



**HANDBOOK FOR  
ADMINISTRATIVE STAFF AND  
SERVICE PERSONNEL**

**APPLICABLE TO NON-EXEMPT EMPLOYEES  
INCLUDING ADMINISTRATIVE STAFF,  
CAMPUS SAFETY AND SECURITY  
AND PLANT OPERATIONS PERSONNEL**

*Compilation adopted May 10, 1991  
Reflects amendments through June 2023*

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*Note: In this handbook, one asterisk \* is used for paragraphs which refer to Plant Operations Personnel only. Two asterisks \*\* are used for paragraphs which refer to Administrative staff only.*

## **EQUAL OPPORTUNITY STATEMENT**

Muhlenberg College does not discriminate against any person based on age, color, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, veteran status, pregnancy, childbirth or related medical conditions, or any other basis protected by applicable federal, state or local laws. This [policy](#) applies to all aspects of employment, including recruiting, hiring, training and promotion, and all personnel actions, such as compensation, benefits and termination. An employee who believes a violation of this policy has occurred should bring the matter to the immediate attention of the Vice President of Human Resources (Third Floor, The Haas College Center, 484-664-3166) and may proceed under the Problem Resolution and Complaint Procedures for Non-Faculty Personnel. In addition, inquiries concerning the application of Title IX of the Education Amendments of 1972 (prohibiting discrimination on the basis of sex) may be directed to the Assistant Secretary for Civil Rights, U.S. Department of Education.

## **ADMINISTRATION OF POLICIES AND PROCEDURES**

In order to retain necessary flexibility in the administration of policies and procedures, the College reserves the right to change or revise this information without advance notice whenever the College determines it is warranted.

The policies, procedures, and rules set forth are guidelines for administration and supervision. They are not a contract of employment nor do they guarantee any continuation of employment. This handbook is not intended to alter in any way the "employment-at-will" relationship of the College and its employees.

No statement, verbal or written, made by any officer, Vice President, supervisor, or other representative of the College, other than the President, should be interpreted as creating a continuing contract of employment.

## **ABOUT THE COLLEGE**

Muhlenberg College is an independent, undergraduate institution affiliated with the Evangelical Lutheran Church in America. Founded in 1848 to provide a liberal arts education in the Christian humanistic tradition, Muhlenberg is committed to high standards of academic integrity and excellence. Muhlenberg College took its present name in 1867 from Henry Melchior Muhlenberg, patriarch of the Lutheran Church in the American Colonies.

Muhlenberg's primary purpose is to help students develop imaginative and critical thinking. The Muhlenberg experience is characterized by a limited enrollment, small classes, close student-faculty relationships and a high degree of student responsibility in academic and social affairs. In all areas, the College attempts to sustain an environment in which students can pursue their education, vocation, social and spiritual goals in the context of our moral and intellectual tradition.

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### GLOSSARY

## INTRODUCTION

The policies codified in this Handbook for Administrative Staff and Service Personnel have been derived from policies and procedures adopted by the Muhlenberg College Board of Trustees and/or approved by the President. The Handbook is intended to serve as a useful source of information for employees relating to professional responsibilities, policies, and procedures.

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

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

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

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

Please feel free to reach out to Human Resources with any questions. We can be reached via phone at Ext. 3165 or by email at [hr@muhlenberg.edu](mailto:hr@muhlenberg.edu).

## **SECTION 1: EMPLOYMENT**

### **1.1 ORIENTATION**

Your supervisor will provide orientation to the campus, work procedures and responsibilities, information about your work area, and instructions about reporting your work hours.

To learn more about College activities and special events, check the latest issue of "On Campus." This is a weekly publication of the College Public Relations department which includes a current calendar of events and announcements of interest to employees. Additional information can also be found on College's web site [here](#).

For your information, a copy of the College catalog may be obtained from the Admissions Office.

### **1.2 CLASSIFICATION OF POSITIONS**

Each position has been classified according to assigned responsibilities. The classification of your job and your experience related to your job assignment at the time of your employment determine your pay level.

### **1.3 INTRODUCTORY STATUS**

As a new or rehired employee, or if you receive a change in your job assignment, you will have an initial "introductory" period of ninety days. This time allows you to become familiar with your work assignment, your supervisor, fellow employees, and the College. It also allows you and your supervisor to determine whether or not your employment will continue beyond that point. In certain cases, your introductory period may be extended up to an additional ninety days by the Vice President of Human Resources if your supervisor makes such a request.

During the ninety-day introductory period for new employees, you are not eligible to use any vacation or sick day accruals. However, you do earn sick and vacation days as noted in the sick leave and vacation sections of this handbook. Employees eligible for holiday pay may use it for any college holiday that occurs during their normally scheduled work hours.

Upon completing a satisfactory introductory period, you will be a "regular" employee, meaning that you will receive benefits such as sick leave, holiday, and vacation pay in addition to your regular pay. "Regular" appointment does not imply permanent employment because the College retains with you an "at will" employment relationship.

