the same time the employee is on unpaid family or medical leave. Married employees will be restricted to a combined total of 12 weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child or to care for a parent with a serious health condition, and a combined 26 weeks of leave in any 12-month period for leave to care for a covered military member. In the case of a child with a serious health condition, 12 workweeks of leave will be provided to each spouse of a married employee couple.

Eligible employees should make requests for leave known to their managers and the Executive Director of Human Resources at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. Failure to comply with the notice requirements may result in denial of leave or a deferral of leave until proper notice is given.

The College will continue to provide health insurance benefits for the full period of the approved leave. All other company-sponsored benefit accruals, however, will be suspended during the leave and will resume upon return to regular employment.

So that an employee's return to work can be properly scheduled, an employee is requested to provide advance notice of the date the employee intends to return to work. Any changes to the anticipated return date must be documented by the treating medical provider and shared with the Executive Director of Human

¹ A serious health condition generally means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Resources within 72 hours of appointment/consultation. When the leave ends, the employee will be reinstated in accordance with applicable law.

Medical Certification–Child/Spouse/Parent

An employee requesting leave to care for a child, spouse, or parent must provide medical certification of the serious health condition of the individual requiring care. The medical certification must state:

- name, address, telephone number, and fax number of the health care provider and type of practice/specialization;
- date the condition started;
- probable duration of the medical condition or need for treatment;
- whether the patient’s condition qualifies under the definition of “serious health condition”;
- whether the patient requires assistance for basic medical, hygiene, or nutritional needs; safety; or transportation;
- whether the patient’s condition warrants the assistance of the employee; and
- estimate by the medical care provider of the period of time during which the employee’s presence would be beneficial.
- Additionally, if the employee is seeking intermittent leave or a reduced work schedule, the medical certification must include:
 - a statement that it is medically necessary for the employee to be on such a schedule and an estimate of the number and duration of the treatments, and
 - a statement by the employee of the care they will provide, an estimate of the period during which the care will be provided, and a proposed schedule.

The College may require, at its discretion, that the employee periodically obtain subsequent recertification regarding the serious health condition of the employee’s child, spouse, or parent, particularly if additional leave is requested. Employees should consult with the Human Resources Office regarding specific procedures for continued communication.

Medical Certification–Self

An employee requesting leave because of their own serious health condition must provide medical certification of the condition issued by their health care provider to both the supervisor and Human Resources Office.

The medical certification must state:

- name, address, telephone number, and fax number of the health care provider and type of practice/specialization;
- date the medical condition started;
- probable duration of the medical condition or need for treatment;
- whether the employee’s condition qualifies under the definition of “serious health condition”;
- whether the employee is unable to perform work of any kind or is unable to perform one or more of the essential functions of the position; and
- essential functions of the employee’s position as provided by the Human Resources Office.
- If the employee is seeking intermittent leave or a reduced work schedule, the medical certification must include:
 - that it is medically necessary for the employee to be on such a schedule, and
 - an estimate of the number and duration of the treatments.

The College may require that the employee periodically obtain subsequent recertification regarding the employee's serious health condition, particularly if additional leave is requested and approved by the Human Resources Office. Employees should consult with the Human Resources Office regarding specific procedures for continued communication.

The College may require, at its own expense, examination by an independent second health care provider. If the opinion of the second provider differs from the employee's health care provider, the employer may require, at its own expense, a third opinion. The third opinion will be final and binding.

Medical Certification—Covered Military Member

An employee requesting leave to care for a covered military member must obtain a certification completed by an authorized health care provider of the covered military member.

The medical certification must include:

- name, address and appropriate contact information of the health care provider, the type of medical practice, the medical specialty, and whether the health care provider is one of the following:
 - a Department of Defense health care provider;
 - a Veteran's Administration health care provider;
 - a Department of Defense TRICARE network authorized private health care provider; or
 - a Department of Defense non-network TRICARE authorized private health care provider.
- whether the covered military member's injury or illness was incurred in the line of duty on active duty; and
- approximate date on which the serious injury or illness commenced and its probable duration.

