

**CHESTNUT  
HILL  
COLLEGE**

# **Staff Handbook**

# **Staff Handbook**

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**SECTION 1:**

**GENERAL INFORMATION**



CHESTNUT  
HILL  
COLLEGE

## OFFICE OF THE PRESIDENT

This edition of the Staff Handbook replaces all previous editions and may be used as a reference for all non-faculty employees of the College. The format of the Handbook itself indicates that it is a living document, designed to accommodate the revision and development of policies on an ongoing basis. An ongoing review and revision of policies

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

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

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

Very truly yours,

Carol Jean Vale, SSJ, Ph.D.  
President

# Chestnut Hill College

## Mission Statement

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

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

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

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

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

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

# **Chestnut Hill College**

## **Core Values**

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

We Strive To Live This Value By:

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

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

We Strive To Live This Value By:

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

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

We Strive To Live This Value By:

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

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

We Strive to Live This Value By:

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

### **We Value Spirituality.**

We Strive To Live This Value By:

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

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

### **We Value Service.**

We Strive To Live This Value By:

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

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

We Strive To Live This Value By:

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

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

We Strive To Live This Value By:

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

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

We Strive To Live This Value By:

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

## History of Chestnut Hill College

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

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

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

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

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

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

campus.

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

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

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

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

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

## **CHESTNUT HILL COLLEGE**

**Subject: Handbook Purpose**

**Policy: 2.1**

**Effective: July 1, 1999  
Reviewed August 5, 2015**

**Contact: VPFA**

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

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

## CHESTNUT HILL COLLEGE

**Subject:** Equal Opportunity Employer

**Policy:** 2.2

**Effective:** July 1, 1999  
Revised December 5, 2011  
Reviewed August 5, 2015

**Contact:** VPFA

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Chestnut Hill College is an equal opportunity employer and no person will be discriminated against in employment, including recruitment, hiring, promotion, termination or forms of compensation or on any other terms of employment. Discrimination on the basis of any of the following is prohibited: race, ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, familial status, disability, or status as a veteran. Chestnut Hill College follows the June, 2011, Fair Practices Ordinance of the City of Philadelphia (9-1100) as well as other local, state, and federal laws.

*See also Policy 2.20 Non-Discrimination Policy.*

**CHESTNUT HILL COLLEGE**

**Subject: Employment at Will**

**Policy: 2.3**

**Effective: July 1999  
Reviewed August 5, 2015**

**Contact: VPFA**

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

**CHESTNUT HILL COLLEGE**

**Subject: Identification Cards**

**Policy: 2.4**

**Effective: March 2003  
Revised August 12, 2015**

**Contact: VPFA**

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All College employees are provided with an Identification (ID) Card. Employees are required to wear a CHC photo ID at all times.

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

## **CHESTNUT HILL COLLEGE**

**Subject: Employment Classifications**

**Policy: 2.5**

**Effective: March 1, 2003  
March 31, 2017**

**Contact: VPFA**

Upon hire, employment is assigned a category and positions are assigned a classification.

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

### **Full-Time**

A full-time employee is one who is employed a minimum of 30 hours per week and whose schedule extends to 52 weeks per year.

### **Part-Time**

A part-time employee is one who is employed a minimum of 20 hours per week but less than 30 hours per week and whose schedule extends to 52 weeks per year.

### **Temporary**

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

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

In addition to the above categories, the College considers two classifications of positions by one of the following definitions in accordance with the Fair Labor Standards Act. Classifying a position as non-exempt or exempt is determined by the Human Resources Office.

### **Non-Exempt**

Positions are not exempt from minimum wage and overtime pay regulations covered by the Fair Labor Standards Act (FLSA). These positions include clerical, administrative support, uniformed personnel and similar positions that do not meet the requirements for the exemption as defined by the FLSA. Employees classified in non-exempt positions are eligible for overtime pay and are required to keep time records. Refer to Policy 3.23 Overtime Pay for Non-Exempt Employees.

**Exempt**

Positions are exempt from the minimum wage and overtime pay regulations of the Fair Labor Standards Act (FLSA). These positions, which include executive, managerial and professional positions must meet the requirements of the exemption. Employees in exempt positions are not eligible for overtime pay.

## **CHESTNUT HILL COLLEGE**

**Subject:        Employment Review Period**

**Policy:         2.6**

**Effective:      March 1, 2004  
                     Reviewed August 5, 2015**

**Contact: VPFA**

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

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

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

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

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

## **CHESTNUT HILL COLLEGE**

**Subject: Standards of Conduct**

**Policy: 2.7**

**Effective: April 1, 2003  
Revised July 1, 2014**

**Contact: VPFA**

Chestnut Hill College expects all members of the campus community to conduct themselves in a professional, collegial manner in the fulfillment of all of the obligations of their institutional roles and in all interactions related to their work. In particular, each person should interact with others in a manner that is congruent with the College's mission. For example, it is expected that all members of the College Community act in a professional and civil manner, contribute to the smooth operation of the College and its departments, treat one another respectfully and refrain from behaviors that could be interpreted as bullying or harassing, care for College property, and uphold the reputation of the College.

This policy applies to all employees who work directly or indirectly for the College, including faculty, staff, and administrators. Other, more specific policies may provide details about the application of this general policy for particular groups. Alleged acts of discrimination based upon sex, which includes sexual harassment or sexual violence are covered by the Policy on Sexual harassment and Sexual Violence and are to be addressed under that Policy. Employees are also expected to follow the established policies and procedures of their departments and the College. This policy provides a protocol for responding to concerns about conduct, whether or not addressed by other policies of the College, in a fair and orderly manner and is intended to support civility and collegial relationships at Chestnut Hill College. In addition, this policy provides an effective and flexible means of identifying problem areas, resolving complaints, and preventing repetitive incidents by prompt intervention and assistance. It is directed toward continual institutional improvement.

The College recognizes that while there can be serious violations of professional responsibilities resulting in possible recommendation for suspension or dismissal, many personal and professional problems may be rectified by dialog and informal educational processes.

The College has a responsibility to respond to concerns about professional conduct and working relationships. Concerns brought to the attention of supervisors will ordinarily be addressed by a series of gradual steps involving strategies to resolve issues that have been identified. For example, the steps may include personal conferences, verbal and written warnings, and opportunities for assistance where applicable. When these steps are not warranted because of the seriousness of a violation, or when they do not result in a satisfactory resolution, individuals may be subject to suspension, probation, and/or dismissal.

## CHESTNUT HILL COLLEGE

**Subject: Attendance and Timeliness Policy**

**Policy: 2.8**

**Effective: October 1, 2009**

**Contact: VPFA**

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

### **Work Day**

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

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

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

### *Alternative Workday*

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

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

### **Attendance**

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

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

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

**Timeliness**

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

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

**Alternative Workday  
REQUEST/AUTHORIZATION FORM**

Name \_\_\_\_\_

Department \_\_\_\_\_

Supervisor \_\_\_\_\_

Effective date \_\_\_\_\_ End date \_\_\_\_\_

**Purposed Schedule:**

Non-Exempt alternative hours:

	Start Time	Start Lunch	End Lunch	End Time	TOTAL HOURS
MON					
TUES					
WED					
THURS					
FRI					
Total:					

Exempt alternative schedule:

I request that my schedule be adjusted to the following:

Proposed start time: \_\_\_\_\_

Proposed end time: \_\_\_\_\_

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Explanation:

## **CHESTNUT HILL COLLEGE**

**Subject: Performance**

**Policy: 2.9**

**Effective: September 10, 2007  
Revised August 5, 2015**

**Contact: VPFA**

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

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

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

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

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

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

## CHESTNUT HILL COLLEGE

**Subject:** Corrective Action Plan

**Policy:** 2.10

**Effective:** March 1, 2003

**Contact:** VPFA

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

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

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

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

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

## Corrective Action Procedures

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

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

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

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

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

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

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

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

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

## CHESTNUT HILL COLLEGE

**Subject: Sex Discrimination, Sexual Harassment and Sexual Violence**

**Policy: 2.11  
G102.4 Faculty Manual**

**Effective: May 23, 2011  
Reviewed August 5, 2015  
Revised August 2016**

**Contact: VPFA**

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*Please Note: This policy was originally modified in April 2011 to ensure that Chestnut Hill College procedures are in compliance with the guidance issued by the Office for Civil Rights on April 4, 2011 relating to college and universities' obligations under Title IX to respond appropriately to allegations of sexual harassment and sexual violence. Sexual harassment and sexual violence are forms of sex discrimination prohibited by Title IX. In addition to sexual violence, this policy addresses any discrimination or harassment based on gender, sexual orientation, gender identity, or gender expression. This policy was subsequently modified in August 2014 and August 2015 to ensure that Chestnut Hill College is in compliance with the VAWA amendments, Campus SaVE Act, the April 2014 Questions and Answers on Title IX and Sexual Violence from the Office for Civil Rights, and guidance issued under The White House Document, Not Alone.*

*While this policy speaks specifically to harassment based on sexual discrimination, all incidents involving harassment under protected classifications as outlined in the College's Non-Discrimination Policy, will follow the same procedures for investigation, hearing and appeal.*

### **Policy Statement**

It is the policy of Chestnut Hill College that while employed or enrolled at Chestnut Hill College no administrator, faculty member, staff member or student shall be subject to discrimination based upon sex, which can include acts of sexual violence, sexual harassment, domestic violence, dating violence and stalking, by another member of the College community. Chestnut Hill College expects all members of the campus community to conduct themselves in a manner that does not infringe upon the rights of others; the College believes in a zero tolerance policy for gender-based or sexual misconduct.

Included within this Policy is the College's commitment to protect the individuals who are involved in an investigation of a potential violation of this Policy against retaliation from any member of the College community. Such retaliation will be deemed a separate basis for violating the College's Policy on Sex Discrimination, Sexual Harassment and Sexual Violence. For the purposes of this policy, sex discrimination, sexual harassment and sexual violence all fall under the category of sexual misconduct.

## **Policy Rationale**

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

The purpose of this policy is:

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

## **Scope of Policy**

- This policy and the procedures set forth herein apply to and cover all members of the College community in all three Schools without exception. The College community includes all administrators, faculty, staff, and students. Title IX protects students from sexual harassment in a school's educational programs and activities.
- The College also contracts a number of vendors on campus. These individuals are also protected from all forms of discrimination and are held accountable to policies and procedures outlined by their respective employers. If a vendor is accused of misconduct against a member of the College community, the College will work collaboratively with the individual's employer. At the request of the College these individuals may also be subject to interim measures (outlined below) while an incident is investigated and resolved.
- Employees are protected from sexual discrimination in all phases of their employment including applications, job performance, salary and promotions.
- Members of the College community, who are traveling abroad on College business or due to a College course, are expected to comply with this Policy regardless of local laws and/or customs.
- Title IX also prohibits harassment based upon sex or sex-stereotyping.
- Members of the College community are protected from being retaliated against for filing a claim or for cooperating in an investigation
- This policy and the procedures cover all members of the College community in all three Schools for claims of discrimination, harassment or retaliation under any other protected category as outlined in the College's *Non-Discrimination Policy*.

## **Legal Definition**

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

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

## **Title IX Coordinator**

Chestnut Hill College designates Krista Bailey Murphy, Dean of Student Life, as the Title IX Coordinator. The Title IX Coordinator oversees the College's centralized review, investigation, and resolution of reports of sexual misconduct. The coordinator also coordinates the College's compliance with Title IX. The Title IX coordinator is:

- responsible for oversight of the investigation and resolution of all reports of sexual misconduct;
- knowledgeable and trained in relevant state and federal laws and College policy and procedure;
- available to advise any individual, including a complainant, a respondent, or a third party, about the courses of action available at the College, both informally and formally;
- available to provide assistance to any College community member regarding how to respond appropriately to reports of sexual misconduct;
- responsible for monitoring full compliance with all requirements and timelines specified in the complaint procedures; and
- responsible for compiling annual and semi-annual reports.

## **SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:**

- **Sexual Harassment**
- **Sexual Assault**
  - **Non-Consensual Sexual Contact (or attempts to commit same)**
  - **Non-Consensual Sexual Intercourse (or attempts to commit same)**
- **Sexual Exploitation**
- **Stalking**
- **Intimate Partner Violence: Domestic Violence or Dating Violence**
- **Bullying or Intimidation**

Detailed definitions and examples of these forms of misconduct are included in the Supplemental Materials section of this Policy.

### **Reporting Sexual Misconduct in Any Form**

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

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

- Get to a place where you feel physically and emotionally safe.
- Contact someone you trust to stay with you for moral support.
- Immediately report the incident to the appropriate College personnel.
  - This could include a Resident Assistant (RA), Campus Safety and Security, the Title IX Coordinator, or another individual whom you trust.
- Immediately report the incident to the police by calling 911.
- If you were a victim of sexual violence, it is important to seek medical care so you can be treated for injuries and tested for pregnancy and sexually transmitted diseases. Philadelphia has created the Philadelphia Sexual Assault Response Center (PSARC). PSARC is located at 300 E. Hunting Park Avenue, Philadelphia, PA 19124 and can be reached via phone at 215-685-3251.
  - PSARC has specially trained and certified Sexual Assault Nurse Examiners (SANE) to assist in the medical process related to forensic exams. Forensic evidence can be collected up to 96 hours after an assault has occurred.
  - A forensic exam, completed by a medical practitioner, is the process through which physical evidence is collected. This evidence could be used in a judicial case, if the victim chooses to pursue charges. Physical evidence can include photo documentation of injuries, collection of fluids (blood, semen, urine, saliva) and other identifiable objects (hair, clothing with potential DNA). Forensic exams are free of charge to victims of assault and will not be billed to the victim or the insurance company.
- Avoid showering, bathing, douching or cleaning in any other way to help preserve medical evidence if you choose to prosecute. Any clothes, sheets, or other items that may be considered evidence should be stored in paper (not plastic) bags. If you are still wearing the clothes you had on at the time of the assault be sure to bring a change of clothes with you to the hospital.

### **To File A Complaint with the College**

To make a report of an act of sexual misconduct, we encourage you to seek out another member of the College community with whom you feel comfortable (this may include a friend, coach, advisor,

etc.). Campus Security (215-242-7777) can be reached 24 hours a day should you wish to file a complaint or need immediate assistance. Campus Security can also assist you in contacting the police if you would like to file a report with the police. All reports of sexual discrimination, harassment and violence will be reported to Krista Bailey Murphy, the College's Title IX Coordinator. Individuals should be advised that the Title IX Coordinator is obligated to act on any report of alleged misconduct. The College does not limit the timeframe for filing a report of misconduct. Reports can be submitted at any time following an incident, although the College's ability to take any action may be negatively affected by the length of time between the alleged incident and the report.

You may choose to pursue the incident through the College's hearing process; you may choose to prosecute through the police; or you may choose to do both. Once the matter is reported to the College, the College may have a responsibility to investigate the situation even if you chose not to cooperate with the College. You should not feel pressured into any option; you may want to consult with your family before making a decision.

### **Types of On Campus Reports/ Confidentiality of Reports**

The College encourages victims of sexual misconduct to talk to somebody about what happened – so victims can get the support they need, and so the College can respond appropriately. Different employees on campus have different abilities to maintain a victim's confidentiality.

- Some individuals are required to maintain complete confidentiality; talking to them is sometimes called a "privileged communication." These individuals have a legal and professional obligation not to reveal information shared with them in the scope of performing their duties.
- Other employees may talk to a victim in confidence, and generally only report to the College that an incident occurred without revealing any personally identifying information, such as the victim's name. Disclosures to these employees will not trigger a College investigation into an incident against the victim's wishes.
- All other College employees are designated as responsible employees and are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX coordinator. A report to these employees constitutes a report to the College – and generally obligates the College to investigate the incident and take appropriate steps to address the situation.
  - By virtue of their responsibilities in the residence halls, Resident Assistants (RAs) and Resident Coordinators (RCs) are considered responsible employees.

#### **A. Privileged and Confidential Communications**

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to

members of the school community (and including those who act in that role under the supervision of a licensed counselor) and nurses in the Health Center are not required to report any information about an incident to the Title IX coordinator without a victim's permission.

Sheila Kennedy, SSJ, Ph.D.	Director, Counseling Center Psychologist	215-248-7104	SJ 345
Barbara Dougherty, CRNP	Director, Health Center	215-248-7111	FZ Lobby
Sandy Bumgardner, Psy.D.	Psychologist	215-248-7104	SJ 341
Lisa Johnson, Psy.D.	Therapist	215-248-7104	SJ 343

B. Non-Professional Counselors and Advocates

Individuals who work in Campus Ministry can generally talk to a victim without revealing any personally identifying information about an incident to the College. A victim can seek assistance and support from these individuals without triggering a College investigation that could reveal the victim's identity or that the victim has disclosed the incident. While maintaining a victim's confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Title IX Coordinator. This limited report – which includes no information that would directly or indirectly identify the victim – helps keep the Title IX Coordinator informed of the general extent and nature of sexual violence on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator, these individuals will consult with the victim to ensure that no personally identifying details are shared with the Title IX Coordinator. The Title IX Coordinator will report this information to the Director of Security for inclusion in the Daily Crime Log and Annual Campus Crime Statistics.

Joannie Cassidy, SSJ	Director of Campus Ministry	215-248-7095	SJ 348
Colleen Gibson, SSJ	Assistant Director of Campus Ministry	215-248-7107	SJ 337
Robert Mulligan, OSFS	Chaplain	215-248-7058	SJ 330
Joseph Currie, SJ	Assistant to the Office of Mission & Ministry	215-753-3610	SJ 370

A victim who speaks to a professional or non-professional counselor or advocate must understand that, if the victim wants to maintain confidentiality, the College may be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. Even so, these counselors and advocates will still assist the victim in receiving other necessary

protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the school or report the incident to local law enforcement, and thus have the incident fully investigated.

### C. Reporting to Responsible Employees

Unless specifically listed above, all other College employees are considered responsible employees. A responsible employee is a College employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other misconduct, or who is an individual who is reasonably believed to have this authority. Resident Assistants and Resident Coordinators are also considered responsible employees.

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A responsible employee must report to the Title IX coordinator all relevant details about the alleged incident shared by the victim so that the College can determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College's response to the report. A responsible employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement. Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim's request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including that the College investigate an incident fully. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to do so.

#### *Requesting Confidentiality From the College: How the College Will Weigh the Request and Respond.*

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the

College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all individuals, including the victim.

If the College honors the request for confidentiality, a victim must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the College may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment.

When weighing a victim's request for confidentiality or determining that no investigation or discipline will be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
  - whether there have been other sexual violence complaints about the same alleged perpetrator;
  - whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
  - whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
  - whether the sexual violence was committed by multiple perpetrators;
  - whether the sexual violence was perpetrated with a weapon;
  - whether the victim is a minor;
  - whether the College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
  - whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate the alleged incident. If the College determines that it cannot maintain a victim's confidentiality, the College will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

The College will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated. The College will also:

- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see portion of policy identifying these);
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules

- (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

Because the College is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices. If the College determines that it can respect a victim’s request for confidentiality, the College will also take immediate action as necessary to protect and assist the victim.

### **Investigation, Hearing and Resolution**

In order to assure a prompt and equitable resolution to the complaint, complainants will be asked to provide details of the alleged incident, either verbally or in writing, reporting the specifics of the incident, names of individuals, date, time, place, specifics which occurred, witnesses to the events described, etc. This complaint will start the College’s investigation of the events reported.

- An investigation will be conducted once a complaint is filed. Complaints may be filed by the complainant, by a parent, or by a third party.
- If requested, every effort will be made to investigate the incident confidentially. The College cannot promise complete confidentiality. Information can only be shared within the College if there is a “legitimate educational need.” In order for information to be shared outside of the College, a complainant would need to give explicit permission or that information would need to be subpoenaed. It should be noted that the College’s ability to thoroughly investigate and resolve incidents of sexual misconduct may be limited should the complainant not want his or her name or any identifiable information shared.
- The person who makes the report is the complainant and the individual named in the report is the respondent.
- As a residential educational institution, the College has a responsibility to protect the community from potential harm. As such, the respondent may face interim suspension from the College or from College housing during an investigation, prior to the hearing, during the hearing, during deliberation or during the appeal process. If appropriate, the College will work with the respondent to continue his/her course of study online.
- The respondent will be given the opportunity to provide his/her version of the alleged incident. This can occur either verbally or in writing by the respondent to the investigator; the respondent has the right to decline this option.
- The complainant’s statement will be shared with the respondent.
- The respondent's statement (if provided) will be shared with the complainant.

- During the investigative process, the complainant, respondent, and all witness interviews will be recorded with the consent of each individual. These recordings are designed to ensure a thorough, fair, and factually accurate investigative process. They may be reviewed internally by the Title IX Coordinator and legal counsel as part of the on-going assessment and improvement process. They will only be released to outside parties with a subpoena. These recordings will be kept for seven (7) years.
- At the conclusion of the investigation, the investigator(s) will prepare an Investigative Report to be used by the Title IX Coordinator and hearing panel (if applicable).
- In the event there is little or no dispute between the versions of the events and the respondent admits the conduct, the matter may be resolved without a hearing at the discretion of the Title IX Coordinator or designated investigator. The appropriate discipline may be imposed by the College based upon the facts admitted during the investigation. If the complainant concurs with the College's resolution, the matter is concluded without the need for a hearing.
- Even when there is significant difference in the facts relayed by the complainant and respondent, the College may impose interim measures on the respondent.
- If the facts are in dispute and the Title IX Coordinator concludes there is a basis to move forward, a private disciplinary hearing will be held where the complainant and respondent will each be treated without prejudice or bias and where each will only be asked to answer questions relevant to the specific misconduct under consideration.
- A specially trained hearing panel will be convened to adjudicate allegations of sexual misconduct. New members of this hearing panel receive extensive training on Title IX, current guidance from OCR and the College's judicial process; additionally, refresher trainings are held for the full panel each semester.
  - The hearing panel will contain between 3-5 members for each hearing. These members are drawn from a pool of between 10-20 trained members. Panel members may recuse themselves from any hearing due to conflict of interest or other inability to fully participate in a complete hearing.
  - Each hearing panel will be assigned a trained Executive Secretary. The role of the Executive Secretary is to ensure that all policies and procedures, as outlined in the *Student Handbook*, are followed.
- The College will use its best efforts to complete its investigation within 14 business days of the date it receives the Statements and to schedule a disciplinary hearing within another 7 business days.
- The parties may mutually agree to extend these time periods.
- This hearing will not be, and may not be, taped. Out of respect for privacy, the College requests that all students keep information from a hearing confidential and that employees exercise discretion regarding the information disclosed in the hearings.
- Both parties need to submit any additional documentation to the hearing officer at least 48 hours prior to the hearing; the hearing officer will share this information with the respective parties. Both parties will be shown a copy of the Statements provided by the other party; this includes Statements from any witnesses of fact.