### **1.4 TEMPORARY EMPLOYEES**

You are a temporary employee if your assignment is for less than six months. Temporary employees are not eligible for paid leave or any other benefits.

### **1.5 PART-TIME EMPLOYEES**

Part-time employees may be eligible for some benefits depending upon their expected annual hours. Refer to the Benefits section of this handbook for complete eligibility requirements.

### **1.6 STAFFING**

Open positions will be posted online [here](#). Postings will give current employees information about lateral and promotional opportunities. Local newspapers may also be used to advertise available openings.

## **1.7 JOB SUPERVISION AND EVALUATION**

The College's program of performance management and evaluation is intended to encourage consistent performance and continuous improvement. Your supervisor is responsible for providing instruction, support, coaching, and feedback. You will receive a written appraisal/evaluation from your supervisor at least once a year.

## **1.8 DISCIPLINE**

Disciplinary action may be used to help employees recognize work performance problems. Discussions which accompany disciplinary action can also assist you in strengthening your performance and achieving job success.

Disciplinary actions may be progressive. Your supervisor may talk with you about any problems, detailing perceived performance or conduct deficiencies. This discussion may lead to rules being clarified, and your input regarding special circumstances will be considered. Further, depending on the circumstances, you may receive a warning, either verbal or written, suspension or dismissal.

Written warnings will be placed in your file in the Office of Human Resources as well as in the department files. You will be required to sign any written warning, acknowledging its receipt.

You may also be discharged immediately or suspended without pay for any serious offense. Serious offenses include, but are not limited to: intentional damage to, or theft of, College property; assault; violation of the College's Weapons Policy (Section 8.5); sexual harassment and/or other forms of discrimination; drinking alcoholic beverages or using illegal drugs while on the job. Failure to provide reasonable notice of your absence to your supervisor is also considered willful misconduct and may result in termination of your employment. If you are absent without reporting your absence for three consecutive days, you will be considered to have abandoned your job and will have to re-apply for employment.

Discharge requires the recommendation of your Supervisor and the approval of the Vice President of Human Resources. Each discharge recommendation will be evaluated on its own set of circumstances.

## **1.9 DISCIPLINARY LAYOFF**

A disciplinary suspension is a temporary layoff without pay. Your supervisor, with or without prior notice, may suspend you for disciplinary reasons. Within two business days following a disciplinary layoff, the Vice President of Human Resources or your supervisor will notify you of the reasons for the disciplinary action, the duration of the layoff and requirements you must meet to continue employment, or of termination. This notification may be given verbally, or may include a written follow-up to confirm the conversation.

## **1.10 SEPARATION FROM EMPLOYMENT**

Reasonable written notice of separation of at least two weeks is expected so that you and/or the College may have time to make adjustments. If you leave College employment, you are required to have an exit interview with the Vice President of Human Resources. A record is established which shows the reason for separation, that College property has been returned, and that final arrangements for pay and benefit privileges have been completed.

The controller will be authorized to pay any amount due to you up to the time of your separation. It will be paid to you on the next scheduled pay day. If you have received pay for days you have not worked, or benefit premiums paid on your behalf, you will be required to repay the College for these expenses.

Your benefit coverage at College expense will continue through the last full day of your employment with the College. You may be eligible to continue your participation in the College group health plan under federal legislation (known as COBRA) or you may convert the college plan to an individual policy. You must complete forms and make arrangements to pay the full premiums plus a 2% administration fee in the Human Resources Office.

Your options about continuing such benefits as life insurance will be explained by the Vice President of Human Resources during the exit interview.

Unused sick leave credits are automatically canceled when you separate from the College. Such credits are not restored if you are later re-employed at the College.

### **1.11 LAYOFF AND REDUCTION IN FORCE**

The objective of the College is to maintain steady employment for its employees. When economic conditions make adjustments to staff necessary, employees will be reassigned, where possible, to other positions for which they qualify. When economic conditions make it necessary to reduce staff, the College will retain those employees who, in the judgment of the President, are the most qualified for the positions available.

A layoff can occur because of lack of work, reduction of the staff of the College, or an emergency that creates abnormal conditions. In the event of a layoff, the Vice President of Human Resources will notify you in writing as soon as practicable, but no less than two weeks in advance of the layoff date. The College reserves the right to pay out two weeks wages in lieu of notice.

## **SECTION 2: WAGES AND HOURS**

### **2.1 PAY RATE, TIME RECORDING, AND PAY DAY**

The Director of Employment & Benefits will inform you about your pay rate, pay periods, and pay days.

\*\* Administrative staff are paid on a bi-weekly basis. All time must be entered and submitted in Workday every Friday for your supervisor's approval.

\* Plant Operations and Security employees are paid biweekly on an hourly rate basis. Hours are reported using the time clock.

Bi-weekly personnel receive pay every other Thursday for work performed and reported for the preceding pay period.