Any employee wishing to take a medical leave associated with a covered military member's medical condition must supply a statement or description of appropriate medical facts regarding the covered military member's health condition. The medical facts must be sufficient to support the employee's need for leave. The summary of medical facts must include information on whether the injury or illness may render the covered military member medically unfit to perform the duties of the military member's office, grade, rank, or rating and whether the military member is receiving medical treatment, recuperation, or therapy.

If an employee requests leave on an intermittent or reduced schedule basis to care for a covered military member for planned medical treatment appointments for a covered military member, the certification must include:

- whether there is medical necessity for the covered military member to have such periodic care, and
- an estimate of the treatment schedule of such appointments.

If an employee requests leave on an intermittent or reduced schedule basis to care for a covered military member other than for planned medical treatment (e.g., episodic flare-ups of a medical condition), the certification must include:

- whether there is a medical necessity for the covered military member to have such periodic care, which can include assisting in the covered military member's recovery; and
- an estimate of the frequency and duration of the periodic care.

Certification for Qualifying Exigency—Covered Military Member

If requesting leave because of a qualifying exigency arising out of the active duty or call to active duty status of a covered military member, the employee must provide a copy of the covered military member's active duty orders or other documentation issued by the military. The document must indicate that the

covered military member is on active duty or call to active duty status in support of a contingency operation and the dates of the covered military member's active duty status.²

The employee must also provide a certification which includes:

- a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which leave is requested. The facts must be sufficient to support the need for leave and must include:
 - type of qualifying exigency for which leave is requested and
 - any written documentation which supports the request for leave.
- approximate date on which the qualifying exigency commenced or will commence;
- estimate of the frequency and duration of the qualifying exigency (if an employee requests leave because of a qualifying exigency on an intermittent or reduced schedule basis); and
- appropriate contact information for the individual or entity with whom the employee is meeting (such as name, title, organization, address, telephone number, fax number, and e-mail address) and a brief description of the purpose of the meeting (if the qualifying exigency involves meeting with a third party).

Faculty Leaves of Absence

Faculty Short-Term Disability

A faculty member who is unable to work because of illness or disability for one or two days must notify, by phone or email, both the Vice President/Dean of the College's Office and School Director's office as soon as possible to minimize inconvenience for students and other members of the community. It is expected that, as a matter of professional courtesy, faculty colleagues will substitute for the absent member in their teaching assignments whenever possible. Where this is not possible, the faculty member will be expected to make up any missed classes as soon as possible upon their return to work. It is expected that the faculty member will exercise the benefit described in this section with discretion in order that there be minimal disruption to the academic program or inconvenience to their students and faculty colleagues.

Faculty Medical Leave

Any absence from work due to personal illness or injury that extends beyond four (4) work days must be covered by a medical leave of absence. A faculty member who becomes ill or disabled must request, as promptly as possible, a medical leave from the Vice President and Dean of the College, who will make arrangements with the Human Resources Office to initiate a medical leave. A physician's certificate indicating the date of inception, nature, and estimated duration of the illness or disability shall be provided to the Vice President and Dean of the College within 10calendar days.

The 10-day notification period cited above may be modified in emergency or unusual situations at the discretion of the Vice President and Dean of the College. When a faculty member knows in advance of an expected absence due to temporary disability, they shall notify their School Director of this fact at once and may continue to work provided they are physically able to perform their duties adequately and safely. The School Director shall transmit such notification received to the Dean upon receipt. Please refer to the

² An employee must provide a copy of new active duty orders or other documentation issued by the military if the need for leave because of a qualifying exigency arises out of a different active duty or call to active duty status of the same or a different covered military member.

provisions of the Family and Medical Leave Act Policy (FMLA). This medical leave provision is administered concurrently with any provision covered by FMLA.