- At least 72 hours notice will be given to both complainant and respondent to appear at the hearing.
- A written decision, complete with sanctions, if any, will be received within 10 business days after the hearing.
- If desired, the complainant will be permitted to attend the entire hearing. If the complainant chooses not to attend the hearing, he or she will be offered the opportunity to submit a written statement of fact to be read at the hearing. If the respondent fails to appear he or she may submit a written statement of fact to be read at the hearing. If either party declines to participate, the hearing will move forward and no adverse inference will be drawn.
- During the hearing, both the complainant and the respondent have the right to be assisted by an advisor of their choice. The advisor may be any person, including an attorney engaged at the party's expense, who is not otherwise a party or witness in the investigation. The advisor may confer quietly with the complainant or respondent to provide advice or support, the advisor may not speak on behalf of the complainant or respondent or otherwise actively participate in, or in any manner disrupt, the hearing. To serve as an advisor, the individual will be required to meet with the Title IX Coordinator in advance of participating in the hearing to understand the expectations of the role, privacy, and appropriate decorum. The Title IX Coordinator has the right at all times to determine what constitutes appropriate behavior on the part of an advisor. No copies of written materials or any other evidence will be given to an advisor.
- Once the original Statement has been filed, the College will use its best efforts to process the incident (this includes investigation of facts, hearing notification, the hearing, deliberation, notification of the outcome of the hearing and the appeal process) within 60 business days. Circumstances may arise that require the extension of time frames, including extension beyond sixty (60) days. Such circumstances 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. In the event that the investigation and resolution exceed this time frame, the College will notify all parties of the reason for the delay and the expected adjustment in time frames. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.
- Character witnesses are not permitted at the hearing. In determining a remedy, the College may take into consideration the prior disciplinary history of the respondent.
- The College utilizes a preponderance of evidence as the standard of proof in disciplinary proceedings; this standard is met if the proposition is more likely to be true than not true. Preponderance of evidence is the acceptable standard for civil cases.
- The complainant and respondent will be notified of the outcome of the hearing; this notification will be made in writing and will occur as concurrently as possible.
- The process will terminate if the respondent is no longer a student or employee.
- The College will cooperate to the extent permitted by law with criminal proceedings. The College does not condone retaliation towards the respondent or the complainant.
- Any claims of retaliation will be investigated and those individuals will be subject to disciplinary action. Please see the end of this policy for additional information on retaliation.

- Mediation will not be used to resolve sexual violence complaints.

## **Appeals**

- Both parties have the right to appeal. A letter of appeal should be addressed to the Title IX Coordinator within 3 business days of receipt of the decision. Appeals may only be submitted on the following grounds:
  - evidence of improper or inadequate procedure;
  - prejudicial conduct;
  - disproportionate penalty;
  - new evidence, not available at the time of the hearing.
- An appeal based on new evidence, not available at the time of the hearing will be referred back to the original hearing panel for a second hearing.
- Upon receipt of an appeal for improper or inadequate procedure, prejudicial conduct or disproportionate penalty, the Title IX Coordinator will convene a specially trained appeals board.
- The respondent's and/or complainant's letter(s) of appeal, the hearing panel's decision letter, and all other documents used in the hearing will comprise the official file to be used by the Appeal's Board.
- The parties will receive written notice of an appeal decision within 10 business days.
- Appeals will go to a specially trained appeals board. While the College Appeals Board consists of faculty, staff, administrators or students as appointed by the President, no students will serve on appeals related to violations of the Policy on Sexual Discrimination, Sexual Harassment and Sexual Violence.
- The non-appealing party will be notified that the appeal has been filed. Once it is formed, the Appeals Board will notify the parties if additional documentation is requested and the time period for its submission. All documentation reviewed by the Board will be made available in advance for both parties to review and submit comments; comments will be shared with one another. If evidence is discovered after the conclusion of the hearing, this new evidence will be reviewed by the Appeals Board. Both parties will be made aware of any new evidence. The Appeals Board will, after reviewing all available evidence and documentation, make a recommendation to the Title IX Coordinator or her designee. In cases involving a recommendation of suspension or expulsion, the recommendation of the Appeals Board will be issued to the President. In cases not involving suspension or expulsion, there is no right for either party to appeal to the President. Both parties will receive written notice of the appeal decisions within 10 business days after the Appeals Board has received any additional documentation it may request. As stated earlier, the review of the Appeals Board is limited to fact based issues, this includes evidence of improper or inadequate procedure, prejudicial conduct and/or disproportionate penalty.
- Sanctions, such as interim suspension from College housing or from the College itself, or from employment may be imposed during the appeals process at the decision of the Vice President for Student Life or the Assistant to the President for Administration and Special Projects.

## **Procedures for Faculty and Staff**

Any person who believes he or she has experienced sexual misconduct, as defined in the College's Policy on Sexual Discrimination, Sexual Harassment and Sexual Violence, may file a complaint against the Chestnut Hill College faculty, staff, or administration member (the person filing a complaint is referred to as a "complainant"). The procedures outlined below are designed to create a fair and confidential process for the complainant and respondent, while also ensuring a community built on appropriate relationships and respect for all. As acts of sexual misconduct present a threat to the community, the President is kept apprised of all training and prevention efforts, as well as allegations of sexual misconduct.

## **Interim Measures**

Upon the filing of a complaint, the Title IX Coordinator will review the allegations and determine the necessity and scope of any interim measures to prevent further acts of harassment, misconduct, or retaliation and to provide a safe educational and work environment. The range of interim measures may include, but not be limited to:

- Adjusting the complainant's or respondent's work schedule, assignment, or location for employment.
- Changing the complainant's or respondent's academic schedule, allowing the complainant to take an incomplete in one or more courses, allowing the complainant to drop (or retake) a course without penalty, or complete course work via alternate delivery methods.
- Providing an escort to ensure safe movement between classes, work sites, and other activities.
- Allowing the complainant to withdraw from or retake a class without penalty, or extending deadlines for examinations or other assignments.
- Providing access to tutoring or other academic support.
- Putting the respondent on paid administrative leave until the conclusion of the investigation.
- Issuing a no contact order.

An individual's failure to comply with restrictions imposed by interim measures is a violation of this policy and a basis for disciplinary action, up to and including termination of employment.

## **Investigation of a Complaint**

### **Investigator**

The Title IX Coordinator will designate an Investigator (ordinarily a member of Human Resources, the Office of the President, or when necessary, an outside third party investigator)

specifically trained in sexual misconduct investigations to conduct a prompt, thorough, and fair investigation of any sexual misconduct complaint against a College faculty or staff member. Every effort will be made to eliminate any possible or perceived bias in the selection of an investigator.

### **Investigation Findings**

At the conclusion of the investigation, the Investigator will prepare a report summarizing and analyzing the relevant facts determined through the investigation, with reference to any supporting documentation or statements.

The final Investigative Report will provide a summary of the Investigator's impressions, including context for the evidence, and will make a determination as to whether the respondent's conduct violated Policy on Sexual Discrimination, Sexual Harassment and Sexual Violence. The Investigative Report will then be provided to the Title IX Coordinator who will convene a hearing panel to determine if a violation has been found. Members of the hearing panel are drawn from a slate appointed by the President and are specially trained in handling cases of sexual misconduct. All proceedings are confidential.

If there is no finding of responsibility, all materials will be returned to the Title IX Coordinator for inclusion in records (please see Preservation of Records for additional information).

If there is a finding of responsibility, the hearing panel will submit a report to the Vice President for Academic Affairs (if the respondent is full-time faculty), the Dean of the respective college (if the respondent is adjunct faculty) or the Senior Vice President for Financial Affairs (if the respondent is staff) to make a final determination as to the appropriate disciplinary sanction, per policies outlined in the Faculty Manual and Staff Handbook, for the respondent's violation of the Policy. In the event that the respondent is a tenured faculty member, procedures outlined in the Termination of Contract and Dismissal policy (Faculty Manual Policy F301.1) will be followed. If a conflict of interest exists that could create real or perceived bias against either the complainant or the respondent, another Vice President may be appointed. All decisions related to suspension or termination of employment are made by the President.

### **Imposition of Sanctions**

#### **Suspension or Termination of Faculty.**

Any disciplinary sanction that involves the suspension or termination of a faculty member will be conducted pursuant to the procedures outlined in the Faculty Handbook.

#### **Disciplinary Actions against Staff.**

Disciplinary sanctions involving staff will be consistent with any applicable policies outlined in the Staff Handbook.

## **Appeals**

The respondent has the right to appeal the investigative determination and the sanction imposed. Appeals will be submitted to the Title IX Coordinator and will be handled by a third party contracted service.

The College's determination as to whether the respondent's conduct violated the Policy will be presumed to have been reached reasonably and appropriately, by a preponderance of the evidence. Therefore, an appeal is available only on the following grounds:

- evidence of improper or inadequate procedure;
- prejudicial conduct;
- disproportionate penalty;
- new evidence, not available at the time of the hearing.

Any appeal must be in writing and should be filed with the Title IX Coordinator within ten (10) calendar days of the date of receipt of the relevant Vice President's final decision.

## **Preservation of Records**

A confidential record of all complaints, including their disposition, will be maintained by the Title IX Coordinator.

## **Sanctions for Students**

Individuals found responsible for violating this policy may face one or more of the following sanctions. The severity of the incident, past judicial record, attitude, and willingness to make amends will be taken into consideration when determining sanctioning.

- **Disciplinary Warning:** notice to the student, orally or in writing, that continuation or repetition of the conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.
- **Disciplinary Probation:** an official written notice to a student that violation of College policies, regulations, or patterns contrary to College standards or expectations, will not be tolerated. Repeated offenses or violations of any conditions of probation will result in more severe action, including possible suspension or expulsion. Disciplinary probation lasts for a stated time.
- **Educational Sanctions:** including counseling, reflection papers, research papers, classes and/or community engagement/service.
- **Fines:** fines range from \$10 to \$200 for punitive purposes and/or restitution.
- **Restitution:** the student or group may be required to make payment to the College, or to other persons, groups or organizations for damages to or misappropriation of property.
- **Loss of Residency:** a student will be required to leave the College residence community and may forfeit any housing costs. The student will be barred from entering all

residence halls during the time of removal from the campus. A student who loses residency may be considered for future on-campus accommodations at the discretion of the Vice President for Student Life and the Director of Residence Life.

- Disciplinary Residence Hall Room Change: an action that requires a student to vacate his/her current room and relocate to another room because of the disciplinary process.
- Restrictions of Housing Lottery: an action may exclude a student from participation in a particular housing lottery or affect his/her ranking in a particular lottery.
- Suspension: separation of the student/group from the College for a specified period of time. This could include exclusion from classes and other privileges or College activities.
- Expulsion: termination (after due process) of student status for an indefinite period. The conditions of readmission, if permitted, shall be stated in the order of expulsion.

## **Retaliation**

Chestnut Hill College strictly prohibits retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations of sex discrimination, sexual harassment, and sexual violence. Therefore, any retaliation, intimidation, threats, coercion, or discrimination against any such individual, undertaken or attempted either directly or by someone acting on behalf of another, will be addressed in the most serious way by the College, and individuals who engage in such actions are subject to discipline up to and including suspension, exclusion, or dismissal. These behaviors will result in subsequent disciplinary proceedings. Anyone who is aware of possible retaliation or has other concerns regarding the response to a complaint of sexual misconduct should report such concerns to the Title IX Coordinator or to any Deputy Coordinator, who shall take appropriate actions to address such conduct in a prompt and equitable manner.

## **Title IX Coordinator**

The College designates the Dean of Student Life, Krista Bailey Murphy, (215-248-7142; [murphyk@chc.edu](mailto:murphyk@chc.edu)), as its Title IX coordinator. Any questions or complaints regarding the College's Policy or its implementation should be promptly brought to the attention of the Title IX coordinator. The Title IX Coordinator will maintain a confidential list of the complaints made under this policy, the disposition of these complaints and the timeline for resolution.

## **To File a Complaint with the Office of Civil Rights**

Anyone who wishes to file a complaint with the Office of Civil Rights (OCR) may do so through the mail, email or online. Prior to filing a complaint with OCR against an institution, a potential complainant may want to find out about the institution's grievance process and use that process to have the complaint resolved. However, a complainant is not required by law to use the institutional grievance process before filing a complaint with OCR. If a complainant uses an institutional grievance process and also chooses to file the complaint with OCR, the complaint must be filed with OCR within

60 days after completion of the institutional grievance process. For more information on filing a complaint, please visit the OCR website at <http://www2.ed.gov/about/offices/list/ocr>.

## **Record Keeping**

After a matter is concluded, the individual who conducted the investigation shall prepare a written summary of the matter. The purpose of the summary is (1) to insure the College is aware of repeat incidents by the same individual and (2) for record keeping purposes so the College can evaluate the effectiveness of its anti-harassment policy and procedures. This summary will be kept in a separate file which may be consulted for the two purposes stated.

## **Supplemental Information**

### **Definitions of Sexual Misconduct**

#### ○ Sexual Harassment

Sexual Harassment is:

- unwelcome, gender-based verbal or physical conduct that is,
- sufficiently severe, persistent or pervasive that it,
- unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the university's educational program and/or activities, and is
- based on power differentials (quid pro quo, i.e. where an employee or student is informed their job or academic progress is dependent on their providing sexual favors to someone with authority over them), the creation of a hostile environment, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

Sexual harassment also includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex/gender or sex/gender-stereotyping, even if the acts do not involve conduct of a sexual nature.

A single, isolated incident of sexual harassment alone may create a hostile environment if the incident is sufficiently severe. The more severe the conduct the less need there is to show a repetitive series of incidents to create a hostile environment, particularly if the harassment is physical.

- Sexual Assault

Sexual assault is defined as having sexual intercourse or sexual contact with another individual without consent, including:

- by the use or threat of force or coercion;
- without effective consent; or
- where that individual is incapacitated.

Sexual contact includes intentional contact with the intimate parts of another, causing another to touch one's intimate parts, or disrobing or exposure of another without permission. Intimate parts may include the breasts, genitals, buttocks, groin, mouth, or any other part of the body that is touched in a sexual manner. Sexual contact also includes attempted sexual intercourse.

Sexual intercourse includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand, etc.) or object, or oral penetration involving mouth to genital contact.

It is important to note that a person who is incapacitated cannot consent to sexual activity. *Consent* to engage in sexual activity must be knowing and voluntary; it must exist from the beginning to end of each instance of sexual activity and for each form of sexual contact. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity. Consent is active, not passive. Incapacitation may result from the use of alcohol and/or drugs. Incapacitation and consent are further defined at the end of this policy.

Sexual contact and sexual intercourse are defined in additional detail in items i. and ii. below:

- NON-CONSENSUAL SEXUAL CONTACT

Non-Consensual Sexual Contact is:

- any intentional sexual touching,
- however slight,
- with any object,
- by a man or a woman upon a man or a woman,
- that is without consent and/or by force.

Sexual Contact includes:

- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

- NON-CONSENSUAL SEXUAL INTERCOURSE

Non-Consensual Sexual Intercourse is:

- any sexual intercourse
- however slight,
- with any object,
- by a man or woman upon a man or a woman,
- that is without consent and/or by force.

Intercourse includes:

- i. vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

- Sexual Exploitation

Occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another individual;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting an STI/D or HIV to another individual;
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

- Stalking

Stalking occurs when a person engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances that demonstrate either of the following:

- place the person in reasonable fear of bodily injury; or
- reasonably cause substantial emotional distress to the person.

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 to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.

Examples of stalking include:

- unwelcome and repeated visual or physical proximity to a person;
  - repeated oral or written threats;
  - extortion of money or valuables;
  - unwelcome/unsolicited written communication, including letters, cards, emails, instant messages, and activity through social media or other online mediums;
  - unwelcome/unsolicited communications about a person, their family, friends, or co-workers; or
  - sending/posting unwelcome/unsolicited messages with an assumed identity; or
  - implicitly threatening physical contact;
  - or any combination of these behaviors directed toward an individual person.
- Intimate Partner Violence: Domestic Violence or Dating Violence

Intimate-partner violence, also referred to as dating violence, domestic violence, and relationship violence, includes any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, domestic, or other intimate relationship with that person. It may involve one act or an ongoing pattern of behavior. Intimate-partner violence can encompass a broad range of behavior, including, but not limited to, physical violence, sexual violence, emotional violence, and economic abuse. Intimate-partner violence may take the form of threats, assault, property damage, or violence or threat of violence to one's self, one's sexual or romantic partner, or to the family members or friends of the sexual or romantic partner. Intimate-partner violence affects individuals of all genders, gender identities, gender expressions, and sexual orientations and does not discriminate by racial, social, or economic background.

- Bullying or Intimidation

Bullying includes any intentional electronic, written, verbal, or physical act or a series of acts directed at another individual or individuals that is severe, persistent, or pervasive and that has the intended effect of doing any of the following: (i) substantially interfering with a student's education; (ii) creating a threatening environment; or (iii) substantially disrupting the orderly operation of the College. Bullying is prohibited, and participating in such acts will result in disciplinary action. Bullying that is based on gender, sexual orientation, gender identity, or gender expression, or based on any other protected classification as outlined in the College's *Non-Discrimination Policy* will be handled under this policy.

Intimidation is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for her/his physical well-being. Intimidation is prohibited and will result in disciplinary action.

Anyone who attempts to use bullying or intimidation to retaliate against someone who reports an incident, brings a complaint, or participates in an investigation in an attempt to influence the judicial process will be in violation of retaliation as described within this policy and will be subject to disciplinary action.

#### ADDITIONAL APPLICABLE DEFINITIONS:

- Consent: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. The lack of a “no” cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.
  - Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
  - Previous relationships or prior consent cannot imply consent to future sexual acts.
  - The College affirms a “yes means yes” standard for consent; by this standard, consent is an affirmative, conscious and voluntary agreement to engage in sexual activity
- Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you. Okay, don’t hit me, I’ll do what you want.”).
  1. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
  2. NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
  3. In order to give effective consent, one must be of legal age.
  4. Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.
    - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to

understand the “who, what, when, where, why or how” of their sexual interaction).

- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another individual is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>
- Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.
- For reference to the pertinent state statutes on sex offenses, please see <http://www.legis.state.pa.us/WU01/LI/LI/CT/HTM/18/00.031..HTM>.

## **External Resources**

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

#### **Philadelphia Sexual Assault Response Center (PSARC)**

300 E. Hunting Park Avenue  
Philadelphia, PA 19124  
215-685-3251  
Hotline: 215-425-1625

### **24 Hour Hotlines:**

Women Organized Against Rape 215.985-3333\*  
National Sexual Assault Hotline: 800-656-HOPE\*  
Philadelphia Domestic Violence Hotline: 866-SAFE-041

### **Sexual Harassment:**

Women’s Law Project 215.928.9801  
Philadelphia Commission on Human Relations 215.686.4692

### **Prosecution:**

Special Victims Unit 215.685.3251  
Police Sex Crimes Unit 215.685.1180/81/82 Rape Prosecution Unit 215.686.8083

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

\*These resources are confidential

### Campus Wide Prevention Efforts

Prevention efforts focus not only on education, but also primary prevention techniques such as bystander intervention, as well as providing alternative programming for individuals. Alternative programming sometimes has an educational component, but sometimes it is purely designed to provide an alcohol and drug free environment for individuals, thus helping to minimize their own risk. Examples of programs are included in the chart below:

Type of Program	Examples
Lectures & Workshops	Escalation Workshop “DUI: A Powerful Lesson” – Mark Sterner Women Organized Against Rape Workshop
Awareness Programs	Know Your IX Week Alcohol 101 (in first year seminars and for policy violators) Denim Day Sobriety/Safe Drinking Pledge DUI Simulator Virtual Bar Various Residence Hall Programs National Collegiate Alcohol Awareness Week Day of Silence
Alcohol Free Programming	Fridays After Dark (every Friday after 9 pm), Midnight Madness (funded by an NCAA CHOICES grant, Alternative programming on high risk days (Super Bowl, World Series, Halloween, St. Patrick’s Day, etc.)
Training	Step UP to be a Dear Neighbor (bystander intervention training) Responsible Employee/Campus Security Authority Training with Faculty, Staff, Resident Assistants and other paraprofessional staff Sexual Harassment Training
Electronic	Social Media campaigns It’s On Us Campaign Use of campus wide TVs

### Educational Resources

Our goal is to always prevent an incident from occurring. With this goal in mind, the remaining section includes examples of policy violations and risk reduction tips.

## Examples

- Amanda and Bill meet at a party. They spend the evening dancing and getting to know each other. Bill convinces Amanda to come up to his room. From 11:00 pm until 3:00 am, Bill uses every line he can think of to convince Amanda to have sex with him, but she adamantly refuses. He keeps at her, and begins to question her religious convictions, and accuses her of being “a prude.” Finally, it seems to Bill that her resolve is weakening, and he convinces her to give him a “hand job” (hand to genital contact). Amanda would never have done it but for Bill's incessant advances. He feels that he successfully seduced her, and that she wanted to do it all along, but was playing shy and hard to get. Why else would she have come up to his room alone after the party? If she really didn't want it, she could have left.

**Bill is responsible for violating the Non-Consensual or Forced Sexual Contact section of this policy. It is likely that a College hearing would find that the degree and duration of the pressure Bill applied to Amanda are unreasonable. Bill coerced Amanda into performing unwanted sexual touching upon him. Where sexual activity is coerced, it is forced. Consent is not effective when forced. Sex without effective consent is sexual misconduct.**

- Jiang is a junior and Beth is a sophomore. Jiang comes to Beth's dorm room with some mutual friends to watch a movie. Jiang and Beth, who have never met before, are attracted to each other. After the movie, everyone leaves, and Jiang and Beth are alone. They hit it off, and are soon becoming more intimate. They start to make out. Jiang verbally expresses his desire to have sex with Beth. Beth, who was abused by a baby-sitter when she was five, and has not had any sexual relations since, is shocked at how quickly things are progressing. As Jiang takes her by the wrist over to the bed, lays her down, undresses her, and begins to have intercourse with her, Beth has a severe flashback to her childhood trauma. She wants to tell Jiang to stop, but cannot. Beth is stiff and unresponsive during the intercourse. Is this a policy violation?

**Jiang would be held responsible in this scenario for Non Consensual Sexual Intercourse. It is the duty of the sexual initiator, Jiang, to make sure that he has mutually understandable consent to engage in sex. Though consent need not be verbal, it is the clearest form of consent. Here, Jiang had no verbal or non-verbal mutually understandable indication from Beth that she consented to sexual intercourse. Of course, wherever possible, students should attempt to be as clear as possible as to whether or not sexual contact is desired, but students must be aware that for psychological reasons, or because of alcohol or drug use, one's partner may not be in a position to provide as clear an indication as the policy requires. As the policy makes clear, consent must be actively, not passively, given.**

- Kevin and Amy are at a party. Kevin is not sure how much Amy has been drinking, but he is pretty sure it's a lot. After the party, he walks Amy to her room, and Amy comes on to Kevin, initiating sexual activity. Kevin asks her if she is really up to this, and Amy says yes. Clothes go flying, and they end up in Amy's bed. Suddenly, Amy runs for the bathroom. When she

returns, her face is pale, and Kevin thinks she may have thrown up. Amy gets back into bed, and they begin to have sexual intercourse. Kevin is having a good time, though he can't help but notice that Amy seems pretty groggy and passive, and he thinks Amy may have even passed out briefly during the sex, but he does not let that stop him. When Kevin runs into Amy the next day, he thanks her for the wild night. Amy remembers nothing, and decides to make a complaint to the Dean.

**This is a violation of the Non-Consensual Sexual Intercourse Policy. Kevin should have known that Amy was incapable of making a rational, reasonable decision about sex. Even if Amy seemed to consent, Kevin was well aware that Amy had consumed a large amount of alcohol, and Kevin thought Amy was physically ill, and that she passed out during sex. Kevin should be held accountable for taking advantage of Amy in her condition. This is not the level of respectful conduct expected of students.**

### **Risk Reduction Tips**

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor "NO" clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

1. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
2. Understand and respect personal boundaries.
3. DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are

physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.

4. Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
5. Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
6. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
7. Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
8. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

## CHESTNUT HILL COLLEGE

**Subject: Drug Free Workplace**

**Policy: 2.12**

**Effective: July 1, 1999  
Revised March 12, 2012**

**Contact: VPFA**

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

1. It is unlawful to manufacture, distribute, dispense, possess or use a controlled substance while engaged in their employment responsibilities and/or when on the premises of Chestnut Hill College
2. As a condition of employment, employees will abide by the terms of the statement in paragraph #1 and must notify the Human Resources Office in writing if he or she is convicted of a violation of a criminal drug statute occurring in the workplace no more than five calendar days after such conviction.
3. All employees are encouraged to attend programs on drug abuse awareness sponsored by various campus offices in order to become as informed as possible about the physical and psychological hazards of illegal drug use.
4. Drug counseling and rehabilitation is available through the College's Employee Assistance Program and through the health insurance plans the College sponsors. Employees may receive additional information in the Office of Human Resources.
5. An employee found possessing or using a controlled substance on the premises of Chestnut Hill College will be liable to immediate suspension from employment until he/she has undergone at least six months of therapy with a qualified counselor. After that period, employment may be resumed upon the recommendation of the counselor.
6. Any employee found manufacturing, distributing, or dispensing a controlled substance on the premises of Chestnut Hill College will be liable to immediate dismissal.
7. With the exception of the dessert reception for graduating seniors the dinner to honor graduating students, or with written permission from the College President alcoholic beverages may not be served at any college event where students, undergraduate or graduate, will be present.

**CHESTNUT HILL COLLEGE**

**Subject: No Smoking Policy**

**Policy: 2.13**

**Effective: October 1, 2009  
Reviewed August 5, 2015**

**Contact: VPFA**

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

Those in violation of this policy will be fined.

## CHESTNUT HILL COLLEGE

**Subject: Family Medical Leave Policy**

**Policy: 2.14**

**Effective: July 1, 1999  
Revised January 16, 2009**

**Contact: VPFA**

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

### **Who is eligible?**

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

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

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

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

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

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

### **Requesting and Taking FMLA**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Return from FMLA**

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

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

## CHESTNUT HILL COLLEGE

**Subject:** Americans with Disabilities Act

**Policy:** 2.15

**Effective:** October 1, 2009  
Revised September 17, 2012

**Contact:** VPFA

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The Americans with Disabilities Act (ADA) and the Pennsylvania Human Relations Act prohibit discrimination against a qualified person with a disability in any employment practice, including, but not limited to : recruitment, hiring, promotion, discharge, compensation, training, provision of benefits, and other terms and conditions of employment.

Chestnut Hill College is committed to making reasonable accommodations in policies, practices and procedures when such modifications are necessary for any qualified applicant or employee to perform the essential functions of the position. Reasonable accommodation means that the accommodation cannot cause the college undue hardship and cannot interfere with the day to day activities of the institution as defined in the Americans with Disabilities Act of 1990, which was amended in 2008. Please visit [www.eeoc.gov](http://www.eeoc.gov) for the full definition.

The College encourages any employee and/or applicant who has a disability to request accommodations in order to perform the responsibilities set forth in the employee's current job description or for the position to which they are applying.

### **Requesting Accommodation(s) - The Interactive Process**

1. Consistent with relevant federal, state and local laws, the College provides equal employment opportunities to qualified individuals with disabilities. The College will make reasonable accommodations for the disclosed and properly documented physical or mental limitations of an otherwise qualified individual with a disability who is an applicant for a position or who is already employed by the College, unless undue hardship would result. As part of this process, the College will engage in an appropriate interactive process with the applicant or employee concerning this matter.

2. An applicant for employment or employee who requires an accommodation in order to participate in the application process or to perform the essential functions of their job should promptly contact the Human Resources Director in order to request such an accommodation.

3. Any individual requesting an accommodation must provide a medical certification from a licensed physician or appropriate health care provider. The medical certification should address the

issue(s) requested by the College as part of the interactive process including, but not limited to:

- the applicant's/employee's diagnosis;
- the specific symptoms;
- the expected length of time the employee may be affected by the symptoms;
- identify which life activities are specifically affected;
- identify which essential job functions cannot be performed;
- explain the connection between the symptoms and the essential job functions.

**\*\*Additional information may be requested by the College as part of the interactive process.\*\***

The College will consider any suggestions from the employee regarding the accommodation which is requested but the final determination as to any accommodation will be made by the Vice President for Financial Affairs.

## **CHESTNUT HILL COLLEGE**

**Subject: Place of Employment**

**Policy: 2.16**

**Effective: October 1, 2009  
Reviewed August 5, 2015**

**Contact: VPFA**

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

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

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

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

## CHESTNUT HILL COLLEGE

**Subject: Amorous Relationships**

**Policy: 2.17**

**Effective: May 5, 2008**

**Contact: VPFA**

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

### Relationships with Students

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

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

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

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

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

### Relationships with Staff

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

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

### Other Considerations

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

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

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

## **CHESTNUT HILL COLLEGE**

**Subject: Professional Appearance**

**Policy: 2.18**

**Effective: October 1, 2009  
Revised August 5, 2015**

**Contact: VPFA**

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

Professional office attire includes but is not limited to the following: collared shirts, ties, dress slacks, sport coat, business suit, pant suits, skirt suits, dress shirts or blouses, dress cropped or capri pants, and skirts of at least knee length.

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

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

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

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

## **CHESTNUT HILL COLLEGE**

**Subject: Whistle-Blower Policy**

**Policy: 2.19**

**Effective: April 25, 2005  
Revised August 2009**

**Contact: VPAA or VPFA**

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

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

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

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

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

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

## **CHESTNUT HILL COLLEGE**

**Subject: Non-Discrimination Policy**

**Policy: 2.20**

**Effective: December 5, 2011  
Reviewed August 5, 2015**

**Contact: VPFA**

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Chestnut Hill College, founded by the Sisters of Saint Joseph, is committed to an active inclusive love of all people without distinction. Therefore, it is the policy of Chestnut Hill College that no person will be discriminated against by Chestnut Hill College in admission to or participation in any educational program and, moreover, no person will be discriminated against in employment, including recruitment, hiring, promotion, termination or forms of compensation or on any other terms of employment. Discrimination on the basis of any of the following is prohibited: race, ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, familial status, disability, or status as a veteran. Chestnut Hill College follows the June, 2011, Fair Practices Ordinance of the City of Philadelphia (9-1100) as well as other local, state, and federal laws.

Retaliation against complainants, alleged victims or witnesses is also prohibited by this Policy.

## CHESTNUT HILL COLLEGE

**Subject:** Background Checks

**Policy:** 2.21

**Effective:** September 10, 2007  
Revised December 3, 2012  
Revised May 18, 2015  
Revised September 10, 2015

**Contact:** VPFA

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### **Purpose**

The overall purpose of this policy is to ensure well-informed hiring decisions. It is important that Chestnut Hill College's mission is supported by qualified employees who foster a safe and secure environment for all College constituents. In addition to the safety component, it is also important that the College take meaningful and reasonable actions to protect its funds, property and other assets. Chestnut Hill College also seeks to ensure compliance with the law and compliance with current practices outlined below.

### **Scope**

This Policy applies to all employees (both regular and temporary) including staff, administrators, and faculty (adjunct, visiting, and tenure-track), as well as volunteers, interns, student workers and independent contractors.

### **Background Checks**

The College will conduct background checks on Faculty, Staff Members, Student Workers, Volunteers, Temporary Staff, and Finalist Candidates to determine or verify background information. This is to ensure that individuals who serve the College are well qualified, have a strong potential to be productive and successful, and have accurately presented their background and qualifications.

The College complies with the Fair Credit Reporting Act ("FCRA"), which regulates the use of information gathered by consumer reporting agencies and which may determine an individual's eligibility for employment.

The College reserves the right to decline an Applicant or Finalist Candidate or to discipline, revoke the privileges of and/or terminate any Faculty, Staff Member, Student Worker, Volunteer, Temporary Staff Member, or other person to whom this policy applies, who has provided false, misleading, erroneous, or deceptive information on a résumé, or during an interview or who has omitted material information during the hiring process. The College reserves the right to share false, misleading, erroneous and deceptive information to probation officers and other appropriate authorities. The College reserves the

right to conduct a background check at any time as a matter of law or based on the nature of the position.

### **Guidelines**

1. Background checks are required for all new hires (individuals who are not current Employees of Chestnut Hill College) as a condition of employment, after the offer is made. Employment will not commence until the results of the background checks are cleared through Human Resources.
  - a. Under certain extenuating circumstances, a “Request for Immediate Start” can be submitted in writing to the Director of Human Resources requesting employment to start prior to clearance of the results of the background check contingent on the new hire signing a conditional memo of employment that can be issued by the Director of Human Resources.
2. Background checks are conducted on current Employees who:
  - a. Transfer into a new position and that position has been identified as requiring an initial or updated background check; or
  - b. Hold a position whose job duties or responsibilities require an initial or updated background check.
3. In addition to new hires and current Employees, background checks will be required for any Volunteers, Independent Contractors and Non-Employee Associates affiliated with Chestnut Hill College, if that person’s services, role, duties or responsibilities for Chestnut Hill College require an initial or updated background check. Volunteer assignments, or the services of an Independent Contractor involving Direct Contact with Minors, will not commence until the results of the background check are cleared through Human Resources.
4. If an Employee leaves the College and is re-hired to a position with the College within a year, a background check will not be required if a previous check was completed by Chestnut Hill College. If an Employee leaves the College and is re-hired by the College more than a year later, a new background check will be required. Notwithstanding the foregoing, if the Employee is rehired and the position or job duties involve Direct Contact with Minors, the College may be required to conduct the background checks required by law as described in this policy.  
Background checks may include verification of information provided on the résumé or on other forms used in the hiring process.
5. Human Resources determines the scope and extent of the background check based upon the position, job responsibilities or services, and/or activities the person will do as an Employee or Volunteer for the College. At a minimum, a criminal history check in the state where the person resides or previously resided will be conducted. In addition, background checks may include any or all of the following:
  - a. verification of Social Security number
  - b. current and prior employment verification

- c. professional license verification
  - d. education verification
  - e. child or elder abuse registry
  - f. reference checks
  - g. drug and alcohol screening
  - h. sexual offender registry
  - i. motor vehicle record
  - j. Pennsylvania Child Abuse History Clearance
  - k. Pennsylvania State Police Criminal Record Check (PATCH)
  - l. FBI criminal check, including a fingerprint check
  - m. name/alias check
  - n. other checks as determined by Human Resources
6. Faculty or Staff Members, Student Workers, Temporary Staff, Volunteers or Finalist Candidates who have Direct Contact with a Minor, which includes care, instruction, supervision, guidance or control of a Minor, will be subject to all background checks required by the Pennsylvania Child Protective Services Law, as amended by Act 153 and as may be amended from time to time, in addition to all other checks required for the position.
  7. In order to ensure the safety of the College community, all persons to whom this policy applies are required to report if they are charged with any felony or a misdemeanor offense involving violence or sexual misconduct, or if they are subject to a restraining or custody-removal order involving child abuse or exploitation, to the Director of Human Services (or designee) within 72 hours after the arrest or issuance of the restraining or removal order.
  8. If a person to whom this policy applies, is convicted of a felony or a misdemeanor offense involving violence or sexual misconduct, or has received any restraining or custody removal order involving child abuse or exploitation, that person must report the conviction to the Director of Human Resources (or designee) and submit documentation concerning the conviction within 72 hours after the conviction.
  9. Upon review of the arrest and/or conviction information, the Director of Human Resources (or designee) will conduct an investigation to determine whether adverse employment, or other appropriate, action is recommended. A conviction does not automatically lead to termination of employment or further action. A recommended action is communicated to the Senior Vice President of Financial Affairs and the President, who may consult with Legal Counsel. The supervisor or department head does not receive information contained in the reports. The Vice President of that department may also be consulted if the Director of Human Resources were to

recommend an employment action.

Noncompliance with the above-stated requirements, and/or misrepresentation of the circumstances relating to the events, may result in discipline, up to and including termination, loss of tenure (if applicable), revocation of a job offer, or loss of access to and privileges in the College.

10. In the event that the College receives a notice from a consumer reporting agency that there is a substantial difference between the address for the person that the College provided to request the consumer report and the address in the reporting agency's file for that person, College personnel shall take steps to confirm that the consumer report relates to the person about whom it has requested the report. These steps shall include:
  - a. Comparing the information in the consumer report to the information that the College:
    1. has obtained to verify the person's identity;
    2. maintains in its own records, such as change of address notifications; or
    3. obtains from third party sources; or
  - b. Verifying the information in the consumer report with the person to whom the report relates.

### **Procedures**

1. In accordance with FCRA, an applicant must personally authorize the background check before it can be done. No criminal background check may be requested or conducted until the disclosure and authorization form is completed by the applicant. Human Resources will submit the request to the third party provider to conduct the background check. In order to maintain the utmost discretion and confidentiality, results are provided to College's Human Resources Office only. All criminal, sexual, and violent offender convictions are considered part of the application for employment and will be maintained in confidential files within the Human Resources Office. If any candidate or employee chooses not to sign the Disclosure and Authorization Form, the college will not consider the individual further in the respective hiring process and with respect to all others to whom this policy applies, may lead to disciplinary action, up to and including termination, loss of tenure (if applicable) or loss of access to and privileges in the College.
2. Departments working with vendors and any third parties are responsible for requiring them to certify in writing that background checks that are at least as rigorous as the College's background check protocols outlined in this policy have been successfully completed for any third party's employees or independent contractors who work on Chestnut Hill College's Campus or with Chestnut Hill College employees and/or programs.
3. For current employees needing recertification of their clearances as outlined in this policy, the Office of Human Resources will notify them in advance that new clearances are required. Chestnut Hill College reserves the right to conduct additional background checks on covered

individuals consistent with business and compliance needs, i.e. certain promotions and transfers and job positions.

4. Having a criminal history, including being arrested or convicted of a crime, does not necessarily preclude employment. All information relating to the criminal history is considered on a case-by-case basis, except where required by law. With regard to the criminal history, except as required by law, Chestnut Hill College will consider multiple factors on a case-by-case basis, including, but not limited to, the nature of the crime and its relevance to the particular position and the time elapsed since the arrest or conviction, in making hiring decisions and other decisions with regard to persons who are covered by this policy. In addition, consideration will be given to the nature of the position involved, the job duties and responsibilities, and the implication for the general safety and security of the campus community as well as the security of the College's assets.
5. If any negative information is obtained in a background check, it will be reviewed by the Director of Human Resources with the appropriate vice president or dean, and legal counsel as appropriate. Except as required by law, an individualized assessment will be made based on the information and a final employment determination (or other decision regarding the person's relationship with the College) will be made.
6. Should an adverse action be contemplated and/or taken because of the results of a background investigation on matters covered by the Fair Credit Reporting Act, the College will comply with the notice provisions of the FCRA. Human Resources will give the Finalist Candidate or other person to whom this policy applies a copy of the background check report by Human Resources and will be given an opportunity to admit, refute and/or correct any information provided in the report. A Notice of Adverse Action letter will be sent to the individual, informing the individual that Human Resources has made a final decision. This letter will be sent along with the "Summary of Your Rights under the FCRA."
7. Regardless of whether the Finalist Candidate (or other person to whom this policy applies) has commenced working or providing services, the College reserves the right at any time to rescind any offer of employment, or to take any other necessary action regarding the person's relationship with the College, should the results of a background check be unacceptable to the College.

#### **PENNSYLVANIA ACT 153 BACKGROUND CHECK PROCEDURES - DIRECT CONTACT WITH MINORS**

In addition to the other procedures in this policy, the following procedures apply to any individual, 14 years or older, who applies for a paid position, or any Non-Employee Associate whose duties for the College, or any Volunteer whose volunteer assignment involves responsibility for the welfare of Minors or Direct Contact with Minors. The Pennsylvania state legislature enacted Act 153 of the Pennsylvania Child Protective Services Law (CPSL), effective December 31, 2014. Act 153 strengthened the CPSL by requiring colleges and universities to obtain background clearances for any individuals having direct contact with minors.

1. To comply with Act 153, all Faculty, Staff Members, including those affiliated with a Student Workers, Volunteers, Temporary Staff, and Non-Employee Associates who will who have Direct Contact with Minors, which include care, instruction, supervision, guidance or control of Minors, must undergo three specific clearances as part of the background check (or in addition to any background check previously conducted), as follows: (1) a FBI Fingerprint Check; (2) a Pennsylvania State Police Criminal Record Check; and (3) a Pennsylvania Child Abuse History Clearance.
2. No new or current Chestnut Hill College Faculty, Staff Member, Student Workers, Volunteers, Temporary Staff, and/or Non-Employee Associate who will have Direct Contact with a Minor will be permitted to have any contact with a Minor until the required Act 153 background check is completed, reviewed and cleared by Human Resources.
3. Once completed, Act 153 background checks will be valid for five (5) years for any person maintaining direct contact with minors. If necessary, a new Act 153 background check will be completed at that time.

### **Volunteers**

Volunteers subject to Act 153 are required to undergo the FBI Fingerprint Check, Pennsylvania State Police Criminal Record Check and Pennsylvania Child Abuse History Clearance. A volunteer may be exempted from the FBI Fingerprint Check requirement, only, under the following conditions:

1. The position is unpaid.
2. The Volunteer has been a resident of Pennsylvania continuously during the previous 10-year period.
3. The Volunteer swears or affirms in writing that s/he has not been convicted of an offense similar in nature to those crimes stated in the section entitled "Grounds for Denying Employment or Volunteer Assignment or Participation in Program, Activity or Service – Direct Contact with Minors" under the laws or former laws of the U.S. or one of its territories or possessions, another state, the District of Columbia, Puerto Rico or a foreign nation, or under a former law of Pennsylvania.

### **Independent Contractors**

Independent Contractors involved in a Program, Activity or Service in which s/he will have Direct Contact with a Minor must provide evidence that the Act 153 background checks have been completed, or a background check will be completed as outlined in this policy.

## **Grounds for Denying Employment or Volunteer Assignment or Participation in Program, Activity or Service – Direct Contact with Minors**

Chestnut Hill College will not approve an individual for employment, or, as applicable, any Volunteer assignment or Program, Activity or Service provided to Chestnut Hill College by an Independent Contractor, where the Pennsylvania Department of Human Services has verified that the individual is named in the Statewide Child Abuse database as the perpetrator of a Founded Report committed within the five-year period immediately preceding verification (the background check).

Chestnut Hill College will not approve an individual for employment, or, as applicable, any Volunteer assignment or Program, Activity or Service provided to the College by an Independent Contractor, if the criminal history record information indicates the individual has been convicted of one or more of the following offenses under Title 18, Pennsylvania Statutes (relating to crimes and offenses) or an equivalent crime under Federal law or the law of another state:

- Chapter 25 (relating to criminal homicide)
- Section 2702 (relating to aggravated assault)
- Section 2709.1 (relating to stalking)
- Section 2901 (relating to kidnapping)
- Section 2902 (relating to unlawful restraint)
- Section 3121 (relating to rape)
- Section 3122.1 (relating to statutory sexual assault)
- Section 3123 (relating to involuntary deviate sexual intercourse)
- Section 3124.1 (relating to sexual assault)
- Section 3125 (relating to aggravated indecent assault)
- Section 3126 (relating to indecent assault)
- Section 3127 (relating to indecent exposure)
- Section 4302 (relating to incest)
- Section 4303 (relating to concealing death of child)
- Section 4304 (relating to endangering welfare of children)
- Section 4305 (relating to dealing in infant children)
- A felony offense under section 5902(b) (relating to prostitution and related offenses)
- Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
- Section 6301 (relating to corruption of minors)
- Section 6312 (relating to sexual abuse of children)
- The attempt, solicitation or conspiracy to commit any of these offenses

If an Employee or Volunteer or Independent Contractor of Chestnut Hill College subject to Act 153 is arrested for or convicted of an offense (listed above) that would constitute grounds for denying employment or a Volunteer assignment or participation in a Program, Activity or Service, or is named as a perpetrator in a Founded or Indicated Child Abuse report, the Employee or Volunteer shall provide the Director of Human Resources (or designee) with written notice of the changes in his/her clearance status not later than 72 hours after the arrest, conviction or receipt of notification that the person has been listed as a perpetrator in the Statewide database.

If Chestnut Hill College has a reasonable belief that an Employee or Volunteer or Independent Contractor was arrested or convicted for an offense that would constitute grounds for denying employment, or a volunteer assignment or participation in a Program, Activity or Service under Title 18 of the Pennsylvania statutes as listed above or was named as a perpetrator in a Founded or Indicated Child Abuse report, or the Employee or Volunteer or Independent Contractor has provided notice of the changes in his/her clearance status as required, Chestnut Hill College will immediately require the Employee or Volunteer or Independent Contractor to submit current information (results of new background checks with the Act 153 checks).

Any Employee or Volunteer or Independent Contractor who willfully fails to disclose the changes in his/her clearance status shall be subject to discipline up to and including denial of employment or volunteer position or termination of any services provided and, in addition, may be charged with a misdemeanor of the third degree as prescribed by the CPSL as amended from time to time.

The Director of Human Resources is authorized to ensure that the policy is applied in a consistent manner throughout the college.

## CHESTNUT HILL COLLEGE

**Subject: Use of College Resources**

**Policy: 2.22**

**Effective: September 17, 2012**

**Contact: VPFA**

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Responsible use of college property on campus is expected of all faculty and staff. This includes the use of all computers, cell phones and equipment purchased and owned or leased by the college. Failure to do so will result in an investigation. During an investigation, suspension of privileges may occur. Following an investigation, sanctions may be imposed by the College, up to and including possible termination given the severity of the charge.

### **Computers/Technology**

The computing and electronic resources of Chestnut Hill College are intended to be used for its programs of instruction and research, and to conduct the legitimate business of the college. The College's computing resources, either during or after work hours, shall not be used for individual financial gain, commercial, profit or corporate activities unrelated to the College. College employees are expected to use the Internet responsibly and productively.

Examples of computer abuse include but are not limited to the following:

- Unauthorized attempt to modify computer equipment.
- Unauthorized attempt to add/delete/change software, such as games, graphics, operating systems, compilers, utility routines.
- Use of an account without proper authorization from the owner or authorized user of the account.
- Reading or using private files, including the College's administrative or academic files, without proper authorization, or changing or deleting private files belonging to another user without proper authorization.
- Violations of property rights and copyrights in data and computer programs. Use of software to view and/or communicate offensive or obscene messages to other users of the system.
- The use of any Chestnut Hill College computer for copying licensed or copyrighted software (whether the software is owned by the College or not) is strictly prohibited.

- The College's computing resources shall not be used for commercial, profit or corporate activities unrelated to the College.
- Using computer resources for personal reasons.
- Sending e-mail on matters not concerning the legitimate business of Chestnut Hill College.
  - Note that e-mail is not guaranteed to be private. E-mail messages can be accessed by duly authorized persons.
- Maintaining information on the College's computer system which is not related to the legitimate business of Chestnut Hill College.
  - Note that computer files are not guaranteed to be private and can be accessed by duly authorized persons.
- Using computer resources in a manner which harasses or demeans another person or which is inappropriate in the College's workplace

Computers, equipment and software owned or leased by the College may be accessed any time for any reason by authorized College personnel. This includes the hard drive of a computer and any other file storage media including network drives, email accounts including both sent and received email and any attachments

In addition to the policy contained herein, usage must be in accordance with applicable Chestnut Hill College policies and applicable State and Federal laws relating to copyright protection, trade secrets and licensing. Among the related laws are the Federal Computer Abuse Amendment Act 1994, the Federal Electronic Communications Privacy Act, and the U.S. Copyright Act.