### **2.2 YOUR PAY CHECK**

New employees are required to set up direct deposit instructions so paychecks can be deposited to a bank on the Automated Clearing House system. If you do not have direct deposit set up, your check will be mailed to the address you have listed in Workday. Your first paycheck will be a regular check mailed to you from our payroll company.

Federal, state, and local income taxes, and social security taxes are required deductions from your pay check. If you wish to change the number of personal exemptions you claim, click [here](#) for instructions on how to update your W4 withholdings in Workday (you will need to sign in via OneLogin to access).

You may choose to have other voluntary deductions taken from your pay, such as amounts invested in retirement annuities, contributions to United Way, or periodic gifts to the College.

### 2.3 WORK WEEK/WORK SCHEDULE

For Fair Labor Standards Act reporting purposes and unless specified otherwise, the College's defined "work week" begins on Sunday at 12:01 a.m. and ends at midnight the following Saturday. All time sheets should reflect this Sunday - Saturday workweek. Your actual schedule of work days and hours is determined by your supervisor and may vary according to the needs of the College. If you are scheduled by your supervisor to report to work on your regular day off, you will receive no less than three hours pay.

### 2.4 OVERTIME AND HOLIDAY PAY

Overtime is paid at 1.5 times your base hourly rate for time worked in excess of 40 hours in one work week. Time charged to vacation, sick leave, holiday or other paid or unpaid leave does not count toward overtime calculation.

Most employees are not required or permitted to work overtime and may only do so with prior management approval. If your manager requires you to work extra hours beyond your standard schedule, you must record these hours in Workday in the work week in which the work occurs.

If you work on a College designated holiday, you will be paid for the hours you work. This is in addition to any holiday pay you would have received had you not worked on the holiday. For those offices that are required to remain open on certain designated holidays, you will continue to be eligible for a floating holiday in exchange for time worked. Please refer to the "[Holiday](#)" section in this handbook for the list of offices that remain open. Campus Safety Personnel will continue to be able to take their flexible holiday time as approved by their supervisor.

### \* 2.5 CALL OUT (TRADES)

\* A "call out" list is maintained for trades personnel employed by the Plant Operations department. When a specific need or emergency arises on the Campus, the employee at the top of this list will be called at home to report to work as soon as possible. A name remains at the top of the list until that employee responds to a call out. After an employee responds to a call out, his or her name rotates to the bottom of the list and the next name moves to the top. You will normally be called out by Campus Safety & Security or by your supervisor. In an emergency, you may be called by another member of Management. You are guaranteed at least three hours pay if you are called out.

\* Refusal to respond to a call out without an excuse acceptable to the supervisor (such as a verifiable illness, a disabled vehicle, an existing emergency at home, or other extenuating circumstances) will be considered willful misconduct and will result in disciplinary action. Repeated failure to respond to call outs will be considered a general unwillingness on your part to successfully meet the requirements of the job. Repeated refusals to respond to call outs will result in disciplinary action up to and including dismissal.

### 2.6 COMPENSATORY TIME

Compensatory time refers to an exchange of time off in one work period for time worked in a **different** work period. The College does not authorize a compensatory time program. You should report all the hours you work immediately after each pay period so that you will be paid in the next payroll. Due to work requirements, your supervisor may approve a schedule that requires you to work a varying number of hours on different days of the week or month. Such variations of work schedule occurring **within** the same work week are not considered compensatory time. Any time worked outside your normal work schedule must be approved, in advance, by your supervisor.



## 2.7 ANNUAL HOURS ASSIGNMENT

Your Annual Hours Assignment (AHA) is the number of hours you are budgeted to work over the course of a year. Since many benefits depend upon your Annual Hours Assignment, it is important for you to know what your AHA is. Your supervisor or the Director of Employment & Benefits can give you this information. It can also be found under Compensation in Workday.

\* Plant Operations and Security personnel are usually employed for a work week of 40 hours, consisting of five 8-hour days. This amounts to an Annual Hours Assignment of 2080 hours.

\*\* Biweekly and part-time Administrative staff receive an Annual Hours Assignment based upon the budget for the department and the position.

## 2.8 AVERAGE WORK DAY

\*\* An "Average Work Day" is calculated for all biweekly and part-time administrative staff by dividing the Annual Hours Assignment by 260 (52 weeks OPEN 5 days). Your Average Work Day describes the number of hours your work day would be if your schedule were constant, five days per week year round. This number is used for vacation and sick leave accumulations. The Director of Employment & Benefits can tell you what your Average Work Day is.

## 2.9 TEMPORARY REASSIGNMENT

Circumstances may require that you be assigned to a different work area temporarily. Should you be assigned to a higher level position for more than one month, the College will provide additional pay for you. The amount, determined by the Vice President of Human Resources and your supervisor, may be an hourly increase for that period of reassignment or a bonus amount at its conclusion.

## 2.10 OFFICE HOURS

\*\* Currently, most administrative offices are open from 8:30 a.m. to 5:00 p.m. Your supervisor can confirm your individual work schedule. Any variations in the standard work schedule, including a summer work schedule, will be determined by the President. Some offices, for example, the Book Store and the Health Center, observe varied schedules according to the academic calendar. The appropriate Vice Presidents are responsible for determining the schedules of these staff members.