To initiate or continue a request to go out on medical leave, faculty must show evidence of disability that is satisfactory to the College. Faculty and academic personnel leave will be reviewed periodically by the Vice President and Dean of the College.

Salary continuation will be available for all substantiated faculty medical leaves for up to six (6) months' time at 60% of the faculty's current salary. At its discretion, the College may ask for information, at intervals of its choosing, that allows officials to make a salary continuation decision.

The status of being on "indefinite medical leave with recall rights" shall apply to tenured members who are medically disabled and who have exhausted medical leave privileges. Such members shall have the right of reinstatement to full-time status with their last rank and tenure, provided an authorized vacancy exists in their program, and they comply with return-to-work medical documentation requirements, up to a period of two (2) years. The status of being on "medical leave" shall apply to non-tenured members who are medically disabled and who have exhausted medical leave privileges. Such members may be reinstated at their last rank if: 1) such reinstatement is recommended by the School Director and the Appointment, Tenure, and Promotion Committee (ATP); 2) such reinstatement is approved by the Vice President and Dean of the College; and 3) they comply with return-to-work medical documentation requirements.

Faculty who are disabled and unable to work for more than six (6) months may become eligible for Long-Term Disability (LTD) benefits under the insurance program. Faculty who remain off work more than six (6) months because of personal illness or injury, upon written request and evidence of disability, may be granted an extended medical leave of absence without pay for a period of up to an additional six (6) months or up to a maximum of one (1) year from their last day worked. Faculty who return to work following an approved medical leave of absence will, provided that business conditions permit and to the extent required by applicable law, return to the same or equivalent job and compensation. If business conditions do not permit, or if the job has been filled on a permanent basis, a faculty member may be offered a job opportunity based upon qualifications and availability within the College.

Medical, dental, life, and LTD premiums will be continued by the College for up to the first six (6) months of medical leave of absence with the College paying its portion of the premium and the faculty member continuing to pay their portion of the premium. These premiums will continue for up to an additional six (6) months based on one (1) month for each full, continuous year of the faculty member's service to date. Faculty who do not return to work within one (1) year of their last day worked will have their employment relationship with the College terminated. The Human Resources Office will review and provide COBRA benefit continuation options at that time.

Staff Medical Leave–Sick Hours

Paid sick hours are granted to help all professional, exempt, and non-exempt regular full-time staff employees, including staff on a 10-month work schedule, avoid a loss of income due to an incapacitating illness or disability.

In accordance with the federal Family and Medical Leave Act, sick time shall be utilized for an employee's own personal illness, medical and ancillary health appointments, as well as those illnesses, medical, or ancillary health appointments of dependent parents, parents-in-law, in loco parentis dependents, or dependents of the employee.

Staff employees may accumulate sick hours that cover allowable absences. This Paid Medical Leave–Sick Hours policy operates concurrently with the paid and unpaid Family and Medical Leave policy, which means that, at the same time an employee is taking leave under this policy, the employee is taking leave under the Family and Medical Leave policy. The College requires employees eligible for Family and Medical leave to use the days to which they are eligible.

Beginning after they complete the first 30 calendar days of employment, a full-time staff employee, including those on a 10-month work schedule, will begin to accumulate, based on their annual work schedule hours, the equivalent of one and one-quarter (1¼) sick days for each subsequent full month paid. Earned, unused sick hours may be carried over from one year to the next up to the equivalent of 30 sick days. (Note: the reference to hours is used because the Banner payroll system uses hours versus days.) For fiscal year 2020, the sick time accumulation is effective July 1, 2019.

In case of illness or injury, a regular full-time staff employee will be paid 100% of their regular daily rate for the number of sick hours used against those accumulated. In order to receive sick pay, the employee must notify their supervisor of the sickness on the first day away from work and each day thereafter. A written verification of illness from a physician may be required:

- after a sick leave of four (4) or more days,
- if the employee takes a sick leave immediately before or after a paid holiday,
- at a supervisor’s discretion, and
- if there is frequent or patterned use of individual sick hours.