Violations of this policy are to be reported to the Vice President for Financial Affairs.

## CHESTNUT HILL COLLEGE

**Subject: Firearms, Weapons & Explosives Policy**

**Policy: 2.23**

**Effective: September 27, 2010  
Reviewed April 25, 2013**

**Contact: VPFA**

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Chestnut Hill College is committed to providing educational services in a safe and secure environment.

All members of the College community, including faculty, staff, students, contracted employees, contractors and vendors, as well as visitors to Chestnut Hill College, are prohibited from possessing firearms, explosives or Weapons (hereafter collectively referred to as “Weapons”) on the premises of the College or in any building under College control or at any College–sponsored event without the explicit authorization of Chestnut Hill College, whether or not a federal or state license to possess the same has been issued to the possessor.

### **Policy/Procedures**

It is prohibited to possess Weapons on property owned or controlled by Chestnut Hill College or at any College-sponsored event without the explicit written authorization of the College, whether or not a federal or state license to possess the same has been issued to the possessor.

This policy prohibiting firearms does not apply to law enforcement officials in pursuit of official duty when authorized by federal or state law.

Anyone possessing a weapon in violation of this policy will be asked to remove it from the campus or event immediately. They may also be subject to arrest and/or disciplinary action as discussed below. Any faculty or staff member violating this policy shall be subject to a full range of disciplinary action, up to and including termination, as noted in the Staff Handbook and Faculty Manual.

A contracted employee, contractor or vendor possessing a weapon will be asked to remove them from the campus or event immediately. The College may require the temporary or permanent removal of any contracted employee, contractor or vendor from the campus by the company in question.

Additionally, possession of unlicensed firearms or weapons may lead to criminal prosecution by the appropriate jurisdiction.

## **Definitions**

***Firearm:*** Any device that shoots a bullet, pellet, flare, tranquilizer, spear dart, paintball or other projectile, whether loaded or unloaded, including those powered by pressurized gas. This includes, but is not limited to, guns, air guns, dart guns, pistols, revolvers, rifles, cannons, etc, and any ammunition for any such device.

***Weapon:*** Any device that is designed to or traditionally used to inflict harm. This includes, but is not limited to: 1) firearms, slingshots, switchblades, daggers, blackjacks, brass knuckles, bows and arrows, hand grenades, hunting knives, num-chucks, throwing stars, etc.; 2) any object that could be reasonably construed as a weapon; or 3) any object legally controlled as a weapon or treated as a weapon under the laws of the Commonwealth of Pennsylvania.

***Explosives:*** Any chemical compound or mechanical mixture that contains any oxidizing and combustible units, or other ingredients, in such proportion, quantities or packing that an ignition by fire, friction, concussion, percussion, or detonator, of any part of the compound or mixture, may cause a sudden generation of highly heated gases that results in gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, fireworks, black powder, dynamite, etc. as well as detonating devices such as detonators, blasting caps, timers, incendiary wire and the like.

## CHESTNUT HILL COLLEGE

**Subject:** Staff Teaching

**Policy:** 2.24  
F 101.12 Faculty Manual

**Effective:** August 5, 2015  
(EFFECTIVE FOR TEACHING ASSIGNMENTS IN  
THE SPRING 2016 SEMESTER)

**Contact:** VPFA/VPAA

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### Policy Statement

Many staff at Chestnut Hill College have talent and credentials that are or may be used more directly in teaching activities and would like the opportunity to teach at Chestnut Hill College. These interests and abilities must be balanced with their primary work responsibilities and within established teaching limits that foster the breadth and depth of our academic quality.

### Purpose

This policy describes the conditions under which staff members of Chestnut Hill College may teach by providing conditions, general guidelines, limits on number of courses allowed so that the staff member is successful in performing his or her primary work responsibilities.

### To Whom this Policy Applies

This policy applies to all full and part time regular staff.

### Responsibility

This policy is overseen and enforced by the Human Resource Office and coordinated with Academic Affairs and the schools.

### Teaching Outside of the Responsibilities of the Primary Job Description-

Staff may teach outside of the responsibilities on their staff job description. If staff members do teach, they must first and foremost fulfill their everyday work responsibilities and its schedule. Staff cannot use their teaching responsibilities as a reason for not meeting their normal job duties. Performance evaluation of the normal job will not include the teaching performed by the staff member, unless such teaching interferes with the performance of their job responsibilities.

As a general rule a staff member is only allowed to accept adjunct teaching assignment(s) outside of their regular work schedule within the limits outlined below. Any exception to this policy requires the review and approval of their supervisor, vice president and Human Resources. Any exception to this rule must involve a detailed explanation and an agreed upon schedule to ensure everyday

responsibilities are addressed in the same work week as the additional teaching responsibilities.

Compensation for teaching outside of normal work responsibilities and schedule can be in addition to the salary paid for the staff member's regular position, but such compensation must be in line with the normal adjunct payment for courses in the program in which the member will be teaching.

#### **Teaching Within the Responsibilities of the Primary Job Description**

The job description of the staff member may include a teaching responsibility. The job description must clearly describe the courses that will be taught, when they will be taught, and the distribution of time and effort allotted to teaching as compared to the other duties of the staff member. Compensation for teaching in this case will be included as part of the overall salary for the position (i.e., no additional compensation will be provided). The supervisor, chair/director, appropriate dean of the department or program in which the teaching will occur, and the Vice President of Academic Affairs must approve this teaching responsibility. Compensation will be determined by the Human Resources Office.

Human Resources will approve the entire position description of the job including the teaching responsibilities according to existing compensation and job approval policy and processes.

#### **Limits on Total Number of Courses**

In any circumstance, this policy prohibits a staff member from teaching more than two courses/sections (total six credits) per semester. For purposes of this policy, there are three semesters per year ~ fall, spring and summer. If a course is taught in an accelerated format, it will count as a course taken during the semester in which the accelerated course occurs. A supervisor or vice president can restrict the teaching to fewer courses/sections per term or per year based on the need for the staff member to meet his/her normal job duties.

## **CHESTNUT HILL COLLEGE**

**Subject: Confidentiality**

**Policy: 2.25**

**Effective: August 2017**

**Contact: VPFA**

During the course of employment at Chestnut Hill College, employees may have access to confidential information for the purpose of performing their job responsibilities. Confidential information is defined as proprietary or non-public verbal, written and/or electronic information, including, but not limited to, email communication, belonging to the College.

Chestnut Hill College expects all employees to demonstrate professionalism, good judgment, and diligent care to avoid unauthorized or inadvertent disclosure of confidential information. Confidential information should be maintained by employees in a manner which ensures privacy and safety, and take all reasonable steps to protect confidential information from disclosure. Employees should refrain from leaving confidential information contained in documents, or displayed on computer screens, in plain view.

Confidential information related to College matters made known or learned during employment shall not be disclosed to any person who does not have a legal need to know. Disclosure of confidential information may violate the Family Educational Rights and Privacy Act of 1974 (FERPA), and result in disciplinary action up to and including separation of employment.

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

**CHESTNUT HILL COLLEGE**

**Subject:      Vacation Leave Policy**

**Policy:        3.1**

**Effective:     December 6, 2004**

**Contact: VPFA**

**Purpose**

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

**Eligibility**

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

**Earning Vacation**

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

**Using Vacation**

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

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

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

### **Newly Hired Employees**

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

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

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

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

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

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

### **Termination of Employment**

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

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

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

### **Requesting Vacation Leave**

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

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

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

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

#### **SCHEDULE OF ANNUAL VACATION LEAVE**

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

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

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

## CHESTNUT HILL COLLEGE

**Subject:** Sick Leave Policy

**Policy:** 3.2

**Effective:** December 6, 2004

**Contact:** VPFA

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

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

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

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

### ***Short – Term Sick Leave***

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

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

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

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

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

***Long-Term Sick Leave***

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

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

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

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

## **CHESTNUT HILL COLLEGE**

**Subject: Leave Donation Policy**

**Policy: 3.2A  
G 310.1 Faculty Manual**

**Effective: October 23, 2014**

**Contact: VPFA**

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In keeping with the College's mission of serving our Dear Neighbor, the leave donation policy has been created. This policy applies to full-time and part-time staff. Participation is voluntary, confidential and anonymous.

Chestnut Hill College recognizes that employees may have a family emergency that results in a need for additional time off in excess of available paid vacation and sick leave. To address that need, employees may voluntarily donate unused leave to another employee who has exhausted all available paid leave due to an emergency situation.

Family emergency situations include health-related emergencies such as critical or catastrophic illness or injury of the employee or of an immediate family member that is life-threatening and/or requires inpatient or hospice health care. Immediate family member is defined as spouse, partner, child, parent, sibling, grandparent or grandchild.

Health-related emergencies require verification from a licensed health care provider describing the nature, severity, and anticipated duration. Donated leave is not intended for brief and/or common illnesses or disabilities.

Employees donating leave must be employed with Chestnut Hill College for a minimum of one (1) year. Minimum allowable donated leave is one-half ( $\frac{1}{2}$ ) day for non-exempt employees, and one (1) day for exempt employees. Maximum allowable donated leave is one (1) week and cannot exceed 50% of the donor employee's leave balance. Part-time employees may donate leave according to the number of hours regularly worked each week. Employees who wish to donate leave must complete a Leave Donation form, and obtain the approval of their immediate supervisor and Vice President.

Employees who would like to receive donated leave must be employed with Chestnut Hill College a minimum of 90 days. Recipient employees must have used all available paid time off options (vacation, sick, personal leave). Part-time employees may receive leave according to the number of hours regularly worked each week. Donated leave runs concurrently with any approved leave of absence, such as FMLA. Employees who wish to make a request to receive donated leave must complete a

Leave Donation Request form, and obtain the approval of their immediate supervisor and Vice President.

Completed forms are submitted to the Human Resources Office and approved by the Senior Vice President of Financial Affairs and Chief of Staff. Donor and recipient employees will be informed in writing of the approval/denial of donated leave by the Human Resources Office.

Recipient employees may receive donated leave from multiple donor employees. Donated leave will be used in date order of when it was received. Any unused donated leave is returned to the donor employee(s) when the recipient employee returns to work.

Donated leave is paid at the recipient employee's regular rate of pay, and is paid per normal payroll schedules. The Human Resources Office will manage leave donations to ensure proper recording of leave deductions and credits, and will coordinate payment of donated leave with the Payroll Office.



## Leave Donation

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Current vacation leave balance: \_\_\_\_\_

Current sick leave balance: \_\_\_\_\_

I am donating \_\_\_\_\_ hours of my current leave to \_\_\_\_\_ of the \_\_\_\_\_ Department. I authorize Chestnut Hill College to reduce my leave time by this amount. I understand this leave donation is voluntary, confidential and anonymous.

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

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Vice President

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For Human Resources Use:

Date of Hire: \_\_\_\_\_

Vacation and Sick days at time of donation \* \_\_\_\_\_

Vacation and sick days after donation \* \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Senior VP Financial Affairs and Chief of Staff

Notification sent to employee \_\_\_\_\_ Date: \_\_\_\_\_ Human Resources \_\_\_\_\_

\* Based on Timekeeping forms at time of request. This number would not include any days not yet submitted on Timekeeping forms.

**CHESTNUT HILL COLLEGE**

**Subject: Paid Holidays**

**Policy: 3.3**

**Effective: July 1, 1999  
Revised August 5, 2015**

**Contact: VPFA**

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

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

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

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

## CHESTNUT HILL COLLEGE

**Subject: Religious Retreat Leave**

**Policy: 3.4**

**Effective: July 1, 1999**  
**Revised September 13, 2007**  
**Reviewed August 5, 2015**

**Contact: VPFA**

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Sisters of Saint Joseph, women and men religious, and priests are required to make an annual retreat. The length of this retreat varies from five (5) to eight (8) days. In addition to accrued annual vacation time, Chestnut Hill College allocates time for religious and priests to fulfill this obligation. For the annual retreat only, the College permits full time staff members to take the total number of retreat days and a day of travel the day the retreat begins and the day it ends.

This time must be taken in one block. For example, the policy does not permit an individual to make a five (5) day retreat and then take three (3) other days for retreat at another time.

Ten month employees and full-time faculty are expected to make retreat during those periods of time when they are not working at the College.

All full-time faculty and full time staff are permitted to take time in addition to vacation time to participate in Mission and Legacy programs.

All time for retreats should be coordinated with and approved by one's supervisor.

**CHESTNUT HILL COLLEGE**

**Subject:       Compensatory Time Policy**

**Policy:         3.5**

**Effective:     August 23, 2004  
                  March 31, 2017**

**Contact: VPFA**

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

Non-exempt employees may not take nor be offered time off in lieu of overtime compensation for hours worked in excess of 40 during the workweek. Schedule modifications may be permitted when non-exempt employees work more than their normal work schedule in lieu of overtime pay, provided the modification in work schedule is made within the same work week.

For example, if a non-exempt employee normally works 8 hours per day but works 10 hours on Monday, the work schedule may be reduced to 6 hours on another day during the work week.

Schedule modifications must be approved in advance by the employee's supervisor and the appropriate dean or vice president.

Exempt staff are not eligible for compensatory time. Tracking hours worked over 40 hours in a workweek for purposes of modifying a work schedule, to account for additional hours worked, destroys the exempt classification of the position and is not permitted.

**CHESTNUT HILL COLLEGE**

**Subject: Personal Leave**

**Policy: 3.6**

**Effective: December 6, 2004  
Reviewed August 5, 2015**

**Contact: VPFA**

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

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

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

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

## CHESTNUT HILL COLLEGE

**Subject: Bereavement Leave**

**Policy: 3.7**

**Effective: July 1, 1999  
Reviewed August 5, 2015**

**Contact: VPFA**

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

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

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

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

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

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

**CHESTNUT HILL COLLEGE**

**Subject: Jury Duty Leave**

**Policy: 3.9**

**Effective: October 1, 2009  
Reviewed August 5, 2015**

**Contact: VPFA**

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

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

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

Individuals summoned for jury duty or appearing as subpoenaed witnesses are expected to work during normal working hours whenever court is not in session or when their presence in court is not required.

## CHESTNUT HILL COLLEGE

**Subject: Military Leave Policy**

**Policy: 3.10**

**Effective: October 1, 2009  
Reviewed August 5, 2015**

**Contact: VPFA**

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### **I. POLICY:**

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

### **II. ELIGIBILITY:**

Military Leaves will be granted to regular and contractual employees.

### **III. DEFINITIONS:**

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

### **IV. GUIDELINES:**

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

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

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

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

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

**CHESTNUT HILL COLLEGE**

**Subject: Inclement Weather Policy**

**Policy: 3.11**

**Effective: March 1, 2004  
Reviewed August 5, 2015**

**Contact: VPFA**

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

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

This policy applies to exempt and non-exempt employees.

## CHESTNUT HILL COLLEGE

**Subject: Health Insurance**

**Policy: 3.12**

**Effective: December 1, 2002  
Revised March 30, 2016**

**Contact: VPFA**

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### **Eligibility**

All full-time employees (at least thirty (30) or more hours per week) are eligible to enroll in the College's health care plan upon hire.

### **Benefit**

The College pays 100% of the premium for single coverage for the sponsored health insurance plans. As of 1/1/15, the sponsored plans are available through Independence Administrators PPO plans.

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

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

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

Changes to health insurance coverage may only be made during open enrollment or in the event of a Qualifying Life Event, as defined by the Internal Revenue Service. Qualifying Life Events include, but are not limited to, the birth or adoption of a child, change in marital status, and change in employment status for you and/or your spouse. Employees may contact the Human Resources Office for more information on Qualifying Life Events.

### **Sponsored Plans**

The College is a member of the Shared Services Health Care Consortium, a self-funded plan. The plan is administered by Independence Administrators. The sponsored plan – including doctor, specialist and hospital co-pays, prescription coverage and co-pays, deductibles, other coverage, and carrier – are subject to change each year on the first day of the plan year. Open enrollment is held in November each year, and the plan year runs from January 1 until December 31. Employees will be informed of any plan changes that will be occurring at the time open enrollment materials are distributed and before the first day of the new plan year.

## CHESTNUT HILL COLLEGE

**Subject: Dental Insurance**

**Policy: 3.13**

**Effective: December 1, 2004  
Revised March 30, 2016**

**Contact: VPFA**

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### **Optional Coverage**

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

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

Employees may enroll in dental coverage only during open enrollment, but may cancel at any time due to a Qualifying Life Event change. Open Enrollment is held each year approximately two months prior to the beginning of the plan year which is January 1<sup>st</sup>.

Employees may contact the Human Resources Office for more detailed information on dental insurance coverage.

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

**CHESTNUT HILL COLLEGE**

**Subject: Vision Insurance**

**Policy: 3.14**

**Effective: January 1, 2016**

**Contact: VPFA**

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**Optional Coverage**

The College may provide optional vision insurance coverage for full-time employees. Employees may purchase optional vision insurance coverage at their own cost, pursuant to the guidelines provided by the insurance carrier. Payment is made through payroll deduction.

As of 1/1/16 the vision insurance plan is provided by National Vision Administrators (NVA).

Employees may enroll in vision coverage only during open enrollment, but may cancel at any time due to a Qualifying Life Event change. Open Enrollment is held each year approximately two months prior to the beginning of the plan year which is January 1<sup>st</sup>.

Employees may contact the Human Resources Office for more detailed information on vision insurance coverage.

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

## CHESTNUT HILL COLLEGE

**Subject: Life Insurance Benefit**

**Policy: 3.15**

**Effective: September 1, 2002**  
Revised March 30, 2016

**Contact: VPFA**

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### **Eligibility**

Full-time employees are eligible for the life insurance one year after date of hire.

### **Benefit**

The College pays 100% of the premium for coverage equal to one times the employee's salary and up to a maximum of \$200,000. As of 1/1/16, the sponsored life insurance plan is provided by Mutual of Omaha

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

### **Sponsored Plans**

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

### **Optional coverage**

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

As of 1/1/16, the optional life insurance plan is provided by Mutual of Omaha.

Employees may enroll in supplemental coverage at time of hire or during open enrollment, but may cancel at any time. Open Enrollment is held each year approximately two months prior to the beginning of the plan year which is January 1<sup>st</sup>.

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

## CHESTNUT HILL COLLEGE

**Subject: Long Term Disability Insurance**

**Policy: 3.16**

**Contact: VPFA**

**Effective: March 1, 2003  
Revised March 30, 2016**

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### **Eligibility**

Full-time employees are eligible for Long Term Disability Insurance after one year of service.

### **Benefit**

The College pays 100% of the premium for Long Term Disability Insurance. As of 1/1/16, Mutual of Omaha provides the College's Long Term Disability Insurance.

Basic Terms of the Long Term Disability Insurance plan are:

- ❑ Benefits begin after three months of continuous disability.
- ❑ The Monthly Income Benefit replaces 60% of the employee's monthly wage base up to a maximum of \$10,000 per month.

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

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

## **CHESTNUT HILL COLLEGE**

**Subject: Short Term Disability Insurance**

**Policy: 3.17**

**Effective: January 1, 2004**

**Contact: VPFA**

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### **Optional Coverage**

The College may provide optional short-term disability insurance coverage for full-time employees. Short-term disability insurance provides income replacement for full-time employees unable to work due to a covered illness or injury. Employees may purchase optional coverage at their own cost, pursuant to the guidelines provided by the insurance carrier. Payment is made through payroll deduction.

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

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

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

## CHESTNUT HILL COLLEGE

**Subject: Retirement Benefit**

**Policy: 3.18**

**Effective: January 1, 2009  
Revised May 21, 2012  
Revised March 30, 2016**

**Contact: VPFA**

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Chestnut Hill College maintains both a 403(b) and DC Plan with Teachers Insurance and Annuity Association College Retirement Equities Fund (now known as TIAA) to help employees accumulate financial resources for retirement. A variety of investment options are available from TIAA.

### Eligibility and Benefit

Voluntary participation in the 403(b) plan is available upon hire for all full-time employees and for part-time employees working 1020 hours or more per year. There is no College contribution during this first year of employment. Employee contributions are tax deferred up to limits set by the Internal Revenue Service (IRS). Limits are set by the IRS annually.

After one year of service all full-time employees and part time employees working 1020 hours or more per year are eligible for the College contribution. The College will contribute 5.0% of the employee's base gross salary when the employee contributes a minimum of 2.5% for wages attributable to the Fiscal Year 2015-16 period. The College contribution rate is subject to change based on the College's financial circumstances. There is no College contribution for employee contributions of less than 2.5%.

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

Contact Information for the retirement plan:

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

Telephone Counseling Center (800) 842-2776

## CHESTNUT HILL COLLEGE

**Subject:** Tuition Grant

**Policy:** 3.19

**Effective:** October 1, 2009  
Revised March 30, 2016

**Contact:** VPFA

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### **Full-time Employees**

Full-time Employees who have been employed a minimum of ninety days are eligible for an Employee Tuition Grant for classes taken at Chestnut Hill College. Eligible full-time Employees may take up to two 3 credit hour (or a total of 6 credit hours) undergraduate courses taken in the School of Continuing and Professional Studies or the School of Undergraduate Studies or master's level courses taken in the School of Graduate Studies per semester without any tuition charge. For purposes of this policy there are three semesters per year – Fall, Spring and Summer. A course taken through the ACCELERATED program will serve as a course taken during the semester in which the ACCELERATED session occurs.

Employees will be responsible for any fees, books or supplies costs. Employees may not enroll in classes during their work hours.

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

### **Part-time Employees**

Part-time Employees who have been employed a minimum of ninety days and work 20 hours or more per week are eligible for an Employee Tuition Grant for classes taken at Chestnut Hill College. Eligible part-time Employees may take up to one 3 credit hour undergraduate course in the School of Continuing or Professional Studies or the School of Undergraduate Studies or master's level course in the School of Graduate Studies per semester without any tuition charge. For purposes of this policy there are three semesters per year – Fall, Spring and Summer. If a course is taken through the ACCELERATED program, it will serve as a course taken during the semester in which the ACCELERATED session occurs.

Employees will be responsible for any fees, books or supplies costs. Employees may not enroll in classes during their work hours.

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

**Adjunct Faculty and Coaches**

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

**Dependent Children of Full-time Employees**

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

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

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

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

**Spouses of Full-time Employees**

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

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

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

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

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

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

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

### **Admissions and Registration Procedures**

An "Employee/Dependent Application for Tuition Grant" form must be completed and submitted to the Human Resources Office each semester at the time of course registration. All Employees, dependent children and/or spouses must follow the College's normal admissions and registrations procedures for the program in which they are enrolling.

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

### **Tuition Grant Exclusions**

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

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

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

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

Name of Employee \_\_\_\_\_

Hire Date \_\_\_\_\_

I will be taking a course.

My dependent or spouse will be taking a course

Discount employee is eligible for: circle one

25%	50%	75%	100%
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(Student Financial Services use only, authorized by Human Resources)

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

Semester/Session (check all that apply)

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

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

(continue list on reverse for multiple courses)

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

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

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

Approvals:

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

*(Student Financial Services use only)* entered by: \_\_\_\_\_

## **CHESTNUT HILL COLLEGE**

**Subject: Flexible Spending Accounts**

**Policy: 3.20**

**Effective: March 1, 2016**

**Contact: VPFA**

### **Optional Coverage**

All full-time employees are eligible to elect participation in the Flexible Spending Accounts. Flexible Spending Accounts allow employees to set aside pre-tax dollars to pay for qualified expenses. Contributions to the flexible spending accounts are made through payroll deduction.