# SECTION 3: BENEFITS

Detailed and current information about all of the group insurance plans of the College, including cost information, is available in the Human Resources website [here](#).

## 3.1 HEALTH INSURANCE

If you have been appointed to a position budgeted for 1,248 hours or more annually, you and your dependents are eligible to enroll in the College group health insurance plan on the first of the month following your date of employment. If you do not enroll during your first thirty days of employment, you may enroll during our annual January open enrollment period. If your spouse is employed elsewhere and has health insurance available, the College expects that your spouse's employer will provide their health insurance coverage. However, if you elect to cover a working spouse, you may do so by paying a supplemental premium. Current plan details and helpful forms can be found on the [Human Resources](#) web page.

If you do not require health insurance, you must indicate your understanding of your eligibility and elect to waive this benefit through the enrollment process in Workday.

The College offers a robust medical plan. You pay your share (approximately 20%) through monthly or biweekly payroll deductions. The amount of the deduction is determined by the number of people you cover. Your deduction is taken before taxes are calculated to reduce your tax burden.

During any month when you do not receive any pay from the College but wish to remain enrolled, you are responsible for paying the entire premium (100%) to the College. (An exception is made for individuals taking a Family Medical Leave or receiving payment while out on Worker's Compensation.) You may pay by check at the beginning of the month. Checks should be made payable to Muhlenberg College and submitted to the Vice President of Human Resources. Current premium information is available in the Human Resources Office. Full-time academic year employees may continue their health insurance coverage during the summer months by paying the usual employee portion of the health insurance premium.

### **3.2 BLOOD BANK**

You may enroll yourself and your family members in the Muhlenberg College group of the Miller-Keystone Blood Center. The blood bank supplies blood to meet the needs of covered members. Members are encouraged to donate blood during the year to meet the College donation quota.

### **3.3 LIFE INSURANCE**

You are eligible, after one year of employment at a minimum of 1,248 hours, to enroll in the College-paid life insurance plan. The amount of insurance on your life is determined by your annual pay rate and your age. The maximum benefit is \$75,000.

### **3.4 DEATH BENEFIT**

If you should die while in active service at the College with less than one year of service, the College will pay your beneficiary the equivalent of your pay for two weeks from the date of your death. If you have been in active service from one to five years, the benefit will be the equivalent of pay for one month; if five or more years, the benefit will be the equivalent of pay for two months. This benefit is for employees in positions budgeted for a minimum 1,248 hours annually and in addition to whatever coverage you have under the life insurance program.

### **3.5 RETIREMENT BENEFITS**

You are eligible for the college-paid TIAA retirement plan after you have completed two consecutive years of service at 1000 hours or more each year. Continued eligibility requires a work assignment of at least 1000 hours per year. The College contributes an amount equal to 10% of your base pay up to the social security wage base, and 15% of salary beyond that base, to an annuity policy which you receive from TIAA. You are not required to contribute to this plan. Under some circumstances involving prior pension plan participation, you may be eligible to participate in the pension plan before two years of service have been completed. Consult with the Human Resources Office for complete details about the pension plan.

**Temporary Retirement Plan Change, Effective September 1, 2020:** In response to the economic impact of COVID-19, the College's retirement contribution has decreased. We are continuing to work toward the restoration of the 10% contribution. Please see the [Human Resource](#) page for details about the current level of the College's contribution.

### **3.6 SUPPLEMENTAL RETIREMENT ACCOUNTS**

All new employees are enrolled to contribute additional funds to your retirement plan through salary reduction. Under this plan, the money you set aside is not taxed by the Federal government until you begin to draw income from your investment in the plan. You will elect your contribution in Workday;

new employees will be enrolled to contribute 3% (minimum) of base compensation upon hire. Contributions can be updated in Workday; changes will take effect the 1<sup>st</sup> of the following month.

### **3.7 LONG TERM DISABILITY INSURANCE**

You are eligible, after one year of employment at a minimum of 1,248 hours, to enroll in the College paid total disability plan. You must continue in a position in which you work 1,248 hours or more a year to remain eligible. If you become disabled and are unable to work for a period exceeding six months, you would file a claim with our insurer for this benefit. If the insurer approves the claim, the insurance payments are for 66 2/3 % of your most recent base monthly pay for each month that your disability continues beyond six months. This payment is indexed annually. The 66 2/3 % payment has a maximum of \$5,000/month and is reduced by any social security payments you receive for the same disability.

While you are on an approved long-term disability, the insurer will pay your life insurance premiums so that your life insurance coverage will continue. In the case of an extended disability, pension premiums will be paid by the insurer if the College was contributing during the month in which you become disabled.

The payments and premium contributions noted above are made directly by the insurer and are contingent upon both the insurer's acceptance of your claim and satisfactory certification of your disability.