Employees who need to use hours beyond those accumulated go into “dock” status for up to two additional weeks. Upon cessation of employment, no accumulated sick time is paid out.

Long-Term Disability

Employees who are disabled and unable to work for more than six (6) months may become eligible for Long-Term Disability benefits under the insurance program. Employees who remain off work more than six (6) months because of personal illness or injury, upon written request and evidence of disability, may be granted an extended medical leave of absence without pay for a period of up to an additional six (6) months or up to a maximum of one year from their last day worked. Employees who return to work following an approved medical leave of absence will, provided that business conditions permit and to the extent required by applicable law, return to the same or equivalent job and compensation. If business conditions do not permit, or if the job has been filled on a permanent basis, an employee may be offered a job opportunity based upon qualifications and availability within the College.

Medical, dental, life, and LTD premiums will be continued by the College for up to the FMLA-mandated timeframe of medical leave of absence with the College paying their portion of the premium and the employee continuing to pay their portion of any premiums. Employees who do not return to work within one year of their last day worked will have their employment relationship with the College terminated. The Human Resources Office will review and provide COBRA benefit continuation options at that time.

Faculty and Staff Personal Leave

Vacation for Full-Time Staff

Newly hired, full-time staff (both exempt and non-exempt on a 12-month work schedule) will earn a pro-rated amount (1 and 2/3 days) of vacation, beginning with the first month following their month of hire, for each full month of employment during their first year of employment through the end of the fiscal year (June 30). Vacation time will then be calculated on a fiscal year basis (July 1 through June 30). Employees

hired from April 1 through June 30 are first eligible for vacation beginning July 1. For fiscal year 2020, the sick time accumulation is effective July 1, 2019.

Full-time, 12-month staff employees are eligible for 20 days of vacation each fiscal year. Employees are vested (for purposes of severance payout of unused vacation days) for vacation eligibility beginning each fiscal year according to the following schedule, although all 20 days are available for immediate use:

<u>Vesting Dates</u>	<u>Vacation Eligibility</u>
July 1	5 days
October 1	5 days
January 1	5 days
<u>April 1</u>	<u>5 days</u>
Total	20 days

All vacation must be taken within the fiscal year earned. Supervisors may grant an exception to this by allowing employees who were unable to take vacation during the fiscal year to carry five (5) days over to the next fiscal year if approved by their supervisor. Those five (5) days must be used within the first 90 days of the new fiscal year, unless extended by the Vice President of the area in which the staff employee works. Upon cessation of employment, vacation is paid out according to the vesting schedule above and is calculated on an employee’s base salary if the employee gives the appropriate amount of notice time (see the section “Resignation”).

All vacations must be scheduled with and approved by the employee’s supervisor. Choice of vacation time is subject to the approval of the employee’s supervisor in accordance with work requirements. Vacations will, so far as practical, be granted as requested by the employee with preference given to employees with seniority if there is a scheduling conflict. Minimum increments of one-half (½) day will be granted.

Full-time employees are eligible for personal hours based on their annual work schedule. After completing four (4) months of full-time continuous employment, an employee is eligible for two (2) paid personal days per fiscal year, which can be taken in minimum increments of one-half day. Requests for personal hours must be approved by the employee’s supervisor and cannot carry over from one fiscal year to another, and employees are not paid for unused paid personal hours upon termination of employment.

Staff employees who work on a 10-month work schedule are eligible for 17 days of vacation. Newly hired employees will earn a prorated vacation accrual of 1.42 days, beginning with the first month following their month of hire, for each full month of employment during their first year of employment through the end of the fiscal year (June 30).

Holidays

The College observes the following holidays:

- Independence Day
- Labor Day
- Thanksgiving
- The day after Thanksgiving
- Christmas Day through New Year’s Day
- Martin Luther King, Jr. Day
- Memorial Day
- Floater Day

Holiday observance dates and work schedules are communicated to employees each year. Certain offices must remain open for business with sufficient staff on holidays when students will be on campus and when classes are in session. If an employee is required to work on a paid holiday, they will be granted an alternate work day off with pay within the same month.

Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. The leave will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible. Paid time off and holiday benefits will continue to accrue during a military leave of absence.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Jury Leave & Subpoenas

Employees who are summoned for jury duty or subpoenaed as a witness (other than in connection with another job or business of such employee) will be excused from work and will continue to receive their regular salary or regular daily rate while absent for such service for up to two (2) weeks, unless an exception is made by the Vice President of the employee's area of employment or the Executive Director of Human Resources. Employees must notify their supervisor when they receive a summons and submit documentation as evidence to the Human Resources Office for record-keeping purposes.

Employees are expected to return to work if released or excused from duty on any day or portion thereof. Upon returning to work, employees must present written verification of the day(s) served as a juror or subpoenaed witness. Instructional faculty are strongly encouraged to request a rescheduling of jury duty if the duty conflicts with a time when classes are in session.

Employee Death & Condolences

Given the sense of community that marks Hiram College, faculty and staff bond together and draw strength from one another in times of sorrow. In the event of the death of an employee, the College generally makes payment to the employee's estate equal to one month's pay in addition to an amount equal to any unused paid vacation. The College also seeks to support an employee when a spouse, domestic partner, parent, child, sibling, grandparent, mother- or father-in-law, or son- or daughter-in-law passes away. In these events, the Human Resources Office should be notified and provided with the name of the deceased and the funeral arrangements so that condolences can be sent on behalf of the Hiram College community.

Funeral (Bereavement) Leave

If an employee's spouse, partner, parent, child, sibling, or mother- or father-in-law should die, the employee can take up to four (4) working days off with pay to attend to the funeral arrangements and funeral. If an

employee's grandparent, brother- or sister-in-law, son- or daughter-in-law, aunt, uncle, niece, nephew, or cousin should die, the employee can take up to two (2) working days off with pay to attend to the funeral arrangements and funeral. The College recognizes that a family death is very stressful and emotional and estate needs vary from family to family. An employee may find that they need additional time away from work. If this need should arise, an employee may use paid personal or vacation hours. If the deceased is not someone in the above category, an employee may use vacation or personal time to attend the funeral.

BENEFIT PLANS

Benefit plans are approved by the President, upon recommendation of the responsible staff and administration, and after study and consultation by any appropriate administration. Benefit plans are reviewed and revised, updated, terminated, or added periodically to meet changing needs, objectives, and available resources and within the College's sole discretion. Benefit plans are not to be construed as a contractual obligation of Hiram College.

Employee benefits are often covered by separate plans and contracts. The policies below are meant to summarize the features of the plans and their requirements, but to the extent that anything stated in this handbook deviates from the terms of the plans, the plans will supersede the handbook.

Group Insurance Program

Hiram College's insurance programs include a variety of benefits for which all full-time employees are eligible. These include a choice of medical, dental, basic and optional life insurance, accidental death and dismemberment insurance, and long-term disability coverage. Eligible dependents or a spouse may be enrolled at the employee's expense in the medical, dental, and optional life insurance plans provided in the group insurance program. Costs of each plan vary and are reviewed annually, and the College reserves the option to change a plan when it sees fit. Flexible spending accounts are provided, which permit employees to contribute via pre-tax salary reduction per IRS-documented medical and dependent care expenses which are not reimbursed by other insurance coverage.

Medical and Dental Insurance

Medical coverage provides comprehensive medical benefits including hospitalization, physician fees, lab work, prescription drugs, and much more. Dental coverage provides preventative and corrective dental coverage. Full-time employees are offered medical and dental coverage beginning the first of the month following their month of hire or immediately if hired on the first working day of the month.