Election to participate in the Flexible Spending Account is made upon hire or at the beginning of each plan year, which is January 1<sup>st</sup>. If elected upon hire, pre-tax dollars are deducted from the first paycheck through the end of the plan year. Elections made during the plan year may not be changed unless there is a Qualifying Life Event.

Two flexible spending accounts can be elected. The health care spending account reimburses for eligible health care expenses, and the dependent care spending account reimburses for eligible dependent care expenses. Limits on contributions to the spending accounts are set by the IRS annually.

Employees may contact the Human Resources Office for more detailed information on flexible spending accounts.

**CHESTNUT HILL COLLEGE**

**Subject: Employee Assistance Program (EAP)**

**Policy: 3.21**

**Effective: March 1, 2016**

**Contact: VPFA**

The Employee Assistance Program (EAP) is a confidential and voluntary program designed to identify and assist employees in resolving problems that may be affecting work performance. This service, provided by Mutual of Omaha, is available to all employees and family members who may be faced with challenges such as family and personal concerns, financial matters, substance abuse, life transitions, and work-related issues.

The EAP provides phone and online assistance 24 hours a day, 7 days a week, and confidential consultation is by licensed Master's level professionals. The College pays 100% of the cost for this service.

Contact Information

[www.mutualofomaha.com/eap](http://www.mutualofomaha.com/eap)

1-800-316-2796

**CHESTNUT HILL COLLEGE**

**Subject: Salary Plan**

**Policy: 3.22**

**Effective: To be determined**

**Contact: VPFA**

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This policy is currently under review.

**CHESTNUT HILL COLLEGE**

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

**Policy: 3.23**

**Effective: March 1, 2004  
March 31, 2017**

**Contact: VPFA**

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

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

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

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

Employees in exempt positions are not eligible for overtime pay or for compensatory time. When necessary, exempt employees are expected to devote time beyond the normal workday to complete their work.

## CHESTNUT HILL COLLEGE

**Subject: Payroll and Pay Distribution**

**Policy: 3.24**

**Effective:** September 2008  
**Revised July 2016**

**Contact: VPFA**

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All employees are paid once per month on the 26th of each month, or the closest working day prior to that should the 26th fall on a holiday or weekend.

Employees must participate in Direct Deposit to ensure that their funds are available to them in the timeliest manner. The first and final paycheck may be issued as a live check.

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

*How to Register on ADP iPayStatements*

Website: <https://ipay.adp.com>

Select: Register Now

Enter: Registration Code: ChestnutHC-IPAY

Question asked: Do you want to set up an account with Chestnut Hill College? Answer: YES

Next screen brings you to "Find You" page: enter your First and Last Name and last 4 digits of Social Security #

Enter Birth date Month and Day

You will then be brought to a screen to enter your contact information, create a password and challenge questions in the event you forget your password.

The system automatically assigns a USER ID.

Password must contain between 8-20 characters and at least one alpha and numeric character.

Once Registered, Pay statements and W2s can be viewed/downloaded from the same website:

<https://ipay.adp.com> Select: LOGIN – enter User Name and your personal password.

## CHESTNUT HILL COLLEGE

**Subject:** Timekeeping

**Policy:** 3.25

**Effective:** March 1, 2004  
March 31, 2017

**Contact:** VPFA

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To maintain accurate records for compliance with the Fair Labor Standards Act, every employee is required to complete a monthly timekeeping sheet.

### **Exempt Employees**

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

This form must be completed by the employee, approved by the supervisor, and submitted to the Human Resources Office by the 10<sup>th</sup> working day of the following month.

### **Non-Exempt Employees**

Non-exempt employees must have on file with the Human Resources Office a “Regular Weekly Schedule.” The employee’s monthly payroll is based on this regular schedule.

Every month non-exempt employees must submit a “Non-Exempt Employee Timekeeping Form.” Employees must indicate they have worked their regular schedule and, if applicable, note exceptions from the schedule, including paid or unpaid leave and any overtime worked. Overtime must be approved in advance. Refer to Policy 3.23 Overtime Pay

This form must be completed by the employee, approved by the supervisor, and submitted to the Human Resources Office by the 10<sup>th</sup> working day of the following month.

## **CHESTNUT HILL COLLEGE**

**Subject: Travel Time Pay**

**Policy: 3.26**

**Effective: March 31, 2017**

**Contact: VPFA**

Time spent traveling during normal business hours, to locations other than the work location, is considered compensable work time. Ordinary home-to-work and work-to-home travel is not considered work time and is not paid. Non-exempt employees who travel for College business will be paid for travel time as required by the Fair Labor Standards Act (FLSA).

Time spent traveling outside of normal work hours, or during corresponding hours on non-work days, and as a passenger on an airplane, train, bus, or automobile, is not considered work time and is not paid.

### **One Day Travel**

Non-exempt employees required to work away from the College for a day will be paid for time spent traveling to and returning from the destination, in addition to pay for the regular work day.

### **Overnight Travel**

Non-exempt employees required to travel overnight for College business may be considered work time. Only travel time occurring during the employee's normal work hours, or during corresponding hours on non-work days, is paid. Time spent traveling from the employee's home to the destination during times that are outside the typical work hours are not paid.

Any time spent performing College-related work at the destination must be approved in advance by the supervisor and will be compensated based on actual hours worked. Meal periods and sleeping time are not considered paid time.

### **Attendance at Training or Conferences**

Non-exempt employees attending business-related training or a conference will be paid for the actual hours spent each day in training or attending work-related conferences. Meal time is not included as paid time unless the meal is served at the employee's conference seat. Optional training and conference events, such as receptions and social activities, are not paid time.

The employee is paid his/her hourly rate for travel, as explained above, and for training. Time spent at training or a conference shall count as hours worked when calculating eligibility for overtime pay, if applicable.

All business-related travel and attendance at training, seminars or conferences must be approved in advance by the supervisor and the appropriate dean or vice president.

**SECTION 4:**

**OTHER POLICIES AND PROCEDURES**

## CHESTNUT HILL COLLEGE

**Subject:** Tuition Exchange Programs Guidelines

**Policy:** 4.1

**Effective:** July 1, 2002

**Contact:** VPFA

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

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

Council of Independent Colleges Tuition Exchange- [www.cic.edu/tep](http://www.cic.edu/tep)

Tuition Exchange, Inc.-[www.tuitionexchange.org](http://www.tuitionexchange.org)

Catholic Colleges Cooperative Tuition Exchange-[www.cccte.org](http://www.cccte.org)

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

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

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

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

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

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

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

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

### **Frequently Asked Questions**

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

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

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

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

For all tuition exchange programs, the student must be accepted on his or her own merits and enroll on a full-time basis, at the college that he/she wishes to attend on a tuition exchange scholarship. It is the employee's responsibility to check with that institution to see if there are eligible tuition exchange slots. The dependent is charged a \$35.00 fee paid to Chestnut Hill College for exporting under The Tuition Exchange program and \$25.00 under the Catholic College Cooperative Tuition Exchange.

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

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

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

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

**What is the process for applying?**

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

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

## CHESTNUT HILL COLLEGE

**Subject:** Staff Position Openings

**Policy:** 4.2

**Effective:** May 1, 2007

**Contact:** VPFA

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

### **Position Approval**

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

### **Advertisement of Position**

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

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

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

## **Hiring Process**

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

- ❖ Supervision of the process in general by the appropriate Administrator, Vice President and/or the HRD.
- ❖ The Hiring Supervisor should consult with college constituents who will be impacted by the position. Consultation may include creating a search or interview committee, arranging meetings between applicants and key people in departments, or a review of constituent needs by the Hiring Supervisor before the applicants are screened and interviewed. The type and amount of consultation may vary from position to position and the appropriate Vice President must approve this consultation plan.
- ❖ Personal interview with the Hiring Supervisor and any other individuals/groups in the CHC community as identified in the consultation step above, and/or the appropriate administrator(s). The Human Resources Director should be included in the interview process.
- ❖ Collection of employment related documents such as the application materials, collection of any other pre-employment paperwork missing such as references, etc., and provision of campus security information as required by law (3 written references required, one of which must be from a former supervisor. A written summary of a telephone reference may be used as a written reference.)
- ❖ Mission Statement should be provided to the applicant, and discussion regarding the role of the position to the Mission Statement should be discussed. Verification that the applicant would support the Mission Statement is necessary.
- ❖ Review of reference letters, reference checks, transcripts and other credentials.
- ❖ Meeting with the President and/or the Assistant to the President for Mission and Ministry to discuss the Mission Statement and other related matters. The determination of whether to interview with the President will be based on position type and scope of duties

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

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

## Notification of Hire

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

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

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

## After Hire

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

### **New Hire Checklist**

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

## CHESTNUT HILL COLLEGE

**Subject: Student Employees**

**Policy: 4.4**

**Effective: February 12, 2004**

**Contact: VPFA**

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

### Timesheets

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

### Hours

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

## CHESTNUT HILL COLLEGE

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

**Policy:** 4.5

**Effective:** July 1, 2012

**Contact:**

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### GENERAL PROTOCOL FOR REPORTING EMERGENCIES

In an emergency: call Campus Security at ext. 7777 (from an on campus phone) or 215-242-7777 (from a cell phone or from off campus).

Life threatening situations: call 911 (9911 from a campus phone) for Police/Fire/Emergency Medical Services

Important:

When calling 911 or Campus Security:

- Give your name, location and the nature of the emergency.
- Do not hang up until told so.

#### General Evacuation Protocol

1. Building evacuations will occur when an alarm sounds and/or upon notification by the Campus Emergency Alert System.
2. When the fire/evacuation alarm or the Emergency Alert System is activated during an emergency, leave by the nearest marked exit and alert others to do the same
3. Use stairs in case of fire and/or other emergencies. Do not use elevators.
4. Once outside proceed to a clear and safe area away from the building.
5. Keep driveways and walkways clear for emergency vehicles and personnel.

Important: do not return to an evacuated building unless told to do so by a College official.

## **Fire Emergency Response Protocol**

### ***Preventing a Fire***

The College helps to prevent fires through the following methods:

1. Smoking is not permitted in buildings or within 20 feet of entrances and exits.
2. Fire alarms are tested on a regular basis.
3. Fire drills occur in the residence halls on a regular basis.
4. Fire safety inspections occur in the residence halls during all semester breaks.
5. Fire extinguishers are inspected on a monthly basis.

### ***Reporting a Fire***

1. Pull the nearest fire alarm on your way to an exit.
2. Do not attempt to fight the fire. Use extinguishers for personal safety.
3. Exit through the nearest door to the nearest assembly area outside the building.
4. Notify the Campus Security that you pulled the alarm and location.
  - a. Call ext. 7777 (from an on campus phone) or 215-242-7777

### **Response to the Fire Alarm**

1. Evacuate the area.
2. Assist persons with physical or temporary disabilities with exiting the building. Move handicapped individuals to a stairwell and close all doors as you move to the first floor to keep fire out of the stairwell. Inform Campus Security if a handicapped person is in a stairwell. Emergency Response personnel will evacuate handicapped personnel in the stairwells.
3. If possible, persons exiting the building should close doors to the corridor as they exit the building.
4. Do not use elevators.
5. Leave the building by the closest exit.
6. Move to an external assembly area away from the building.
7. Do not return to an evacuated building until told to do so by a College official.

## **Violent or Criminal Incident Response Protocol**

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them to Campus Security at ext. 7777(from an on campus phone) or 215-242-7777 (from a cell phone or from off campus).
2. If you observe a criminal act or a suspicious person on campus, notify Campus Security immediately and report the incident, including the following information:
  - a. Nature of incident
  - b. Location of the incident
  - c. Description of person(s) involved.
  - d. Description of property involved.
  - e. Type of weapon, if any.

Note: If the incident poses a danger of death or bodily injury, call 911 first and provide the information listed above. After calling 911 please notify Campus Security.

- a. Stay calm, do not be heroic.
- b. Stay out of harm's way.
- c. Run away from the area (if possible); do not run in a straight line.
- d. Allow professionals to address the situation.

3. Assist the officers when they arrive by supplying them with any additional information.

## **Bomb Threat Response Protocol**

1. If the threat is received by telephone, encourage the caller to talk. The person receiving the bomb threat should ask specific questions such as:
  - a. When is the bomb going to explode?
  - b. Where is the bomb located?
  - c. What kind of bomb is it?
  - d. What does the bomb look like?
  - e. Why did you place the bomb?
  - f. When appropriate, please use the Bomb Threat Checklist to record pertinent information about the threat.
2. Keep talking to the caller as long as possible and record the following information:
  - a. Time of call.
  - b. Approximate age and gender of the caller.
  - c. Speech pattern, accent or other distinguishing vocal traits.

- d. Emotional state of the caller.
  - e. Background noises.
  - f. When appropriate, please use the Bomb Threat Checklist to record pertinent information about the caller
3. If you are able to get the attention of another individual ask them to call Campus Security while you keep the caller on the phone. Campus Security can be reached at ext. 7777 (from an on campus phone) or 215-242-7777.
4. If you are able to call yourself, contact Campus Security at ext. 7777 (from an on campus phone) or 215-242-7777 to inform them that a bomb threat has been received and (if known) inform Security of the location of the device.
- a. After the caller hangs up, do not hang up your phone but use another phone to call.
5. If a suspicious object or potential bomb are observed on campus, do not handle it! Clear the area and immediately notify Campus Security at ext. 7777(from an on campus phone) or 215-242-7777 (from a cell phone or from off campus).
6. Do not return to an evacuated building until told to do so by a College official.

### **Dangerous Person in a Building**

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations/persons and promptly reporting them to Campus Security at ext. 7777 (from an on campus phone) or 215-242-7777.

If you observe a dangerous or suspicious person on campus, notify Campus Security immediately and report the incident, including the following information:

- a. Nature of the incident.
- b. Location of the incident.
- c. Description of person(s) involved.
- d. Description of property involved.
- e. Type of weapon, if any.

If the individual shows a weapon:

- a. Stay calm, do not be heroic!
- b. If not threatening, ask them to put down the weapon. Ask the nearest person to call 911 (9911 from an on campus phone).
- c. If possible, notify Campus Security at ext. 7777 (from an on campus phone) or 215-242-7777.
- d. If threatening, attempt to separate yourself and others from the individual. Do not attempt to confiscate the weapon.
- e. Attempt to reason with the individual if necessary, but do not blame or threaten.

f. Try to calm the individual while calming and reassuring other persons involved.

If a weapon is suspected, but not visible:

- a. Stop! Do not approach the individual; do not attempt to confiscate the weapon.
- b. Call 911 (9911 from an on campus phone).
- c. Notify Campus Security at ext. 7777 (from an on campus phone) or 215-242-7777.
- d. If possible, clear the area

### **Active Shooting in Building**

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

Whenever possible please use the following guidelines:

Notify Campus Security (215-242-7777 from a cell phone and ext. 7777 from any campus phone) immediately and report the incident, including the following information:

- a. Nature of the incident.
- b. Location of the incident.
- c. Description of person(s) involved.
- d. Description of property involved.
- e. Type of weapon, if any.

Depending on the location of the shooter, the following is meant to serve as guidelines for response:

If an active shooter is outside your building, proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights. If possible, get everyone down on the floor and ensure that no one is visible from outside the room. Call Campus Safety or 911 if possible. Remain in place until the police, or a campus administrator known to you, gives the "all clear." Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

If an active shooter is in the same building you are, determine if the room you are in can be locked and if so, follow the same procedure described above. If your room can't be locked, determine if there is a

nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.

If an active shooter enters your office or classroom, try to remain calm. Call Campus Safety or 911, if possible, and alert police to the shooter's location. If you can't speak, leave the line open so the dispatcher can listen to what is taking place. If there is no opportunity for escape or hiding, it might be possible to negotiate with the shooter; attempting to overpower the shooter with force should be considered as a very last resort. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible.

[http://www.loyno.edu/police/crime\\_prevention/active\\_shooter.html](http://www.loyno.edu/police/crime_prevention/active_shooter.html)

## **Shelter in Place**

Shelter in place is the action of seeking immediate shelter indoors, preferably in an interior area. Ideal features of a shelter in place area include:

1. A location with minimal windows or vents
2. Adequate space for all individuals
3. Hallways, conference rooms, restrooms and classrooms can all be utilized to shelter in place
4. Depending on the nature of the incident, access to phone lines, cell phone service and/or internet is also desirable.

Shelter in place may be activated in the event of a hazardous material spill, tornado warning, shooting or act of terrorism. Please note that shelter in place may refer to short-term or long-term situations. At times, shelter in place may occur in a centralized area after an evacuation notice. In this case, please refer to the evacuation procedures and the campus evacuation map (Appendix A).

When sheltering in place:

- Close all doors and windows
- If possible, close or seal air vents
- Close window shades, blinds or curtains
- If possible, seal gaps around doors and windows with wet towels and/or tape
- Move all occupants away from doors and windows
- Remain indoors until an all clear message is received from a campus administrator

## Hazardous Material Spills and Leaks

A hazardous material incident may include, but is not necessarily limited to, a chemical fire, incompatible materials reaction, explosion, leak, spill and/or other release of toxic vapors or radiation which could threaten individuals and/or the environment. In the event of a hazardous material incident contact Campus Safety (215-242-7777 from a cell phone/outside phone or ext. 7777 from any campus phone). The person calling should provide the following information:

- The exact location of the spill or leak.
- The type of chemical/material.
- The hazardous status of the chemical (ex. Hazardous, extremely hazardous, corrosive, toxic, etc.).
- Estimated quantity of spilled chemical.
- Time the spill occurred or was discovered.
- Number of people (if any) who have been exposed to the chemical.
- Status of individuals who have been exposed.

Campus Safety will call 911 to report the emergency. If necessary, the immediate area and/or campus will be evacuated following the evacuation protocol.

## Severe Weather Conditions

If the National Weather Bureau is predicting flood, hurricane, tornadoes, or a severe winter storm, the Director of Facilities will maintain a check on weather conditions. While it is impossible to predict all weather conditions, the following can be used as a guideline in specific situations:

### *Floods*

When flash floods are predicted, Facilities and Campus Safety will closely monitor the local forecast and the water level of the Wissahickon. If the water level raises high enough to warrant evacuation of parking lots and/or buildings, the order to evacuate will be issued. Facilities and Campus Safety will work cooperatively if College vehicles or equipment need to be moved to a higher location.

### *Hurricanes*

When hurricanes are predicted, Facilities and Campus Safety will closely monitor the local forecast. Hurricanes result in high winds and heavy rain; if water levels rise high enough to warrant evacuation and order to evacuate will be issued. Should a hurricane result in a power failure, the College will follow protocols for systems/power failures.

### *Tornadoes*

If a tornado warning is in effect, Facilities and Campus Safety will stay alert to changing weather conditions. A tornado warning indicates that a tornado has been sighted; a tornado watch indicates that weather conditions are such that a tornado is possible. If a tornado is sighted in the local area, all individuals will be directed through the campus intercom system and text alert system to move to an interior hallway on the lowest floor possible, away from windows, glass and doors. Individuals who are

outside should seek immediate shelter inside (if possible) or lay in a low lying area until conditions pass. Do not go outside in the event of a tornado warning.

### *Severe Winter Storms*

In the event of a severe winter storm, the President, in consultation with the Vice President for Academic Affairs, will determine when to close the College. Should weather force the cancellation of classes, students will be notified through the College's website and on the School Closing Emergency Line (215-248-7009). Announcements will also be made on KYW News Radio, 1060 AM. The College's code numbers are as follows:

Day Classes 126

Evening Classes 2126

School of Continuing and Professional Studies 1094

School of Graduate Studies 2155

Please check for announcements prior to traveling to campus. Should a winter storm begin during normal business hours, the College will monitor local conditions and arrange for the College to dismiss early and/or cancel evening classes when appropriate.

### **Civil Unrest**

Most campus demonstrations, marches, meetings and rallies tend to be peaceful and non-disruptive. A student demonstration should not be stopped unless one or more of the following conditions exist:

- Inference with normal operations of the College
- Blocked access to offices, buildings or other College facilities
- Threat of physical harm to persons
- Threat of damage to College facilities

If any of these conditions exist please notify Campus Safety. Depending on the nature of the demonstration, the following procedures should be followed:

#### Peaceful, Non-Obstructive Demonstrations

In the event of a peaceful, non-obstructive demonstration, the situation will be monitored. Should the situation change and become obstructive, please follow the protocol below.

#### Non-violent, Disruptive Demonstrations

In the event that a demonstration blocks access to College facilities or interferes with College operations:

- Demonstrators will be asked to terminate the disruptive activity by the Director of Campus Safety or a Campus Safety Shift Supervisor

- Key College personnel and student leaders will ask the demonstrators to desist.
- If demonstrators fail to desist, they will be informed that failure to terminate the activity may result in disciplinary action or police involvement.
- After consultation with the President the police may be contacted if necessary.

#### Violent, Disruptive Demonstrations

In the event that a violent demonstration results in injury to persons or damage to College property, the President and other College officials will be notified. The Director of Campus Safety will call the Philadelphia Police (if necessary). A campus alert will be issued which may call for evacuation or shelter in place.

## CHESTNUT HILL COLLEGE

**Subject:     Parking**

**Policy:       4.6**

**Effective:    October 1, 2005**

**Contact: VPFA**

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All vehicles parked on campus must display a valid Chestnut Hill College parking permit and must be parked in the areas designated by the permit. College faculty and staff, excluding student employees, are provided with a parking permit at no cost. Permits can be obtained at the information desk in Fournier Hall.

General rules and regulations for parking on campus are contained in the Parking Brochure, which is available at the information desk in Fournier Hall. Faculty and staff should review the brochure and familiarize themselves with the rules and regulations.

Faculty and staff may park in any parking area on campus with the exception of areas reserved for green sticker parking, spaces reserved for admissions and other campus visitors (designated by signage and use of orange cones), and spaces designated for certain college senior administrators.

### Parking Violations

Employees who are issued a parking violation are expected to pay the ticket within ten days of issuance. Late fees will be applied for violations not paid within the time frame and parking violations that have not been paid within thirty days will be automatically deducted from the employee's next paycheck or in the case of Sisters a bill will be sent to their local house. Appeals may be filed with the Director of Campus Safety and Security, as outlined in the Parking Brochure.

Employees who park in a space reserved for persons with disabilities and do not have a current College issued permit to park in this area will be fined \$200. This amount is payable immediately and no exceptions will be made.

Employees who park in restricted areas including, but not limited to green sticker parking and visitor /reserved spaces (including those marked with orange cones) will be fine \$100. This amount is payable immediately and no exceptions will be made.

Should there be a conflict between parking violation amounts listed in the Parking Brochure, Staff Handbook and/or the actual parking ticket, the highest fee published will apply.

### Parking for Individuals with Disabilities

Parking for individuals with disabilities is available on campus with a special permit. Permits can be obtained by submitting a request to Human Resources Manager and should be accompanied by documentation of disability placard or license plate issued by the state and registered in the employee's name. All documentation must be current.

Some parking spaces on campus are designated as "van only" and are intended to provide adequate space for a van with a wheelchair lift to park and operate the wheelchair lift safely. These spaces may not be used for other purposes, including use by a car displaying a disability placard, license plate or permit.