### **3.8 TUITION PROGRAMS**

After you have complete one-year of service in a position budgeted for 1,248 or more hours annually, you and your dependents become eligible for a number of tuition benefits. Full plan descriptions and application forms can be found [here](#).

You and your dependents are eligible for full tuition remission benefits at Muhlenberg College. Remission is limited to two courses per semester for you and your spouse, and eight full semesters for each of your dependents under age 25. Normal College admissions requirements must be met and satisfactory academic progress maintained in order to participate in the tuition remission plan.

You and your spouse are also eligible to be considered for tuition remission scholarships for two undergraduate courses each semester at any of the member colleges of the Lehigh Valley Association of Independent Colleges (LVAIC). These colleges are De Sales University, Cedar Crest College, Lafayette College, Moravian College and Lehigh University. *LVAIC tuition remission is not available for summer or January sessions.*

Your dependent children under age 25 are also eligible to be considered for Tuition Exchange scholarships at more than 300 colleges nationwide. These scholarships are often full tuition scholarships which run for four years of undergraduate education. Renewal must be requested each year, and each of the participating colleges set their own admission and scholarship guidelines.

Tuition Assistance for Graduate programs is also available. Full plan information and application forms can be found [here](#).

### **3.9 BENEFITS IN RETIREMENT**

Official retirement from the College is available upon attainment of age 60 and 10 years of service. There is no mandatory retirement age.

A Health Insurance Premium Reimbursement is paid by the College for each official retiree and spouse during their respective lifetimes. To be eligible for this benefit, the retiree must have been hired prior to January, 1995. This plan provides a payment of a flat dollar amount, determined annually by the

College, to the retiree based upon documented health insurance premium expenses incurred by the retiree/spouse. The retiree may choose any health insurance they prefer under this plan.

Life insurance coverage is paid by the College for all retirees. The amount of insurance varies from \$3,000 to \$5,000 depending upon age.

Other benefits that continue in retirement include College ID cards and accompanying privileges (i.e., bookstore discount, library privileges, wellness programs, Life Sports Center privileges including free admission to most home sports athletic events), blood bank membership, and membership in the Allentown Teachers Credit Union.

### **3.10 PRIOR SERVICE CREDIT**

It is the policy of Muhlenberg College to allow immediate credit for previous full-time service to the College if an employee is re-hired after a break of six months or less.

## **SECTION 4: TIME NOT WORKED**

Paid or unpaid absences from work require your supervisor's knowledge and approval. You may also need the approval of the Vice President of Human Resources. Paid absences include vacations and holidays, and may include sick days and other days as noted in the following sections. Unpaid leaves include short and longer term leaves, (such as leaves for child care, medical reasons, and military leaves) as described in Section 5.

### **4.1 VACATION**

You are expected to take full advantage of vacation benefits to secure needed rest and relaxation. You may use vacation credits only after you are appointed to "regular" status as an employee. See Section 1.3 for further details on "regular" status. Vacation time is paid at your base pay rate in effect at the time you take vacation.

For full details regarding accumulation and carryover, please visit the Human Resources web page [here](#). Benefit plans & other opportunities are subject to change. Specific plan documents or contracts prevail.

Vacation periods are limited to 10 consecutive working days, with exceptions to be made only with the approval of the appropriate vice president in consultation with the Director of Plant Operations, Director of Campus Safety & Security, or the Vice President of Human Resources as appropriate.

Your vacation dates are subject to approval by your supervisor in accordance with schedules that maintain work flow without interruption. Every effort will be made to honor your requests, but length of service may be used to determine approval should two or more employees request the same time period. Your supervisor may require that you make vacation requests in writing in addition to submitting requests through Workday.

- \* Plant Operations and Campus Safety & Security employees must request vacation in writing.
- \* Plant Operations employees will not receive approval for vacations during the week before or following Commencement. Campus Safety & Security employees will not receive approval for vacations during the week before Commencement. Consult with your supervisor for all vacation "black out" dates prior to planning vacations.

If a college holiday occurs when you are on vacation, it will be considered a holiday and will not use your vacation eligibility.

Upon separation from employment, the College may provide full payment for your accumulated vacation, provided you have given at least two weeks' notice prior to your departure.

If you are off pay status from the first to the last day of a month, you do not earn vacation or sick leave credits for that month.

#### Vacation Payout Eligibility:

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

#### 4.2 HOLIDAYS

The following days are observed by the College as holidays. College offices are closed.

New Year's Day	Independence Day
Martin Luther King, Jr. Day*	Labor Day*
Good Friday	Thanksgiving Day
Easter Monday*	Thanksgiving Friday
Memorial Day	Winter Break
Juneteenth	

#### \*Floating Holidays:

- **Martin Luther King, Jr. Day & Easter Monday:** If your office is open on both of these holidays, you will be given a total of one floating holiday to be used at a later date in the same calendar year. If your office is closed on either of these days, you will record your time on that day as a floating holiday and will not be eligible for a floating holiday later in the year.
- **Labor Day:** If your office is open on Labor Day and you are required to work, you will be given one floating holiday to be used at a later date in the same calendar year. If your office is closed on Labor Day, you will record the time off as a floating holiday.