Life Insurance and Accidental Death and Dismemberment Insurance

Term life insurance and accidental death and dismemberment insurance is provided for each employee by the College in an amount equal to one time the employee's annual base salary rounded up to the nearest \$1,000. New employees are eligible the first of the month following their month of hire or immediately if hired on the first working day of the month.

The College also offers employees the option of purchasing additional life insurance for the employee, spouse, and dependent children.

Long-Term Disability Income

The College provides employees with a basic disability benefit which is equal to 50% of the employee's base monthly salary (less any amounts received from Social Security, Worker's Compensation, or any other disability program). The maximum monthly benefit is \$1,000. Employees may purchase additional disability coverage.

Flexible Spending Accounts

Flexible spending accounts are available for employees who wish to take advantage of the tax laws while being reimbursed for certain medical and dependent care expense (as defined by the Internal Revenue

Service). One account can be established for eligible expenses for medical, dental, and vision costs of the employee, the employee’s spouse, and the employee’s dependents, which are not reimbursed by other insurance coverage. A second account may also be established for eligible expenses for care of a dependent child under age 13 or a spouse or other dependent who is physically or mentally incapable of self-care while the employee works.

Employees designate the amount they wish to contribute to their account(s), up to the allowable limits, on a pre-tax basis. The College will deduct the selected amount each pay over the designated 12-month period. Throughout this consecutive 12-month period, employees may submit claims for payment to a third-party administrator and be reimbursed up to the amount of money allocated to their account. Careful planning is required on the part of each employee. Any money left over at the end of the 12-month designated period cannot be refunded or carried over (except in certain cases) to an individual employee. Employees must decide if they wish to participate and, if so, the amounts, which may not change until the beginning of a new 12-month period (unless there is a change in family status).

This is an optional plan. All full-time employees who have completed at least one (1) year of continuous service may participate. The College pays the administrative and participation fees associated with this plan. Employees should keep in mind that reducing taxable income may also reduce future Social Security benefits.

Retirement Plan

All employees who have been employed at least 12 months and have completed one (1) year of service participate in the College’s retirement plan. A Hiram College employee will earn a Year of Eligibility Service only if they are credited with 1,000 or more hours of service in the 12-month period beginning with their hire date. If an employee does not satisfy the eligibility requirements during that first measuring period, eligibility will be calculated based on a 12-month period beginning with the anniversary of hire date. The plan involves mutual participation—the employee contributes a percentage of their regular salary, and the College contributes a percentage of the employee’s regular salary. See the retirement plan document for additional details. This is provided to all participants on an annual basis. The College reserves the right to change the mandatory employee contribution rates as well as the College’s contribution rates. Relative to the retirement plan features and policies, the plan document is the ruling document.

Eligible employees contribute to and receive contributions from the College as follows:

<u>Years of Service</u>	<u>Employee Contribution</u>	<u>College Contribution</u>
1-3 years	2%	2%
4-7 years	3%	3%
8-11 years	4%	3%
12-19 years	5%	3%
20-24 years	5%	3%
25 or more years	5%	3%

The current investment vehicle of the retirement plan is the Teachers Insurance Annuity Associate (TIAA) and the College Retirement Equities Funds (CREF). TIAA-CREF offers a number of annuity and investment options for plan contributions. Details about annuity and investment options will be provided by TIAA-CREF directly to plan participants.

Employees may also participate in the Supplemental Retirement Annuity Plan (SRA) to set aside tax-deferred funds over and above amounts being accumulated under the College's retirement plans. SRAs are available only for premiums remitted on a tax-deferred basis that do not exceed certain limits of the Internal Revenue Code. All employees, both full- and part-time with less than one (1) full year of employment, may contribute upon hire to the SRA Plan. SRAs can also be used by employees who wish to contribute more than 5% into the retirement plan. SRAs have the additional advantage of an attractive loan feature which is available prior to termination of employment. SRA funds consist of employee contributions only. The current investment vehicle of the supplemental retirement plan is the Teachers Insurance Annuity Associate (TIAA) and the College Retirement Equities Funds (CREF).