Permits for employees with a temporary disability may apply for a temporary permit by providing the Human Resources Manager with documentation from a physician indicating the nature of the temporary disability and the period for which the temporary permit will be needed.

Parking for individuals with temporary disability permits is located in the lower parking lot adjacent to the security building. Security personnel can be contacted via the campus phone and will transport the employee from the lower lot. Whenever possible Security should be notified in advance that transportation from the lower lot will be needed.

### Special Parking Situations

At times, faculty and staff may be expected to park off campus at alternative sites. The College will provide transportation to/from alternate sites. During these times, everyone should allow adequate time to ensure that he/she will arrive on campus for the start of the workday. Faculty and staff will be notified via their chc.edu email account and/or the campus voice mail distribution list when use of an alternate parking site is required.

### Carpooling

Employees are encouraged to carpool to conserve resources and support the College mission by supporting care for the environment. At times, the College may provide priority parking in spaces close to building entrances for employees who carpool.

**Subject: Minors on Campus**

**Policy: 4.7**

**Effective: December 3, 2012  
Revised July 15, 2016**

**Contact: VPFA**

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**PART I. PURPOSE AND SCOPE OF POLICY**

**Purpose:** This statement sets forth Chestnut Hill College’s policy regarding children under the age of 18 (Minors) who participate in the College’s programs and activities, taking place on campus and in facilities or under the direction of the College at other locations. The College makes every effort to conduct its operations and maintain facilities consistent with its Mission. While there may be occasion when the presence of Minors on campus may be appropriate, Minors are not permitted to be unsupervised or unescorted on the College’s campus at any time.

To promote the protection of Minors, this policy describes the requirements of administrators, faculty, staff, students, volunteers and others who interact with Minors. Any College employee who suspects that a Minor, who is on the College’s campus for any reason or is participating in a College-sponsored activity at another location, has been the victim of child abuse shall immediately report the suspected abuse consistent with the College’s Child Protective Services Policy which can be found in our Staff Handbook and Faculty Handbook.

**Scope:** This policy applies to all administration, staff, faculty, and students of the College; campus visitors; volunteers; and individuals or organizations engaging in or conducting activities associated with the College or doing business at or with the College in which Minors will be physically present and participating. Regardless of their physical location, College programs, including but not limited to athletic camps, academic programs, and student organizations that involve Minors, fall within the scope of this policy. All College Programs that involve Minors, whether they are limited to daily activities or involve the housing of Minors in residence halls, fall within the scope of this policy. This policy does not apply to enrolled College students who are Minors.

**DEFINITIONS.**

The following words and phrases when used herein shall have the meanings given to them in this section unless clearly indicated otherwise:

**“Adult.”** Any individual who is not a Minor as defined herein.

**“Applicant.”** An individual who applies for a position as an Employee (as defined herein).

**“Campus.”** The property owned by Chestnut Hill College located generally at 9601 Germantown Avenue and 9220-9250 Germantown Avenue, Philadelphia, PA 19118.

**“College.”** Chestnut Hill College.

**“Employee.”** Any individual who is employed by Chestnut Hill College. The term includes an independent contractor that has been hired or retained by Chestnut Hill College.

**“Minor.”** Any individual who is not registered as a student at Chestnut Hill College and who is under the age of eighteen (18).

**Sponsored Programs.”** Programs, activities, and events conducted by or on behalf of the College, whether for academic, athletic, recreational, or other purposes and whether on or off College premises, that serve Minors.

Sponsored Programs do not include any College undergraduate or graduate academic programs in which Minors are enrolled for academic credit, including but not limited to high school students enrolled in undergraduate academic programs, as well as events on campus that are open to the general public and which Minors may attend at the discretion of their parent(s) or guardian(s). Outside entities that conduct or provide Sponsored Programs are required to comply with this Policy, and to demonstrate that appropriate screening and training in accordance with Parts II, III, IV and V of this Policy have been conducted prior to commencing services. Contracts with outside entities for such Sponsored Programs should make reference to this Policy.

**“Program Leader.”** The College’s point person for the Program who manages or coordinates the Program. This person is responsible for ensuring all the items on the check-list are carried out appropriately.

**“Supervising Adult.”** An Adult who interacts with, supervises, chaperones, accompanies (other than a parent or legal guardian) or otherwise oversees Minors in programs or activities and/or residential facilities and who is responsible for that Minor’s conduct and safety while on Campus, paid or unpaid.

## **PART II. GENERAL REQUIREMENTS FOR SPONSORED PROGRAMS.**

### **A. Notice and Registration**

All Sponsored Programs must be registered with The Human Resources Office by submitting a Minors on Campus Registration Form (See example attached as Appendix A to this Policy) at least 60 days prior to the first scheduled date of participation by Minors.

In the event the Sponsored Program involves the housing of Minors in College residence halls overnight, the Program Leader of the Sponsored Program must provide participating Minors

with personal safety information including how to contact Campus Safety Services while on campus. Additionally, Residence Life must be notified to ensure that all required forms are completed before Minors are permitted to remain in the residence halls.

If any program involves the transportation of a Minor, the Program Leader must contact in writing the Senior Vice President for Financial Affairs and Chief of Staff for prior approval. Such authorization will include, but may not be limited to, the written permission of a parent or legal guardian.

#### B. Screening Requirements

All persons who will have contact with Minors in a Sponsored Program are subject to the following screening requirements: Pennsylvania Criminal Record Search and Pennsylvania Child Abuse Clearance. The Director of the Program or Activity in consultation with the Director of Human Resources will determine which persons will be subject to additional fingerprinting, FBI and other clearances.

Any person who is subject to screening requirements by this Policy is under a continuing obligation, as long as he/she continues to participate in a Sponsored Program, to disclose immediately any new felony or misdemeanor conviction to the College. The College may accept successful documented background clearances from the governmental agencies (*e.g.*, School Districts) that may have been completed within one (1) years of the start date of employment or participation with the program or activity.

Persons who have a break in service or enrollment will be subject to re-screening to reengage in a Sponsored Program and would otherwise be subject to screening pursuant to this Policy.

It is the responsibility of the Program Leader to ensure that each Supervising and Participating Adult (including the College's students involved in the Sponsored Program) has submitted the required background check request form and has received clearance to participate. The Office of Human Resources will maintain a list of adults who have been cleared to participate. The failure of the Supervising Adult to fulfill his or her obligations under this section of the Policy shall be subject to discipline, up to and including removal from the Sponsored Program.

Should any screening indicate a criminal record, the Director of Human Resources in consultation with legal counsel if necessary, will determine whether the person may participate in a Sponsored Program. All screening will be conducted, and all information and results will be used, in accordance with applicable laws, regulations, and College policies and procedures. The College reserves the right to take appropriate action with respect to employees or students whose falsification or failure to disclose information on employment or admission applications or other College documents is revealed as a result of screening pursuant to this Policy, up to and including immediate termination of employment or expulsion.

### C. Training Requirements

All program staff (paid and volunteers, including the College's student staff members) must receive training on the conduct requirements of this Policy and on protecting Minors from any form of abuse and on mandatory reporting of suspected child abuse. Human Resources will coordinate and facilitate training at the request of a Sponsored Program.

## Part III. **UNAFFILIATED MINORS**

### A. General Rules for Unaffiliated Minors

Minors are not allowed to visit the classrooms, labs, offices, resource centers, or the library unless they are accompanied by a Supervising Adult and are on an official tour or official program or activity of the College. At no time other than the above cases are Minors allowed in classrooms, labs, offices, resource centers, or the library during, before, or after regularly scheduled class time, even when attended by a parent or guardian.

Even when accompanied by a Supervising Adult, pre-high school age Minors are prohibited from laboratories and other areas where significant potential safety hazards may exist.

Persons over the age of eighteen (18) who are not registered as students of Chestnut Hill College and who, because of certain developmental disabilities, require Adult supervision for purposes of their own safety, are considered Minors for purposes of this Policy.

Childcare is not provided on Campus for the Minor children of administration, staff, faculty, students, volunteers, or visitors. Minor children may not be left unattended in any College building or anywhere on Campus. No facility or office on campus is to be used in lieu of paid child care or for unsupervised recreation for children.

Minors may not use the swimming pool facilities, fitness center, playing fields or any sport equipment unless their parents or legal guardians have signed the required Waiver and Release and the Minor is using the facilities as part of a Sponsored Program or Organized Approved Program by a third party at the College. Any Minor using these facilities must be accompanied at all times by a Supervising Adult.

The College will require any Minor and Supervising Adult who is causing a disturbance on Campus or who is in violation of this Policy to leave the Campus immediately.

### B. Residence Halls

The rules regarding overnight stays by Minors in connection with third party programs or camps/clinics are more fully described below in Part IV. and V.

The College permits Overnight visits by prospective students, and therefore the prospective student must comply with all College rules and regulations including the policies contained in the sections entitled "Overnight Guests" and "Visitation" in our Student Handbook. In addition to the policies referenced in the Student Handbook, a prospective student on an Official Athletic Visit must also comply with the Athletics Department's policy on Official Visits by prospective students.

Minors who are not participating in a Sponsored Program, including siblings, relatives, and friends, who visit with a matriculated College student in a residence hall must also abide by all College rules and regulations including the all the policies contained in the sections entitled "Overnight Guests" and "Visitation" in our Student Handbook.

Children are not allowed in high-risk areas under any circumstances such as: laboratories, studios, mechanical rooms, garages, food preparation areas, or any areas containing power tools or machinery with exposed moving parts.

#### C. Minor Children of Employees

Chestnut Hill College values family life and has worked to develop employment policies and benefits that are supportive of families. Children are welcome on campus when the purpose of their visit is to attend classes or to participate in activities specifically scheduled and designed for their benefit or for any public event held at the College. While we seek to provide an environment open to work and family issues, the College cannot allow the presence of children (defined as persons below the age of eighteen years old) in the workplace for the following reasons: (1) the potential for interruption of work; (2) health and safety concerns; and (3) liability to the College (4) confidentiality. Please note that this section of the policy does not apply to minor children of employees attending any Sponsored Program or Organized Approved Program by a third party at the College, or attending any public events, held at the College.

The College does not accept liability for injuries to children or visitors on College premises in violation of this policy.

#### **PART IV. MINORS ATTENDING CAMPS/CLINICS BY OTHER ENTITIES APPROVED BY THE COLLEGE.**

Parts IV and V of this Policy applies to organized programs such as, camps, clinics, and any other variety of organized programs offered by third parties who rent the College's Campus facilities (hereinafter, "Camps/Clinics").

The Camp/Clinic personnel are responsible for the safety and conduct of the Minors while on Campus.

The Camp/Clinic personnel must follow the following guidelines for the ratio of Supervising Adults to Minors.

Standard for **resident** camps/activities are:

- One authorized adult for every five campers ages 4 and 5
- One authorized adult for every six campers ages 6 to 8
- One authorized adult for every eight campers ages 9 to 14
- One authorized adult for every ten campers ages 15 to 17

Standard for **day** camps/activities are:

- One authorized adult for every six campers ages 4 and 5
- One authorized adult for every eight campers ages 6 to 8
- One authorized adult for every ten campers ages 9 to 14
- One authorized adult for every twelve campers ages 15 to 17

Minors may not enter or use areas of the Campus which are not made available to the Camp/Clinic. Minors may not use College equipment unless the use has been pre-arranged by the Camp/Clinic and approved by the College prior to the Camp/Clinic.

If a Minor stays overnight as part of a Camp/Clinic, the Adult supervision must follow the guidelines for ratio of Supervising Adults versus Minors for resident camps described above.

When the College leases space to a Camp/Clinic for an overnight event, the Camp/Clinic must obtain signed permission from the parent or legal guardian of each Minor attending the Camp/Clinic which acknowledges that the College has no responsibility for the safety of their children during this event. The permission must be in a form acceptable to the College and it must release and hold harmless the College from any liability for injuries to the Minor while he or she is participating in the Camp/Clinic.

**PART V.      REQUIREMENTS FOR CAMP/CLINIC PERSONNEL.**

All Camp/Clinic personnel who have direct contact with Minors as part of their duties in connection with the Camp/Clinic, Adults who stay overnight with Minors as part of a Camp/Clinic, and/or volunteers at the Camp/Clinic (hereinafter collectively referred to as "Camp Personnel"), are required to have successful criminal background checks including Pennsylvania Criminal Record Search, FBI Fingerprinting Check, and Pennsylvania Child Abuse Clearance..

The foregoing requirements apply to all Camp Personnel, whether they are employed by a Camp/Clinic which leases space from the College or whether they are employed by the College to work at a Camp/Clinic sponsored by the College.

A successful criminal and child abuse background check will be required of all Camp Personnel, prior to their direct participation with Minors in a Camp/Clinic and at least once every five (5) years thereafter. Background checks may be conducted by an outside contractor, though certain background requests may be accessed directly by the individual (*e.g.*, Pennsylvania Child Abuse History Clearance, <http://www.dpw.state.pa.us/resources/documents/pdf/fillinforms/dpwchildabuse.pdf>).

It is the responsibility of the person in charge of the Camp/Clinic to assure that all Camp Personnel have submitted the required background check request forms, have applied for an official clearance statement, and have subsequently obtained the necessary clearances, prior to any participation in the Camp/Clinic.

Any Camp/Clinic renting space from the College must warrant and represent that it has conducted criminal background checks as stated above and obtained official child abuse clearance statements for each of its Camp Personnel and that it has no reason to believe that any of its Camp Personnel is a potential danger to Minors.

The criminal background check will be limited to criminal offenses, including, but not limited to, child abuse, for which an individual has been convicted, has pled guilty to a felony or misdemeanor, or where such charges are currently pending. The College may accept successful documented background clearances from the governmental agencies (*e.g.*, School Districts) that may have been completed within one (1) year of the start date of employment or participation with the Camp/Clinic.

A decision not to permit an individual to participate in a Camp/Clinic will be made by the College. Copies of all background check reports and clearance statements will be retained in the College's Department of Human Resources.

Any Camp/Clinic renting space from the College must carry sufficient insurance to indemnify and hold the College harmless from any claims which may result from an injury to those attending the camp/clinic, including Minors. The amount of the insurance will be established at the time the contracts are signed. The insurance coverage must be sufficient to cover negligence and intentional torts including sexual misconduct toward a Minor.

**PART VI. ADULT CODE OF CONDUCT.**

**While participating in Sponsored Programs, participating in or representing the College in connection with third party Programs, Camps/Clinics,**

**NO ADULT SHALL:**

- Have one-on-one private contact with a Minor. If an Adult is interacting one-on-one with a Minor, it shall be within view of other Adults.
- Participate in a sleep-over under the auspices of a Camp/Clinic except under the following limited circumstances:
  - where a parent or legal guardian of the Minor is present; or
  - where a parent or legal guardian of the Minor has given written consent, and there is at least one other Adult present at all times, and the two Adults remain in each other's presence at all times.
- Engage in abusive conduct, of any kind toward, or in the presence of, a Minor.
- Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any Minor.
- Engage in the use of alcohol or illegal drugs, or be under the influence of alcohol or drugs.
- Make pornography, in any form, available to Minors or assist Minors in any way in gaining access to pornography.
- Take photographs of Minors unless prior written permission to do so has been obtained from the Minor's parent or legal guardian.
- Engage in any illegal conduct.
- Engage in any sexual activity, make sexual comments, tell sexual jokes or share sexually explicit material with Minors.
- Meet with Minors outside established times and locations for Program activities.
- Engage or communicate with Minors through email, text messages, social networking websites, internet chat rooms, or other forms of social media at any time except and unless there is an educational or programmatic purpose and the content of communication is consistent with the mission and goals of the program and the College.

**While participating in Sponsored Programs, participating in or representing the College in connection with third party Programs, Camps/Clinics,**

**EACH ADULT SHALL:**

- Act in a manner that reflects positively on the College.

- Entertain in age-appropriate forums and in places where Minors will not be exposed to or pressured to engage in any illegal activity, including without limitation use of drugs and alcohol or sexual activity.
- Abide by and enforce any applicable curfew.
- Immediately notify Campus Security if a Minor is injured, missing or engaged in illegal or prohibited activity. **(215) 242-7777**.
- **REPORT CONCERNS AND SUSPICIONS:** During your contact with Minors, you may notice signs of possible abuse or neglect. A Minor may tell you something suggesting that he or she has been abused. You may witness someone engaging in behavior listed above under the subsection of “No Adult Shall” under Part VI. You should take action and make a report if you reasonably suspect a minor may have been abused or neglected. You do not need definite proof. Resolve any doubts about reporting in favor of making a report.
  - To make a report, take the following steps:
    - **First**, immediately report the information to the Department of Human Services (“DHS”) toll-free ChildLine at (800) 932-0313. Within 48 hours of your oral report, you must follow up with a written report to DHS or the county agency assigned to the case. The written report should contain the information set forth on the attached reporting form, to the extent known. For your report, you are not expected to investigate or gather any information you do not already know. The role of investigation lies with DHS and/or law enforcement. Please follow the instructions provided to you by ChildLine for submitting a written report. If you need further information, contact information for DHS is available via <http://www.dhs.state/pa.us> and for county agencies in Pennsylvania via <http://www.pcy.org/Pages/ContactYourAgency.aspx>.
    - **Second**, immediately after your first notification to DHS, you must report the suspected child abuse to College’s Director of Security. Contact Information: **Phone: (215) 242-7777; email: tetip@chc.edu**.
- Immediately discontinue additional and further activities on Campus if and when any allegation of inappropriate conduct or other misbehavior has been made against said Adult at such time that the allegation has been satisfactorily resolved.

***\*\* If you see something, say something. Every member of the College community has an obligation to report immediately instances or suspected instances of the abuse of or inappropriate interactions with Minors.***

The College reserves the right to take any action it believes is reasonably necessary to protect Minors who are on the Campus for any reason.

The Director of Human Resources is authorized to ensure that the policy is applied in a consistent manner throughout the College.

**CHESTNUT HILL COLLEGE**

**Subject: Child Protective Services**

**Policy: 4.8**

**Effective: December 3, 2012  
Revised May 18, 2015**

**Contact: VPFA**

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**PART I. PURPOSE.**

This Policy is to educate Chestnut Hill College community members regarding the requirements under Pennsylvania Law for reporting suspected cases of child abuse and, to both encourage more complete reporting of suspected child abuse and, to the extent permitted by law, assist law enforcement agencies in responding to child abuse.

This Policy is not intended to replace procedures for responding to or reporting imminent danger to a child, an emergency or crime in progress. In the event of imminent danger to a child, an emergency or crime in progress, you should contact Security at (215) 242-7777 or the local police (911), and then follow the procedures for reporting suspected child abuse in this Policy.

To the extent that any provision of this Policy is determined to be inconsistent with the requirements of the Pennsylvania's Child Protective Services Law ("CPSL"), the requirements of the CPSL shall apply.

**PART II. DEFINITIONS.**

The following words and phrases when used in connection with this Policy shall have the meanings given to them herein unless clearly indicated otherwise:

**"Child Abuse."**

The term "Child Abuse" shall mean any of the following:

- (a) Any recent act or failure to act by any Adult which causes non-accidental serious physical injury to a Minor.
- (b) Any act or failure to act by any Adult which causes non-accidental serious mental injury to or Sexual Abuse or Exploitation of a Minor.

- (c) Any recent act, failure to act, or series or such acts or failures to act by any Adult which creates an imminent risk of serious physical injury to or Sexual Abuse or Exploitation of a Minor.
- (d) Serious physical neglect to a Minor by that Minor's parent, guardian, or other person responsible for the welfare of that Minor, which causes serious physical neglect constituting prolonged or repeated lack of supervision or the failure to provide the essentials of life, including adequate medical care, which endangers the Minor's life or development or impairs the Minor's functioning, provided such neglect is not solely the result of environmental factors that are beyond the control of the parent, guardian, or person responsible for the Minor's welfare (such as inadequate housing, furnishings, income, clothing, and medical care).

**"College Administrator."** The Vice President for Financial Affairs shall serve as the College Administrator.

**"Employee."** An individual who is employed by Chestnut Hill College. This term includes an independent contractor that has been hired or retained by Chestnut Hill College. This term excludes an individual who has no direct contact with students enrolled at Chestnut Hill College.

**"Minor."** Any individual who is under the age of eighteen (18), regardless of whether that individual is or is not a registered student at Chestnut Hill College.

**"Minor Student."** An individual who is under the age of eighteen (18) and who is a registered student at Chestnut Hill College.

**"Serious Bodily Injury."** Bodily injury which creates a substantial risk of death or which causes serious permanent disfigurement or protracted loss or impairment of function of any bodily member or organ.

**"Sexual Abuse or Exploitation."**

The term "Sexual Abuse or Exploitation" shall mean any of the following:

- (a) The employment, use, persuasion, inducement, enticement, or coercion of a Minor to engage in or assist another individual to engage in sexually explicit conduct.
- (b) The employment, use, persuasion, inducement, enticement, or coercion of a Minor to engage in the simulation of sexually explicit conduct for the purpose of producing visual depiction, including photographing, videotaping, computer depicting, and/or filming. Any of the following offenses committed against a Minor:

- (i) Rape.
- (ii) Sexual assault.
- (iii) Involuntary deviate sexual intercourse.
- (iv) Aggravated indecent assault.
- (v) Molestation.
- (vi) Incest.
- (vii) Indecent exposure.
- (viii) Prostitution.
- (ix) Sexual abuse.
- (x) Sexual exploitation.

### **PART III. WHO SHOULD REPORT?**

**The following members of the College community have a duty to report suspected child abuse, as outlined below:**

- A. ***Chestnut Hill College Employees*** – All full, part-time and temporary faculty and staff who come into direct contact with a Minor as part of their employment at Chestnut Hill College.
- B. ***Chestnut Hill College students and volunteers*** – Those members of the Chestnut Hill College community who accept responsibility for a child as part of a program, activity or service sponsored by Chestnut Hill College. This includes all Chestnut Hill College students and volunteers, whether paid or unpaid, participating in service programs, athletic or other camp programs, outreach and enrichment programs, or other programs associated with Chestnut Hill College that involve contact with Minors.
- C. ***Independent Contractors*** – Those individuals who provide services at the College relating to the care, supervision, guidance or control of a child and who have direct contact with a child in such role.

In addition, to those members of the College community listed above, required to report suspected Child Abuse, any person may make such a report if that person has reasonable cause to suspect that a Minor is or recently has been abused.

### **PART IV. WHAT MUST I REPORT?**

In general, reportable child abuse encompasses intentional or reckless actions or omissions that cause, or are reasonably likely to cause: bodily injury, death or serious mental injuries to a child; sexual abuse/exploitation or serious physical neglect of a Minor. Definitions of child abuse and sexual abuse/exploitation is found at the beginning of this policy.

When, in connection with your work or volunteer service for Chestnut Hill College, you reasonably suspect an act of child abuse, you must report it. You must report child abuse you actually know about, see or have a reasonable cause to suspect based on your own observations or knowledge, or based on information shared with you by the Minor or any other individual about an identifiable Minor.

## **PART V. HOW DO I REPORT?**

If you see, know of suspected child abuse, you must act immediately by making a report to the appropriate state authorities. In deciding whether to report or not, you are not required to have proof that abuse has occurred. Any uncertainty in deciding to report suspected abuse should be resolved in favor of making a report.