Floating holidays must be used in the calendar year in which they are earned or they will be forfeited at year-end.

**Eligibility:** Employees who work at least 850 hours per year are entitled to holiday pay. You must work the full work day before and after the holiday to be paid for the holiday. Exceptions to this policy include employees on approved vacation, approved short-term disability, and employees who produce a doctor's excuse for any sick leave used immediately before or after the holiday.

- Holiday time may be taken when a College holiday occurs during your regularly scheduled shift. For example, if you work during the academic year but not during the summer, you may not charge holiday time for the July 4<sup>th</sup> holiday.
- Part-time employees may charge holiday hours in increments equal to the hours normally worked. For example, a part-time employee who works five hours a day, may charge five hours to holiday if it falls on a day they typically work.
- Employees on an unpaid leave of absence are not eligible for holiday pay.

### 4.3 HOLIDAY OFFICE COVERAGE

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

OFFICE	LABOR DAY	MARTIN LUTHER KING, JR. DAY	EASTER MONDAY
Academic Departments	OPEN	OPEN	CLOSED
Academic Resource Ctr.	OPEN	OPEN	CLOSED
Admission	CLOSED	OPEN	OPEN
Art Gallery	CLOSED EVERY SUNDAY, MONDAY, TUESDAY		
Bookstore	OPEN	OPEN	CLOSED
Business Office	OPEN	OPEN	OPEN
Campus Safety	OPEN	OPEN	OPEN
Career Center	OPEN	OPEN	CLOSED
Communications	CLOSED	OPEN	CLOSED
Copy Center	OPEN	OPEN	CLOSED
Counseling Services	OPEN	OPEN	CLOSED
Dean of Students	OPEN	OPEN	OPEN
Development Offices	CLOSED	CLOSED	OPEN
Financial Aid	OPEN	OPEN	OPEN
Housing & Residential Life	OPEN	OPEN	OPEN
Human Resources	CLOSED	OPEN	CLOSED
Life Sports Center	OPEN	OPEN	OPEN
Mail Room	OPEN	OPEN	OPEN
Media Services	OPEN	OPEN	OPEN
OIT	OPEN	OPEN	OPEN
Plant Operations	OPEN	OPEN	CLOSED
President's Office	CLOSED	OPEN	OPEN
Provost's Office	OPEN	OPEN	CLOSED
Purchasing	CLOSED	CLOSED	OPEN
Registrar	OPEN	OPEN	OPEN
School of Continuing Studies	OPEN	OPEN	CLOSED*
School of Graduate Studies	OPEN	OPEN	CLOSED*
Seegers Union	OPEN	OPEN	OPEN
Student Health Services	OPEN	OPEN	CLOSED
Treasurer	CLOSED	CLOSED	OPEN
Trexler Library	OPEN	OPEN	OPEN 6 P.M. – 1 A.M.

\*Open if classes are being held.

#### 4.4 JURY DUTY

If you are subpoenaed for jury duty or as a witness in a court action in which you are not a plaintiff or defendant, you will be granted leave to fulfill the obligation. The College will continue your pay during time spent on jury duty. Part-time employees will be granted jury duty leave on a schedule consistent with their part-time work schedule. You are expected to let your supervisor know about jury duty as much in advance as possible. You are expected to report to work if you are excused by the court.

#### 4.5 DEATH IN THE FAMILY

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

Spouse, parent, sibling, child or grandchild	5 Days
Grandparent, father-, mother-, brother-, sister-, son-, daughter- or grandparent-in-law, aunt, uncle	2 Days

Additional unpaid time off may be arranged subject to approval by your supervisor and the Vice President of Human Resources, or you may arrange to use vacation time.

#### 4.6 ACCUMULATION OF SICK LEAVE AND SHORT-TERM DISABILITY CREDITS

You accumulate sick leave credit at the rate of ten days per year. You may accumulate a maximum of 20 sick day credits. Accumulations over 20 days worth of sick time will automatically roll over into the short-term disability bank, up to a maximum of 5 days. Please refer to the [Human Resources](#) web page for accumulation and carryover details.

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

You accumulate short-term disability leave credits at the rate of 5 days each year if you are working at least 1,248 hours per year. Click [here](#) for the full Disability Pay Policy.

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

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

#### 4.7 SICKNESS/DISABILITY ABSENCE

Sick leave provides full pay during occasional, brief absences due to an employee's illness or injury. Employees accrue sick leave on a monthly basis, up to ten days per year. Employees may also use their sick leave, if needed, to care for a dependent who is ill or injured. Accumulation of sick leave occurs on a monthly basis and is prorated based on annual budgeted hours and average workdays. For example:

- A full-time employee working 8 hours per day, five days per week, year-round (2,080 hours), will earn 10 days of sick leave per year at 8 hours per day (80 hours/per year).
- A full-time employee working 7 hours per day during the academic year and 6 hours per day during the summer (1,755 hours per year or 84% of a full-time equivalent) has

an average work day of 6.75 hours and will accrue a total of 10 days of sick leave per year at 6.75 hours per day.