Please refer to the summary plan description booklet for the Hiram College Retirement Plan for a detailed explanation of the eligibility requirements and benefit provisions.

Tuition Benefits

The College offers a tuition exemption plan. The plan allows employees to pursue personal and professional growth opportunities related to their present position and future opportunities they may want to explore at the College.

Full-time employees or employees who have an annual work schedule of at least 1,560 hours per year, their dependent children, and their spouses may enroll in up to 136 credit hours as part of the College's tuition exemption plan. Tuition benefits will be equivalent to current tuition less any non-need-based financial aid funding including, but not limited to, Hiram Merit Scholarships and Hiram grants of circumstance (Alumni Grants). To participate in the program, employees must meet all admissions requirements and there must be space in the courses the employee wishes to enroll. Before an employee can take or register for classes that are scheduled during the employee's work day, the employee must gain consent of their supervisor and agree to an alternate work schedule that ensures that he/she is able to make up work that is missed during class sessions.

In the Traditional College, employees are charged for fees and for room and board if utilized. A per-credit-hour fee is charged for all Weekend College course work taken. The fee is charged whether the student is taking the course for credit or auditing. Any applicable fees will also be charged.

The employee must complete a tuition benefit form, available in the Human Resources Office, for each semester that they are registered for courses. The completed form must then be submitted to the Human Resources Office at least 60 days before the semester starts, so that the tuition benefit can be applied to the employee's bill.

For an employee to qualify their child as a "dependent" and eligible for this benefit, the child must 1) be the employee's biological or legally adopted child or the biological or legally adopted child of the employee's spouse; 2) have been claimed as a dependent on the employee's taxes or for which the employee is obligated to provide child support in the year prior to entering college and each year while enrolled in college; and 3) be under the age of 19 at the end of the tax year, or under the age of 24 if a full-time student for at least five (5) months of the year, or be permanently or totally disabled at any time during the year.

Employees who voluntarily terminate their employment while they, their dependent children, or spouses are enrolled in courses at Hiram College will be eligible to receive a prorated amount of tuition benefit based on the number of weeks completed in the school term prior to their termination. A spouse or eligible dependent child who is also enrolled in courses at the time they lose eligibility due to a change in the employee's employment or dependent status will also receive a prorated amount of tuition benefit on the same basis as described above.

In the event of an employee death, the dependent and/or spouse of the deceased employee can finish the academic year on tuition exchange or tuition waiver, whichever program the dependent or spouse was enrolled at the time of the employee's death. The tuition benefit will cease at the end of that academic year.

Full-time employees with at least three (3) years of full-time, continuous service and working at least 1,560 hours per year may enroll in masters-level course work at Hiram College provided there is space in the course and the admissions requirements are satisfied. No more than 40 semester hours of instruction may be obtained through the Master of Arts in Interdisciplinary Studies graduate degree program. The credit hour charge for eligible employees will be at 50% of the regular per credit hour cost. This tuition will be charged whether the student is taking the course or auditing the course. All applicable fees will also be charged. Before an employee can take or register for classes that are scheduled during the employee's work day, the employee must gain consent from their supervisor and agree to an alternate work schedule that ensures they are able to make up work that is missed during class sessions.

All eligible employees must apply through the Center for Adult Studies. Enrollment is selective and limited. The Graduate Studies Counsel must approve admission.

The employee must complete a tuition benefit form, available in the Human Resources Office, for each semester that they are registered for courses. The employee then submits the completed form to the Human Resources Office so that the tuition benefit can be applied to the student bill.