To make a report, take the following steps:

**First**, immediately report the information to the Department of Human Services (“DHS”) toll-free ChildLine at (800) 932-0313. Within 48 hours of your oral report, you must follow up with a written report to DHS or the county agency assigned to the case. The written report should contain the information set forth on the attached reporting form (link), to the extent known. For your report, you are not expected to investigate or gather any information you do not already know. The role of investigation lies with DHS and/or law enforcement.

**Second**, immediately after your first notification to DHS, you must report the suspected child abuse to College’s Director of Security. Contact Information: Phone – (215) 753-3637; email [tetip@chc.edu](mailto:tetip@chc.edu). If for some reason you are unable or prefer not to contact the Director of Security, contact the Senior Vice President for Finance. Contact Information (215) 248-7084; email – [strimkovsky@chc.edu](mailto:strimkovsky@chc.edu). The President of the College has designated these officials to receive these reports on behalf of the College.

The designated official will then have the obligation to facilitate the cooperation of the College with the investigation of the report and maintain records of all reports made. You must also send a copy of the reporting form you submit to DHS to the Director of Security or the Senior Vice President of Finance.

**Third**, if you are College employee and also a certified medical professional or other licensed or certified professional with additional reporting obligations, you must comply with any concurrent obligation to directly report injuries caused by suspected child abuse to the local or state police.

**Fourth**, after you have finished making these reports, you are encouraged, but not required, to report the information to your immediate supervisor. For athletics staff, you are also encouraged to report the information to the Director of Athletics.

## **PART VI. Prohibition on Discrimination or Retaliation in Employment**

Any person who makes a good faith report of child abuse may not be subjected to discharge from employment or employment discrimination or retaliation on the basis of such report. See also the College’s Whistleblower Policy.

## **PART VII. Penalties for Failure to Report**

Failure by any member of the Chestnut Hill College community to report any information related to suspected child abuse in accordance with this Policy will result in disciplinary action up to and including termination for employees and dismissal of students. Pennsylvania law also imposes criminal penalties for a willful failure to comply with these state-mandated reporting requirements.

## CHESTNUT HILL COLLEGE

**Subject:** Policy on Policies

**Policy:** 4.9

**Effective:** December 3, 2012

**Contact:** VPFA

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### **Purpose:**

This policy addresses the process for developing, issuing and maintaining all Chestnut Hill College policies.

### **Definitions:**

**“Policies”** are guiding or governing principles, formally approved to provide assistance in the conduct of College affairs.

Policy:

- Is approved at the executive levels of the College (President, Cabinet) and/or the Board of Directors,
- Is a governing principle that mandates or constrains actions,
- Changes infrequently and sets a course for the foreseeable future,
- Helps insure compliance with applicable laws and regulations,
- Is intended to reduce institutional risk.

**“Procedures”** are specific, prescribed actions that describe a process and/or that provide for orderly implementation of established policies.

**“Academic Policies”** are policies which directly affect the pedagogical mission of the College. These include, but are not limited to, policies on admissions, registration and advising.

**“Administrative Policies”** are non academic policies governing the operations of the College including, but not limited to, departmental policies such as human resources policies that apply to staff and/or faculty and accounting policies.

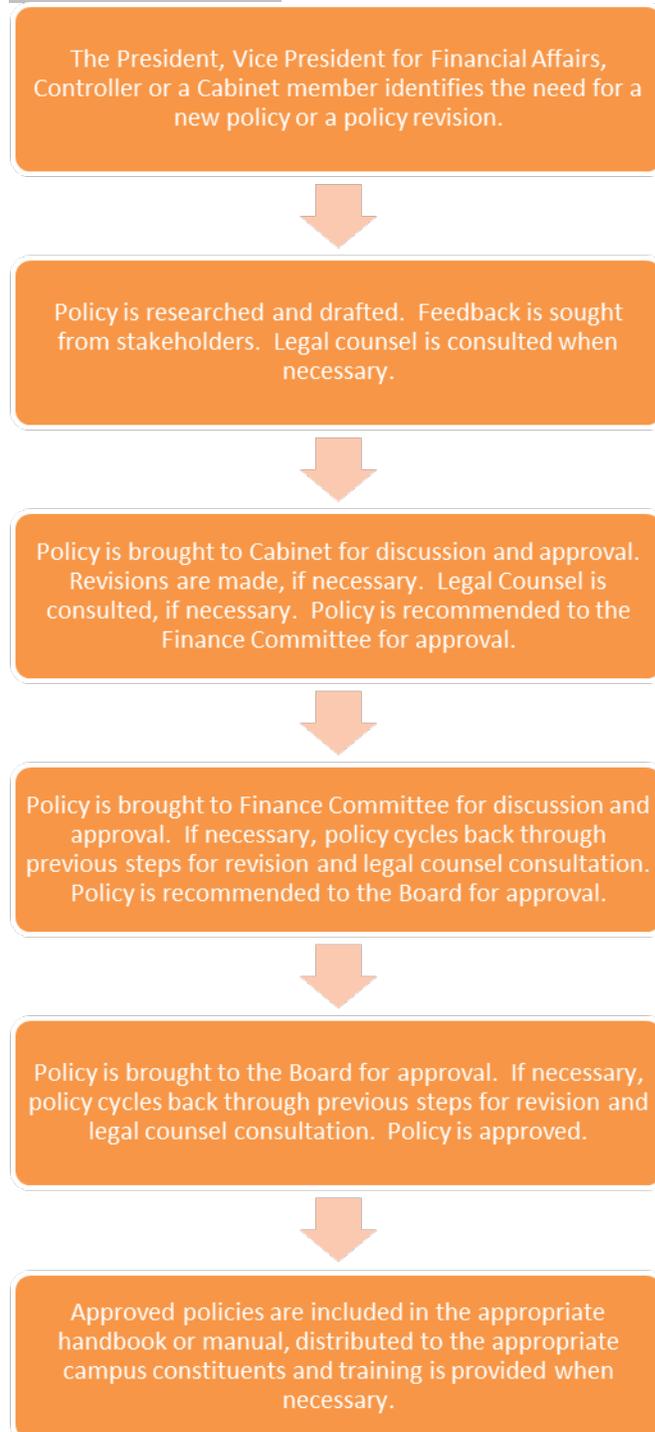
**“Faculty Policies”** are policies which directly affect the employment of the faculty, including, but not limited to, contracts, workload and tenure.

**“Student Policies”** are policies which directly affect student life at the College and include, but are not limited to, policies on student behavior.

**“Policy Administrator”** is the Cabinet member whose area of responsibility covers the subject matter of the policy.

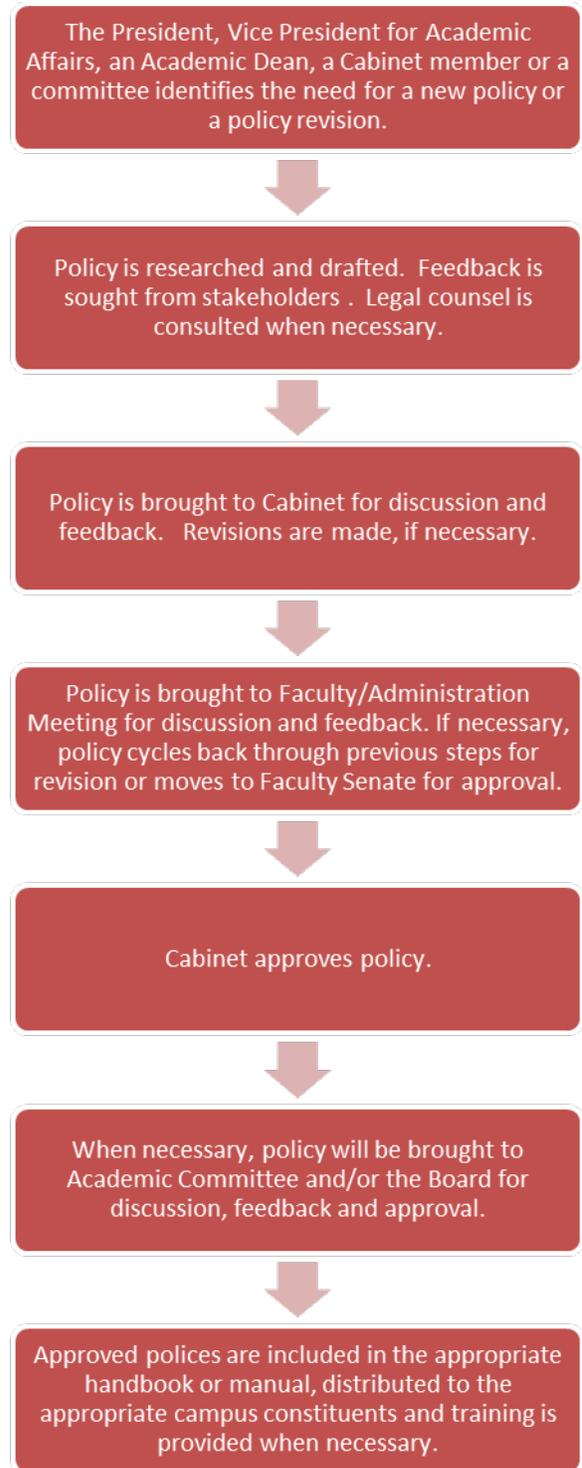
**Policy Development and Approval:**

**Administrative Policy**



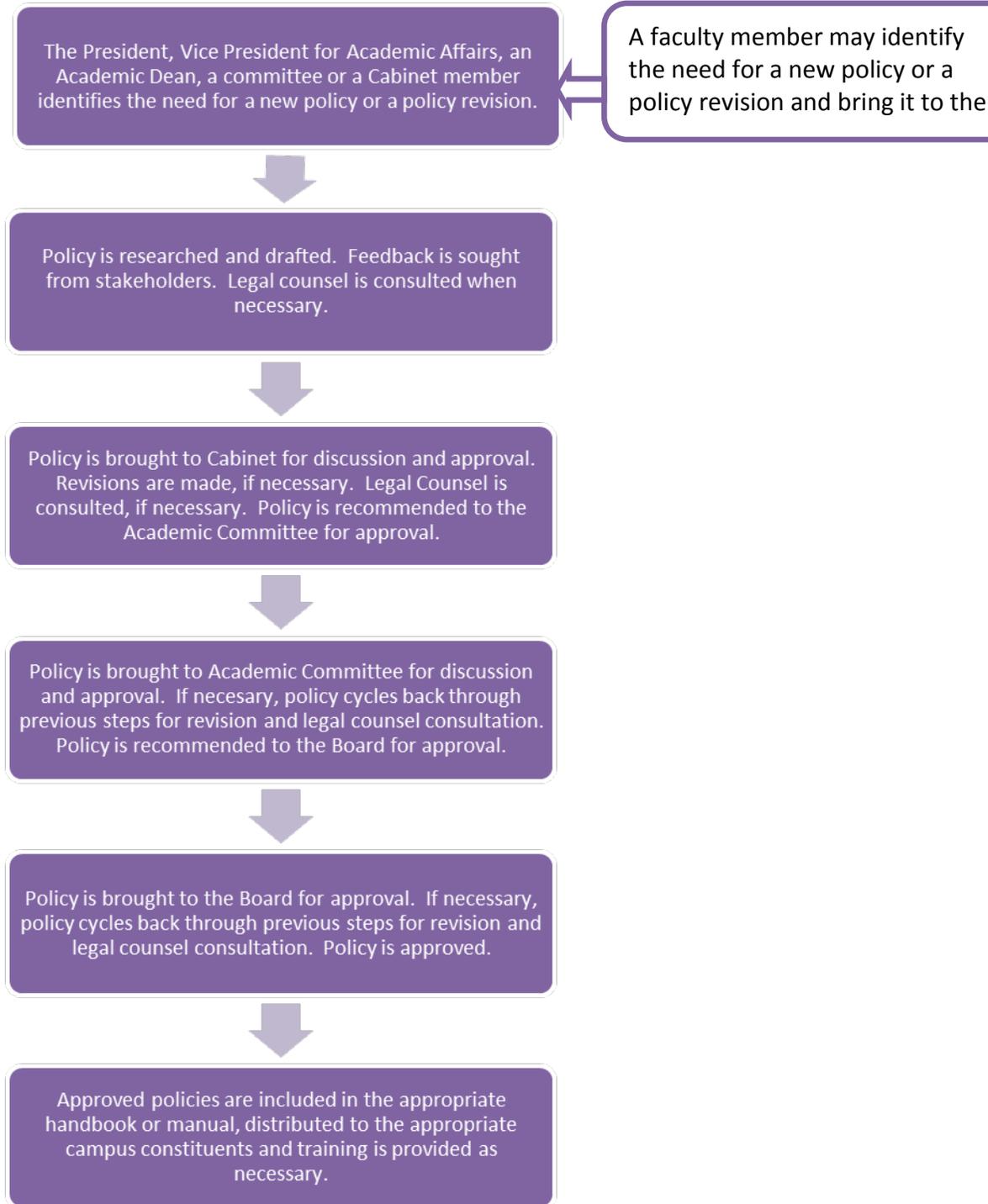
← An administrative staff member may identify the need for a new policy or a policy revision and bring it to the attention of a Cabinet Member.

## Academic Policy



← A faculty member may identify the need for a new policy or a policy revision and bring it to the

## Faculty Policy



## Student Policy

The President, Vice President for Student Life, Dean of Student Life or a Cabinet member identifies the need for a new policy or a policy revision.



Policy is researched and drafted. Feedback is sought from stakeholders. Legal counsel is consulted when necessary.



Policy is brought to Cabinet for discussion and approval. Revisions are made, if necessary. Legal Counsel is consulted, if necessary. Policy is recommended to the Enrollment Management and Student Life Committee for approval.



Policy is brought to Enrollment Management and Student Life Committee for discussion and approval. If necessary, policy cycles back through previous steps for revision and legal counsel consultation. Policy is recommended to the Board for Approval.



Policy is brought to the Board for approval. If necessary, policy cycles back through previous steps for revision and legal counsel consultation. Policy is approved.



Approved policies are included in the appropriate handbook or manual, distributed to the appropriate campus constituents and training is provided as necessary.



An administrative staff member may identify the need for a new policy or a policy revision and bring it to

### **Review of Policies:**

In addition to the review and revisions of policies on an as needed basis, such as changes in applicable laws and regulations, the President's Cabinet will establish and administer a calendar for the regular review of all policies.

### **Role of Policy Administrator:**

The Policy Administrator will administer the policy and is generally the Vice President or other senior Cabinet member for policies within his/her area of operations. The Executive Committee of the Board will be notified of the interim policy.

### **Interim Policies:**

The President, in collaboration with the Cabinet, can approve a policy for an interim period of up to six months in situations when a policy must be established in a time period too short to permit the completion of the process delineated in this policy. An interim policy will remain in effect for a maximum of six months from the date of issuance to allow for the completion of the process.

### **Related Procedures and Guidelines:**

Policies may be supplemented by procedures or guidelines that describe policy implementation practices. President's Cabinet may review procedures and guidelines to assure consistency with college policies.

## CHESTNUT HILL COLLEGE

**Subject: Retention and Management of College Records**

**Policy: 4.10**

**Effective: May 6, 2016**

**Contact: VPFA**

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### **I. Purpose**

The purpose of the Records Management and Retention Policy is to (1) establish an efficient College-wide record management system for maintaining, identifying, retrieving, preserving and destroying records, (2) ensure that records are adequately protected, (3) ensure that records that are no longer needed or of no value are destroyed at the appropriate time, and (4) comply with all applicable local, state, and federal laws and regulations.

### **II. Scope**

This policy applies to all records, regardless of format, whether in paper, electronic, microform (e.g., microfilm, microfiche, magnetic tapes, and CD-ROM), or other mediums.

### **III. Applicability**

All employees and/or non-employee representatives who conduct business for or on behalf of the College (“Applicable Members”).

### **IV. Definitions**

A “record” is anything created in connection with College business that contains information in any medium (paper, electronic, video, etc.) in any form (handwritten, draft, etc.), created at any time and maintained at any location. It includes electronically stored information (“ESI”): emails, word processing documents, calendars, voice messages, instant messages, spreadsheets, videos, photographs and all other data in any other locations where ESI may be stored, such as a PC, laptop, PDA, flash drive, diskette, zip disk, compact disc, DVD, portable hard drive, smartphone, etc.

### **V. Policy**

#### **A. Retention Periods**

- The below Record Retention Schedule is a table describing categories of records and providing a length of time for which the records should be kept.
- The Retention Schedule lists the most common records of the College. However, almost every department or office will have records requiring retention that are not on the Schedule. If there is confusion as to what the final disposition should

be for a record that is not listed and is considered Inactive, please contact the College Counsel.

- Department heads are responsible for identifying records that must be retained and implementing appropriate storage procedures. They also are responsible for identifying those records relevant to their area of responsibility that should be destroyed because the retention period has elapsed.
- Records which have historical, administrative or research value to the College and which are intended to be kept indefinitely are considered permanent or archival records.

**B. Record Storage and Accessibility**

- Active records (those frequently used by a Department) should be stored in the applicable Department in accordance with customary practices.
- Inactive records (those that have not been needed for more than a year but that may not be disposed of under the Record Retention Schedule) should be labeled and stored for the balance of the retention period set forth in the Record Retention Schedule. Each department may decide where to store such records.
- Records stored in the department must be protected against misuse, misplacement, damage, destruction, theft, or the inadvertent disclosure of confidential information.
- All records, whether Active or Inactive, must be easily retrievable for examination by authorized administrators, government or internal auditors, law enforcement agents, and other authorized individuals. Regardless of where Inactive records are stored, the department of origin is responsible for maintaining files or logs describing the contents of stored records and for retrieving records upon official request.
- Department heads, in consultation with IT personnel, are responsible for ensuring that electronic records are not rendered unusable because of changing technology or deterioration. Records in formats endangered by technology changes must be transferred to other formats in order to maintain accessibility.

**C. Disposal**

- At the end of the appropriate retention period, records, including ESI, not meant for permanent retention should be destroyed. Records that contain confidential information (as described below) must be disposed of in accordance with the procedures that follow. Records that do not contain any confidential information may be disposed of utilizing general recycling practices.

- Department heads must maintain an inventory describing and documenting destroyed records by general category, as well as the date and method of destruction. The inventory of destroyed records itself must not contain confidential information. This inventory may be retained in paper or electronic format.

**D. Suspension of Disposal Process**

- Upon service of a subpoena, summons, or similar court order or notice, or upon learning of an internal or governmental investigation or audit, or if a claim is made, whether formal or informal, or a dispute arises, the Records Retention Schedule shall be suspended for those departments or persons affected.
- Affected individuals will be notified by the College Counsel of the need to preserve paper documents and ESI that may be relevant to an action mentioned above. In such case no records, including ESI, that are arguably relevant to the legal process, claim, dispute, investigation, or audit may be destroyed except by permission of the College Counsel. Employees must take all reasonable steps to preserve such records, including removing auto-delete functions, moving into a separate folder, and working with IT staff to ensure that the preservation has been set up properly.
- ESI must be preserved in its original electronic form so that it (and all information contained within it, whether visible or not) can be retrieved, if necessary, at a later time. It is not sufficient to make a hard copy of the ESI.

**E. Confidential Records**

- The following types of records must be kept strictly confidential (except that such records may be shared among appropriate College officials when necessary to perform the functions of their positions, and student records may be shared with College officials and others in accordance with the Family Educational Rights and Privacy Act:
  - Individual employment records of current or former faculty members, administrators, other staff members or student employees, including records that concern hiring, appointment, promotion, salary, performance, termination or other circumstances of employment, unless the faculty member, administrator, staff member, or student employee grants access in writing
  - Individual records of current and former students or applicants; Records that include:
    - Personally identifiable information (“PII”) (including name, Social Security number, date of birth, driver’s license number, alien registration number, passport number, employer identification number, student identification number or computer Internet Protocol address);

- Medical or psychological treatment records or other health information (when stored electronically “ePHI”);
- Financial Information (such as W-2s, credit card numbers, bank account numbers, or other similar financial transaction information);
- Development information (anonymous donors, donation amounts, or related information)
- Other records where usage might constitute an invasion of privacy; and
- Records the use or confidentiality of which has been restricted by agreement/contract.

**F. Storage and Disposal of Confidential Records**

- ESI that contains PII, ePHI or other confidential information should never be stored in an unencrypted format. This includes on workstation hard disks, server storage, emails, flash/thumb drives, cloud services or any other location. Encryption type and implementation can vary based on the system that stores the information. If you are unsure of how to protect your confidential electronic data, please contact IT.
- Physical media that contains PII or other confidential data should be secured so that only authorized individuals can access the information. Media must never be left out (on a desk, bulletin board, mail slot, shared or unlocked cabinet, etc.) where it could be accessed by unauthorized individuals.
- Department heads responsible for the destruction of confidential records must assure that the method of destruction does not permit recovery, reconstruction, and future use of confidential information. An overview of these methods follows below.
  - Paper records containing confidential information must be shredded or pulped, not simply thrown out with other classes of records or with miscellaneous trash. Any documents that are being temporarily stored awaiting destruction must be physically secured.
  - Electronic or machine-readable records containing confidential information must either be physically destroyed or erased beyond recovery before being discarded or reused. Destruction of ESI should be accomplished through a certified vendor, which will provide detailed records of the media presented for destruction with date/time stamps as well as the method of destruction utilized to render ESI unreadable and unrestorable. Contact IT for help.
  - Film, audio, and videotapes containing confidential information should also be physically destroyed, not simply thrown away. It is possible to overwrite audio and videotapes with other, non-confidential sound and

images, but if this is done, it is recommended that it be done under the guidance of IT.

- Confidential records may be destroyed by an approved outside vendor.
- Personnel files of former workers should not be destroyed by individual departments; such records should be maintained in Human Resources when an employee departs from the College.