- A part-time employee working 4 hours per day, five days a week, year-round (1,040 hours per year or 50% of a full-time equivalent) will earn 10 days of sick leave at 4 hours per day.

An employees' maximum sick leave accumulation is capped at twenty days per year. Employees in non-exempt positions (paid biweekly) earn sick leave each year from July 1 through June 30 and employees in exempt positions (paid monthly) earn sick leave from September 1 through August 31. Employees who are eligible for the short-term disability plan with a sick leave balance exceeding 20 days at year-end will have a maximum of five days of unused sick leave moved into their short-term disability bank each year. Any excess sick leave will be forfeited. For example:

- If an employee has 22 days of sick leave at year-end and is eligible for short-term disability, 2 days will transfer into the short-term disability leave bank and 20 days will remain in the employee's sick leave bank for the coming year.
- If an employee has 26 days of sick leave at year-end and is eligible for short-term disability, 5 days will transfer into the short-term disability leave bank and 1 day will be forfeited.
- If an employee is eligible for sick leave, but not eligible for short-term disability, any sick leave in excess of 20 days per year will be forfeited at year-end.

When you are out sick, you will be paid as long as you have accumulated sick time available. Your accumulation of sick credit hours will be reduced by the amount of time reported absent. The dollar amount of your sick pay will equal your current hourly rate of pay times the number of hours you normally are scheduled to work on the day of absence. If you are out sick for more days than you have in your sick bank, you will not be paid for those days.

If you are out sick for 5 or more consecutive days, your absence requires a physician's certification and may qualify for short-term disability pay. Short-term disability pay will be at 100% of salary for the time available in your short-term disability bank. If you have exhausted your short-term disability bank, payment is 60% of your base pay to a maximum of \$4,000 per month during a certified disability. Short term disability pay may not exceed 26 weeks in a rolling 12 month period.

In those cases where a future "disability" is known, such as a planned surgery or childbirth, you should submit a statement from a physician to the Director, Employment & Benefits. The statement should indicate the expected date(s) of your absence and when you may be expected to perform your normal duties both before and after the disability. In the absence of a physician's statement, or if there is any question about the advisability of your continuing active work, the matter may be referred by the Human Resources to a College-appointed physician for final determination. If you expect to have elective or cosmetic surgery, you are expected to coordinate the timing with your supervisor so that the needs of the department are considered.

You are expected to report your absence from work due to illness each day that you are sick. Give the reason for the absence and the date you expect to return. Failure to provide reasonable notice of your absence to your supervisor is considered willful misconduct and may result in termination of your employment. If you are absent without reporting your absence for three consecutive days, you will be considered to have abandoned your job and will have to re-apply for employment.

If you are unable to arrange medical or dental appointments on your time off, you may use sick leave credits in hourly components.

- \* Plant Operations employees on regular day shift are to report absences by calling (484) 664-3400 between 8:00 a.m. and 8:30 a.m. Later shifts must report between 9:00 a.m. and 3:00 p.m. Further departmental instructions should be followed in all cases of absence.



\*\* Administrative staff are expected to notify their supervisor within thirty minutes of the beginning of their normal work day.

You may not use sick leave credit hours during your introductory period or on a holiday. Part-time employees may use sick leave credits only during their normal working periods. For example, sick pay is not available in June, July, or August to employees who normally work from September through May.

For all absences of five or more consecutive days, you must provide a physician's statement to your supervisor when you report back to work. Additionally, the College reserves the right to require a physician's statement for any absence. If you fail to provide such a statement when required or you report off improperly, you may be subject to disciplinary action which might include discharge. If you fail to report off as described above, you will lose pay for time missed.

If the pattern, frequency, or length of your use of sick leave is in question, you may be required to submit a medical release and/or written report which includes prognosis, diagnosis, and required treatment. This determination will be made jointly by the Vice President of Human Resources and your supervisor. A College-paid medical examination by a College-selected physician may be required by the Vice President of Human Resources.

After six months of sickness/disability leave, you may receive payment from the College's insurance carrier if you qualify for disability benefits. Please see the Benefits Sections entitled LONG TERM DISABILITY for details. No payments will be made for accumulated sick or short-term disability leave at retirement or separation from service.

#### **4.8 PERSONAL DAYS**

Each fiscal year, from July 1 to June 30, you may use up to three of your accumulated sick credits (days or average work days) as personal time to take care of unexpected emergencies. Personal days should be cleared in advance with your supervisor. These days are not to be used as vacation days, but are to be used for unavoidable events such as court appearances, mortgage closing, repair work or deliveries at your home.

#### **4.9 SHORT TERM ABSENCES (UNPAID)**

When your work performance, attitude, and absence record are satisfactory and you have given proper advance notice, your supervisor may grant you up to two working days off without pay upon your request to attend to a personal matter. First you must have exhausted your accrued vacation time. The Vice President of Human Resources must approve time off without pay in excess of two working days.