Tuition Exchange Program

Hiram College is a member of the Tuition Exchange Program. The program enables dependent, unmarried child(ren) of full-time faculty and professional staff members to attend other exchange colleges and universities at reduced tuition costs. The annual number of tuition exchange scholarships is limited. In case requests for scholarships exceed available scholarships, priority will be as follows:

- Group 1 Full-time faculty and staff with 10 or more years of full-time continuous services with preference based on seniority. Employees in this group where a dependent child has not utilized this scholarship will be considered before employees in this group who have dependent child(ren) who have previously utilized a Tuition Exchange scholarship.
- Group 2 Tenured faculty with preference based on seniority. Tenured faculty whose dependent child(ren) have not utilized this scholarship will be considered before tenured faculty who have dependent child(ren) who have previously utilized a Tuition Exchange scholarship.
- Group 3 Full-time faculty and professional staff with one (1) or more years of full-time continuous service with preference based on seniority. Employees in this group where a dependent child has not utilized this scholarship will be considered before employees in this group who have dependent child(ren) who have previously utilized a Tuition Exchange scholarship.

For this benefit, "full-time" is defined as faculty or professional staff employees who have an annual work schedule of at least 1,560 hours per year. For more information, consult with Human Resources.

COLLEGE FACILITIES AND SERVICES

Every employee of the College is encouraged to use their Hiram College identification card as admission to college-sponsored events such as athletic contests, plays, concert and artist series, and musical events. This privilege does not include events sponsored by organizations outside the College. Identification cards for dependents should be obtained from the Campus Safety Office. The Human Resources Office has a form that must be submitted to the Campus Safety Office in order for a dependent to receive a College identification card.

Library

Employees are invited to utilize the facilities of the College Library. Books, CDs, and other material may be borrowed, subject to the same rules and regulations as student borrowers, by presenting a staff/faculty identification card.

Bookstore

The Hiram College Bookstore carries a wide array of school supplies, clothing, gifts, magazines and greeting cards, and textbooks and trade books for course work. Members of the faculty and staff, including their immediate family, receive a discount on all books and supplies. Employees may place monies on their staff/faculty identification card to be used in the Bookstore for personal purchases. Please see the Financial Services Specialist in the Business Office to make a deposit to your ID.

Athletic Facilities

Employees and immediate family members with proper identification are permitted to use the athletic facilities of the College during times and with the conditions specified by the Athletic Department. The department reserves the right to issue and enforce regulations regarding the use of its facilities, including restrictions that apply to minors. Details regarding a Sport Center Club membership can be found [online](#).

Dining Services

Employees may purchase a variety of foods and beverages at reasonable prices in the Bistro located inside the Kennedy Center. The Dining Hall offers a variety of meal selections in an all-you-can-eat venue. Employees of the College may purchase a meal card at a reasonable cost to the employee which allows them to eat in the Dining Hall and Bistro. Employees can purchase meal cards at the Dining Hall.

Parking

Parking is available on a first-come, first-served basis. Employees, their family members, and guests are expected to heed all parking instructions, including those that prohibit parking in any type of reserved area, including but not limited to those reserved for the disabled, special visitors, and vehicles in repair. The College will not be liable for fire, theft, damage, or personal injury involving automobiles of employees. Employees should protect their property by locking their car doors.

Employees are expected to drive safely and exercise care, especially when entering and exiting lots and spaces where the line of vision is obstructed. Employees are expected to register their vehicle and receive a staff/faculty parking identification card by contacting the Campus Safety Office.

Charitable Contributions

The College supports employees who choose to make charitable contributions to organizations of their choice. Hiram offers payroll deductions to the following charities or non-profit entities: United Way, Community Shares, and Hiram College.

CONCLUSION

This Employee Handbook outlines a number of policies, expectations, services, and resources, but it is neither an exhaustive nor immutable document. Hiram officials routinely review and revise the policies and procedures contained herein. The College, at its option, may change, delete, suspend, or discontinue any part or parts of information contained in this handbook at any time without prior notice. Changes made to this document will be communicated to employees as described in the section “Employment”.

This handbook supersedes any prior guides and policies.

We hope employees will find this handbook to be a useful tool in developing their understanding of the policies, practices, and protocols in place at Hiram College.