## RECORD RETENTION SCHEDULE

### College-Wide Records<sup>2</sup>

<b>Record Type</b>	<b>Required Retention Period</b>
• Accreditation and Licensing Records	Permanent
• Brochures	5 years from creation
• Official College Committee Records (non-confidential)	Permanent
• Consultant Reports	3 years from completion
• Correspondence or Emails of Particular Historical Value/Importance	1 year; after 1 year archive
• Department Reports	Permanent
• Handbooks	Permanent
• Program Reviews	Permanent
• Self Studies	Permanent
• Task Force Reports	Permanent
• Strategic Plans	Permanent
• Commencement Programs	Permanent
• General Meeting Minutes	Permanent

### Governance<sup>3</sup>

<b>Record Type</b>	<b>Required Retention Period</b>
• Board Documents & Committee Minutes	Permanent
• Bylaws, Amendments	Permanent
• Charter, Amendments	Permanent

### Academic Affairs

#### *Academic Departments*

<b>Record Type</b>	<b>Required Retention Period</b>
• Academic Advising Records	10 years from graduation or last date of attendance
• Academic Integrity Code	Until graduation or 5 years from date of last attendance if violation is noted on transcript
• Catalogs	Permanent
• Course Syllabi	10 years from date of course's last offering
• Curriculum, Curriculum Proposals, and Curriculum Changes	10 years
• Faculty Meeting Minutes	10 years
• Policies and Procedures	10 years

<sup>2</sup> This section is meant to apply to all Academic and Administrative Departments and Offices

<sup>3</sup>Maintained by the President's Office

- Scholarship and Professional Papers 10 years
- Articulation Agreements 5 years from expiration of agreement

***Academic Personnel***

<b>Record Type</b>	<b>Required Retention Period</b>
• Faculty Committee Evaluation Reports	15 years
• Faculty Handbook	Permanent
• Grievances	6 years after separation
• Peer Review Documents	6 years after separation
• Personnel Files, Appointment Letters & Forms	10 years after separation (6 years for adjuncts)
• Tenure or Promotion and Salary Increases Records	10 years after separation
• Former Faculty Records	10 years after separation

***Learning Support Services***

<b>Record Type</b>	<b>Required Retention Period</b>
• Learning Support Records	5 years from graduation or date of last attendance

***Student Disability Services***

<b>Record Type</b>	<b>Required Retention Period</b>
• Student Disability Records	5 years from graduation or date of last attendance

***Sponsored Research***

<b>Record Type</b>	<b>Required Retention Period</b>
• Grant & Contract Applications, Proposals & Supporting Documents	7 years after close of Grant (state); 3 years after close of Grant (federal)
• Human Subject Records	3 years or Contract period, whichever is greater
• Protocols and Related Documents	Permanent
• Scientific Records	7 years

**Institutional Advancement**

<b>Record Type</b>	<b>Required Retention Period</b>
• Non-confidential Alumni Records	Permanent
• Gift Records	Permanent
• Original Gift Agreements	Permanent
• Planned Gifts (trusts, life income, annuities & real estate gifts)	Permanent
• Fundraising Solicitation Materials	5 years
• Annual Donor Reports	Permanent
• Individual Donor Giving Files	Permanent
• External Voluntary Report Files	10 years from date of completion
• Governmental and Community Relations Records (lobbying records, reports and correspondence with Government agencies)	Permanent

## **Athletics**

### **Record Type**

### **Required Retention Period**

- Athletic Contest Scores and Statistics Permanent
- Athletic Programs & Publications Permanent
- Drug Testing Consent Forms 7 years
- FERPA consents 5 years from graduation or date of last attendance

### **Record Type**

### **Required Retention Period**

- NCAA Eligibility 10 years from graduation or date of last attendance
- NCAA Infraction Files 7 years or length of sanctions
- Recruiting information 5 years from graduation or date of last attendance
- Student Files 5 years from graduation or date of last attendance
- Press Releases Permanent
- Contracts: Events, Facility Leases, Marketing Agreements 6 years
- NCAA Student Athlete Statements 10 years
- NCAA Certification/Accreditation 10 years from the date of the past self-study
  
- Student/Athlete Medical & Insurance Records 5 years from graduation or last date of attendance
- Insurance Policies Permanent
- Student Athlete Rosters Permanent

## **Communication**

### **Record Type**

### **Required Retention Period**

- College Magazines Permanent
- Alumni Newsletter 5 years
- Alumni Directories Permanent
- Consents for Photos & Videos 5 years
- President's Reports Permanent
- Press Releases Permanent
- Publications and Articles about Staff and Students Permanent
- Student Newspapers Permanent
- Survey/Ranking Results Permanent

## **Enrollment Management<sup>4</sup>**

### ***Admissions***

***Applicants who do not enroll*** (includes students who are admitted, waitlisted, denied, or did not complete an application)

### **Record Type**

### **Required Retention Period**

- Applications for Admissions 3 years from start of application term

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<sup>4</sup> To the extent record categories are not listed here, please use retention period set forth in American Association of Collegiate Registrars and Admissions Officers' [Retention of Records: Guide for Retention and Disposal of Student Records.](#)

Or Readmissions	
• Decision letters (template)	3 years from start of application term
• Correspondence, (template)	3 years from start of application term
• Financial support materials for International students	5 years from start of application term
• Resume/list of activities	3 years from start of application term
• Standardized Test Scores	3 years from start of application term
• Transcripts	3 years from start of application term

### **Record Type**

- Viewbooks/brochures
- Copies of Advertising for Student Recruitment (templates)
- Minor Participation Consent and Release Forms
- Participation Consent and Release Forms

### **Required Retention Period**

- 3 years from start of application term
- 3 years from start of application term
- Permanent
- 3 years

### ***Applicants who do enroll***

### **Record Type**

- Applications for Admissions Or Readmissions
- Acceptance letters (electronic copies)
- Correspondence
- Financial Support Materials for International Students
- Standardized Test Scores
- Letters of Recommendation
- Transfer Students Previous Education and Training (transcripts)

### **Required Retention Period**

- 5 years from graduation or last date of attendance
- 15 years from date of admission
- 5 years from graduation or date of last attendance
- 5 years from graduation or date of last attendance
- 5 years from graduation or date of last attendance
- 5 years from graduation or date of last attendance
- 5 years from graduation or date of last attendance

### **Financial Aid**

### **Record Type**

- Financial Aid Awards
- Evidence of Non-discriminatory Basis of Awards
- Lender's Name and Address
- Job Placement
- Original Promissory Notes
- Repayment History
- Truth in Lending Disclosures for Private Loans (template plus proof of delivery)
- Perkins Loan Program
- FISAP

### **Required Retention Period**

- 5 years from graduation or date of last attendance
- 3 years from graduation or date of last attendance
- 5 years from graduation or date of last attendance
- 5 years from graduation or date of last attendance
- life of the loan plus 4 years
- 5 years from graduation or date of last attendance
- life of the loan plus 4 years
- 3 years from graduation or date of last attendance
- 3 years from end of award year in which report was filed

### **Student Billing Office**

### **Record Type**

- Cashier Records
- Collection Paid in Full Files
- Collection Write-off Files
- Perkins Loan Paid in Full Files
- Refund Information
- Tuition and Fee Charges

### **Required Retention Period**

- 7 years
- 7 years
- Permanent
- 7 years
- 7 years
- 6 years

- Safe Counts 7 years
- Virtual Merchant (credit card info) 7 years

## **Registrar<sup>5</sup>**

### **Record Type**

### **Required Retention Period**

- |   |   |
|---|---|
| • Academic Action Authorizations  | 5 years from graduation   |
| • Advanced Placement Credit Records   | 5 years   |
| • Master Calendar   | Permanent   |
| • Change of Course Forms  | 1 years from change   |
| • Change of Grade Forms   | Permanent   |
| • Change to SSN or Student ID Number  | Permanent   |
| • Curriculum Change Authorizations  | 5 years from graduation or date of last attendance  |
| • Degree, Applicant Grade, Enrollment & Racial/Ethnic Statistics  | 10 years  |
| • External Transcripts  | 5 years from graduation or date of last attendance  |
| • FERPA Consents and Disclosures  | life of underlying record   |
| • FERPA Requests to Review  | life of underlying record   |
| • Graduation Lists  | Permanent   |
| • Name Changes  | Permanent   |
| • Original Grade Sheets   | Permanent   |
| • Schedule of Classes (institutional)   | Permanent   |
| • Student Class Schedules   | 1 year from graduation or date of last attendance   |
| • Student Registration Forms  | 5 years from registration   |
| • Surveys Conducted by Registrar <ul style="list-style-type: none"> <li>○ External Data Requests</li> <li>○ Original Completed Surveys</li> <li>○ Survey Reports</li> </ul> | Permanent<br>5 years from date administered<br>Permanent  |
| • Transcripts   | Permanent   |
| • Transcript Requests   | 1 year from request date  |
| • Transfer Credit Evaluation  | 5 years from graduation or date of last attendance  |
| • Master Calendar   | Permanent   |
| • Veteran Administration Certificates   | 5 years from graduation or date of last attendance  |
| • Withdrawal Authorizations/<br>Leaves of Absences  | 5 years from authorization/implementation   |
| • Foreign Student Records (F-1 visas)   | 1 year following notification to INS that student is not pursuing full course of study or 3 years after student's date of last attendance whichever is later. |

## **Finance and Administration**

### **Record Type**

### **Required Retention Period**

#### ***Controller's Office (Accounting & Payroll)***

- |                                       |           |
|---------------------------------------|-----------|
| • Account Reconciliations             | 7 years   |
| • Annual Audited Financial Statements | Permanent |
| • Audit Work Papers                   | 7 years   |
| • Banking Records                     | 7 years   |
| • Capital Equipment Reports           | Permanent |
| • Deactivated Account Documents       | 7 years   |
| • Depreciation Records                | Permanent |
| • Expenditures of Tax-Exempt Bonds    | Permanent |
| • Final Fiscal Year Reports           | Permanent |

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<sup>5</sup> To the extent record categories are not listed here, please use retention period set forth in American Association of Collegiate Registrars and Admissions Officers' Retention of Records: Guide for Retention and Disposal of Student Records.

• Grant-related Financial Records close of	7 years after close of grant (state); 3 years after grant (federal)
• Inventories	7years
• Journal Entries and Back-up Documents	7years
• New Account Requests (endowments)	Permanent
• New Account Requests (grants)	life of the grant or property received
• New Account Requests (restricted funds)	7 years
• Summary Analysis Reports (end of year)	7 years
• Third Party Requested Reports	7 years
• Trial Balances	Permanent
• Travel Reimbursements	7 years
• Annual Payment Records (W2, 1099's)	7 years
• Current Employee File Folders (W4's)	5 years after employment ends
• Employer Copy of IRS Form W-2	10 years
• Imputed Income Records	7 years
• Leave Reporting Documents	5 years
• Payroll Deduction Authorization Forms	5 years after employment ends
• Quarterly and Annual Tax Returns	7 years
• Records of Payments and Deductions	5 years
• Accounts Payable and Vouchers	7 years
• Approval Signature Forms	Permanent
• Check/direct deposit Registers	1 year
• Control Reports	1 year
• Daily Balancing Reports	1 year
• Direct Deposit Reports Sent to Bank	electronic – 1 month; paper – Permanent
• Direct Deposit sign-up Forms	Permanent
• Employee Reimbursements	7 years
• Independent Contractor Check List	Permanent
• Invoices	7 years
• Positive Pay File Sent to Bank	1 month
• Purchase Orders	7 years
• Requests for Payment	7 years
• Vendor Profile Forms	Permanent
• W-9 Forms	Permanent
• Assets: Acquisition/Disposition Depreciation Schedules	Permanent
• Escheat Filing	7 years
• Excise Tax Returns	7 years
• Income Tax Returns (990)	7 years
• Information Returns	7 years
• Other Tax Returns (property, sales,etc.)	7 years
• Bookstore Sale Data	3 years

## **Record Type**

## **Required Retention Period**

### ***Financial Affairs***

• Budget Reports	7 years
• Fiscal Year Budget Detail	7 years
• Financial Strategic Plans and Projections	Permanent
• Contracts	5 years after expiration or termination
• Real Property Records	Permanent
• Title Insurance Policies	10 years after disposal of property
• Lease Agreements	7 years after expiration
• Land Surveys	Permanent
• Certificates of Insurance	5 years after expiration
• Indemnification Agreements	5 years after expiration

- Hold harmless Agreements 5 years after expiration
- Claims Files 7 years after claim closure
- Insurance Policies Permanent
- Incident and Accident Reports 5 years after report date
- Motor Vehicle Record Review and Consent Forms 3 years after end of employment
- Volunteer Registration Forms, Participant Waivers & Agreements (events not involving Minors under 18) 3 years after event date
- Volunteer Registration Forms, Participant Waivers & Agreements (events involving Minors under 18) Permanent
- Workers' Comp Claims Files 7 years after claim closure
- Construction Documents (As-built drawings) Permanent
- Construction Contracts 7 years after completion of project
- Asbestos Records 30 years
- Ergonomic Reviews 5 years
- Fire Department Inspections 4 years
- OSHA Reports 6 years

## **Facilities**

### **Record Type**

### **Required Retention Period**

- Fire Protection Systems Record 5 years
- Hazardous Waste Disposal Reports Permanent
- Incident Reports 5 years
- Internal Safety Reports 5 years
- Operational Manuals 5 years
- Portable Extinguisher Training Records 3 years
- Radiation Dose Reports Permanent
- Radiation Safety Training Reports 3 years
- Testing Results (air quality, mold, etc.) 10 years
- Training Records 3 years

## **Human Resources**

### ***Employee Information***

### **Record Type**

### **Required Retention Period**

- ADA Accommodation Requests 3 years after separation
- Applicant Files (resumes etc.) 5 years from date of hire of successful candidate
- Attendance Records 3 years after separation
- Employee Personnel files 6 years after separation
- Federal Reporting Requirements (welfare benefits, other fringe benefits) Permanent
- Fingerprint Reports Permanent
- FMLA – Leave Notices 6 years after separation
- Individual Contracts of Employment 6 years after separation
- I-9 forms (faculty, staff and students) 3 years or 1 year after separation (whichever is later)
- Leave Requests 6 years
- Occupational Injury Log 6 years
- Performance Evaluations 6 years after separation
- Search Committee Records 3 years
- Sexual harassment Complaints Investigations and Findings 3 years after separation

- Background Checks 6 years after check
- Employee Eligibility for Benefits 6 years after death of eligible employee and beneficiary
- Employee Personal Information 6 years after death of eligible employee and beneficiary
- Employee Service Records 6 years after death of eligible employee and beneficiary
- Plan Administrator Records Permanent
- Benefits Paid to Employees 6 years after death of eligible employee and beneficiary  
And their Beneficiaries
- Plan Documents and Amendments Permanent
- Tuition Reimbursement/Remission 6 years after death of eligible employee and beneficiary

### ***Equal Opportunity***

#### **Record Type**

#### **Required Retention Period**

- Complaint Case File/grievance 6 years after separation
- Documents Supporting Other Academic or Non-academic Selection Decisions (e.g. promotion, Termination, compensation) 5 years from effective date of decision
- Names/demographic Data of those Interviewed 5 years

### **LEGAL**

#### **Record Type**

#### **Required Retention Period**

- Consent Orders Permanent
- Contracts 7 Years after expiration or termination
- Court Orders Permanent
- Deposition Transcripts 2 Years after final judgement
- Discovery Materials 2 Years after final judgement
- Judgements Permanent
- Releases Permanent
- Settlements Permanent

### **MISSON AND MINISTRY**

#### **Record Type**

#### **Required Retention Period**

- Volunteer Registration Forms, Participant Waivers & Agreements (events not involving Minors under 18) 3 Years after even date
- Volunteer Registration Forms, Participant Waivers & Agreements (events involving Minors under 18) Permanent

### **Institutional Research**

#### **Record Type**

#### **Required Retention Period**

- CATS electronic files Permanent
- External Data Requests (electronic submissions) Permanent
- External Date Requests (paper submissions) 7 Years
- Focus Group Reports (paper and electronic) Permanent
- Original Completed Surveys 5 Years from the date administered

- Survey Reports  
(paper and electronic) Permanent

## **PUBLIC SAFETY**

### **Record Type**

### **Required Retention Period**

- Accident Reports 5 Years after report date
- Audio/Video Footage 30 days, unless it relates to an investigation, then 7 years
- Crime Reports 7 Years after report date
- Property Damage Reports 5 years after report date
- Clery Act Annual Security Reports 7 years after report date
- Fingerprint Logs Permanent
- Statistical Backup for Clery Act Statistics 7 Years after report date
- Parking Records 7 years

## **STUDENT LIFE**

### **Record Type**

### **Required Retention Period**

- Alcohol and Drug Intervention Files 5 Years from graduation or date of last attendance
- Applications and Interviews Associated with Various Clubs and Organizations 2 Years
- Disciplinary Records
  - Final Sanction is Warning Until graduation or permanent withdraw
  - Final Sanction is Probation 2 Years after graduation, permanent withdraw or after completion of sanction whichever is longer
  - Final Sanction is Suspension 7 Years
  - Final Sanction is Expulsion Permanent
- Homeland Security Records for International Students 5 Years after graduation or date of last attendance
- Letters of Recommendation 1 year after graduation or date of last attendance
- Orientation Programs 3 Years

\*Information pertaining to Clery Act reporting requirements shall be provided to the Department of Public Safety prior to destruction; Department of Public Safety shall retain such information for seven years from the report date.

- Student Government Records Permanent
- Student Handbook Permanent
- Student Health Center Treatment Records 7 Years after graduation or date of last attendance
- Counseling Center Treatment Records 4 Years after graduation or date of last attendance
- Yearbook Permanent

## **Event Planning and Facilities**

### **Record Type**

### **Required Retention Period**

- Contracts for Rentals, 3<sup>rd</sup> Parties 5 years after expiration or termination
- Summer program Waivers (not involving minors) 4 years after end of program
- Summer Program Waivers and Parental Consents (programs involving minors) Permanent

## **CHESTNUT HILL COLLEGE**

**Subject: Non-FMLA Medical Leave of Absence**

**Policy: 4.11**

**Effective: March 31, 2017**

**Contact: VPFA**

An employee with a serious medical condition as defined under the FMLA, who is in his or her first year of employment and has completed the initial orientation period, may request a leave of absence for a self-qualifying medical event. Employees may take leave up to six (6) weeks within their first 12 months of employment. Intermittent leave under non-FMLA is not permitted unless such leave has been approved as a reasonable disability-related accommodation pursuant to ADA.

A request for a non-FMLA medical leave must be made in writing at least 30 days prior to the beginning of the leave if foreseeable. If this is not possible, the employee must give as much advance notice as practicable. The College requires certification from a healthcare provider for the employee's serious health condition. The employee must respond to the request for certification within 15 calendar days of the notice of eligibility. All medical certifications are submitted to the Human Resources Office. Failure to comply with the aforementioned requirements may result in denial of the leave.

An employee taking a non-FMLA medical leave must use accrued paid time off, if available, concurrently with an unpaid leave. Accruing time off ceases when an employee moves to an unpaid status. Accrued time off will restart upon the employee's return to work in accordance with college policies on vacation leave, sick leave and personal leave. While on an unpaid status, an employee is not eligible for holiday pay, nor will College-designated holidays extend the length of a non-FMLA medical leave of absence.

An employee taking a non-FMLA medical leave does not have job restoration rights. However, the College will reinstate the employee to the same position or to a position with equivalent status, pay and benefits upon the employee's return to work. An employee who fails to return to work on the scheduled return date or who exceeds the leave without obtaining prior approval of an extension of leave may be subject to dismissal from employment.

Prior to returning to work, the employee must obtain a release from his or her healthcare provider confirming the release to return to work to perform regular job duties or to define any job restrictions. The release is provided to the Human Resources Office no later than the day the employee is scheduled to return to work.

While on a non-FMLA medical leave, the College will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the

employee had continued to work. The employee is responsible to continue to pay his/her portion of benefits made by payroll deductions if any portion of the leave is paid. Should an employee go to an unpaid status while on a non-FMLA medical leave, any missed payroll deductions will be deducted from the employee's paycheck when he or she returns from the leave. If the employee does not return to work, the College may require the employee to reimburse the amount it paid for the employee's health insurance premiums during the leave period.

## **CHESTNUT HILL COLLEGE**

**Subject: Personal Leave of Absence**

**Policy: 4.12**

**Effective: March 31, 2017**  
**VPFA**

**Contact:**

In an effort to recognize the need of employees who may require time off in addition to other types of leave, Chestnut Hill College may consider a personal leave of absence with or without pay for up to a maximum of 30 days within a 12-month period.

Full-time staff employed for a minimum of one (1) year and who have acceptable job performance may request a personal leave of absence.

The college's ability to grant a personal leave will depend upon the ability of the department and the college to make adjustments that will ensure continuous functioning during the absence.

A personal leave of absence is not intended for the purpose of seeking or obtaining employment outside the college nor for the purpose of working for any other employer or for pursuing an independent business venture during the leave.

A request for a personal leave of absence must be made in writing at least thirty (30) calendar days before the beginning of the requested leave, if foreseeable. If this is not possible, the employee must give as much advance notice as possible.

The employee must complete the Personal Leave of Absence Request Form, provide supporting documentation and submit the request to his/her supervisor, signed by the Divisional Vice President, and forwarded to the Human Resources Office.

All requests are approved or denied by the College President. Approval or denial will be provided in writing to the employee requesting the unpaid leave of absence.

An employee taking a personal leave of absence must use accrued paid time off prior to being eligible for unpaid leave. Once all accrued paid time off is used, the employee moves to an unpaid status and does not accrue paid time off. Accrued time off restarts upon the employee's return to work and in accordance with college policies on vacation leave, sick leave, and personal leave.

If applicable, the employee is responsible to continue to pay his/her portion of benefits made by payroll deductions if the personal leave is paid, or by making payment

arrangements with the Human Resources Office, if the personal leave is unpaid. If the employee fails to pay his/her portion of benefits within 30 days, the employee's benefit coverages will be terminated, and he/she will be offered COBRA continuation coverage.

If an employee returns to work in the same benefits plan year, he/she will be reinstated to benefits that were in effect prior to the unpaid personal leave of absence. If an employee returns to work in a new benefits plan year, he/she will be given the opportunity to re-elect benefits that were in effect at the time of the unpaid personal leave or make changes to reinstated elections.

Except as otherwise provided by law, time spent on an unpaid leave of absence will not be counted as time employed in determining an employee's eligibility for benefits that are based on length of employment.

Every attempt will be made to hold the employee's position available while on a personal leave of absence. Upon the end of the 30-day leave period, an employee may return to his/her former position if available. If the former position is not available, the employee will be provided an available position for which he/she is qualified. If the employee does not accept the available position, his/her employment will be terminated. An employee has no greater right to conditions of employment than if the employee had been continuously employed.

An employee is required to return to work on the originally scheduled return date. If the employee plans to return to work sooner than the expected return date, the employee must notify his/her supervisor at least one (1) week before returning to work. If the employee is unable to return on the scheduled return date, he/she must request an extension of the leave in writing at least one (1) week prior to the originally scheduled return date. Any employee who fails to return to work on the scheduled return date, or exceeds the leave without proper notification and approval, may be subject to dismissal from employment.

**SECTION 5:**

**FORMS**

[Job Description Template]

[Job Title]

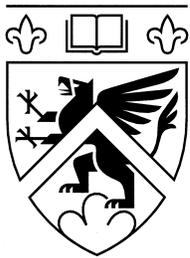
Department: [ List the department that the position is in]

Reports to: [Title of Supervisor]

Purpose:

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

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



# CHESTNUT HILL COLLEGE

## REQUEST FOR APPROVAL OF POSITION:

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

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

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

- Replacement      Replacement is for \_\_\_\_\_
- New                      Reason for addition \_\_\_\_\_

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

Approval of Initiating Supervisor \_\_\_\_\_

Signature	Title	Date
-----------	-------	------

Approval of Administrator \_\_\_\_\_

Signature	Title	Date
-----------	-------	------

Approval of VPFA \_\_\_\_\_

	VPFA	
Signature	Title	Date

Approval of President \_\_\_\_\_

	President	
Signature	Title	Date

## NOTICE OF POSITION FILLED

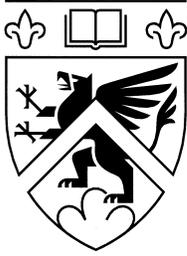
- New Employee       Transferred Employee, from \_\_\_\_\_

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

Address \_\_\_\_\_

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





# CHESTNUT HILL COLLEGE

## TIMEKEEPING FORM – Exempt Employees

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

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

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

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

Comments:

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

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

**DUE TO HUMAN RESOURCES BY THE TENTH WORKING DAY OF THE MONTH FOLLOWING THE PAYROLL MONTH**

### Track Your Leave Time

	Days Available at the beginning of the month	Days Used this month	Days Available to be used in future months of the Fiscal Year
Vacation Days			
Sick Days			
Personal Days			

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Chestnut Hill College  
Student Employee time sheet**

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

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

Day	<i>Date</i>	Scheduled Time	Time In	Time Out	<i>Total All Hours</i>
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
<b>Total Hours</b>					

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

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

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