The College will make every effort to accommodate you if you request time off from work for a religious holiday not observed by the College. Such a request will be approved, without pay, as long as there is no interference with normal operations. If you prefer to take the day off with pay, you may use a vacation day for this purpose. Or, with your supervisor's approval, you may arrange to work on one of the established College holidays instead, and use a floating holiday for your religious holiday.

### **SECTION 5: LEAVES OF ABSENCE**

#### **5.1 GENERAL INFORMATION**

This section describes leaves of absence for medical, personal reasons and military service. The College complies with all provisions of the Family and Medical Leave Act of 1993. For all medical and personal leaves, an "Application for Leave of Absence" must be completed. In reviewing leave

of absence requests, the College will review the individual circumstances involved, taking into account the length of service, number of requests, dates, work load, and whether such work can be adequately performed by a temporary replacement. Detailed leave of absence provisions and information on eligibility requirements are available in the Human Resources Office.

Your benefits and sick/vacation accruals are suspended on the first day of the month coincident with or following the beginning of any unpaid leave. Accruals begin again upon your return to work. Should you wish to continue benefit coverage during an unpaid leave, you may arrange with the Human Resources office to do so by paying the full cost of the premiums one month in advance of the coverage date.

An employee on a leave of absence is expected to keep in regular contact with the supervisor and the Vice President of Human Resources during the leave, and to advise both of any changes to mailing address and/or telephone number during the leave.

## **5.2 MEDICAL LEAVE OF ABSENCE**

In any case where a future medical absence is known (such as maternity or planned surgery), you must submit an Application for Leave of Absence in advance of your absence. Your doctor's statement must be attached, detailing the dates of your expected absence. A medical release also is required from your attending physician before returning to work. You will be paid during a medical leave for that portion of time which your sick leave credits and any vacation credits cover. Under the terms of our FMLA Policy, the College may require an employee to use up to half of his/her available sick and/or vacation accumulation prior to initiation of unpaid leave. After you have exhausted your sick/vacation credits, your medical leave of absence continues, without pay, for a maximum total period of six months. A maternity leave is treated in the same manner as other medical leaves. For information on a child care leave to extend beyond the medical leave, refer to the section on Personal Leaves of Absence. Click [here](#) for the complete FMLA Policy.

## **5.3 PAID PARENTAL LEAVE**

The College offers a paid parental leave plan to coordinate with an approved FMLA leave for birth of a child. Click [here](#) for the complete plan.

## **5.4 PERSONAL LEAVE OF ABSENCE (UNPAID)**

A personal, unpaid leave of absence may be requested for many different reasons using the Application for Leave of Absence. Illness of a family member, adoption arrangements, child care, or other personal matters can form the basis for a personal leave. A child care leave will not be extended for more than six months from the time of the birth or adoption of a child. All personal leaves of absence are limited to a maximum continuous period of six months. You are not eligible for payment for sickness during a personal leave. If your leave is requested for a period of more than ten days, you must use accrued vacation before beginning the leave. Specific information on Family and Medical Leave provisions and eligibility requirements is available [here](#).

## **5.5 MILITARY LEAVE OF ABSENCE**

You may request a military leave of absence in order to fulfill military obligations. The College has no provision to continue pay during such a leave, although you may choose to use accrued vacation to receive pay. Employees who return to work following military service are granted full reinstatement rights at no loss of seniority or benefits, as specified by Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees must return to work (if service was for less than 31 days) or apply for reemployment (if service was for more than 31 days). Click [here](#) for the complete USERRA policy.

## 5.6 REINSTATEMENT FROM LEAVE OF ABSENCE

You may return to your former position or to a comparable position, as determined by the Vice President of Human Resources, if and when an appropriate position is available. If your absence was for a Family and Medical Leave, your reinstatement will be guided by the provisions of the Family and Medical Leave Act. *(Note: See Military Leave above for additional exception regarding guaranteed reinstatement rights.)* You must submit your request to return to work in writing to your supervisor with a copy to the Vice President of Human Resources. You may request a return to work at any time during the leave, but your actual return date will be based upon the availability of an open position. If a comparable position is offered and you refuse the position, you will be considered to have resigned. If you fail to maintain contact with your supervisor or the Vice President of Human Resources, you will be considered to have resigned. Accrued benefits will be canceled at the expiration of the leave. Your employment ends if you do not return to work at the end of the approved leave of absence period.

## SECTION 6: EMPLOYEE PRIVILEGES

### 6.1 REST PERIODS

- \* A rest period of fifteen minutes may be available to you during each continuous work period of four hours. The time is established by your supervisor.

### 6.2 LUNCH PERIODS

- \*\* Administrative staff normally are provided a lunch period of 60 minutes without pay. The time is established by your supervisor. When working 6 or more hours, a lunch period of at least 30 minutes must be taken.
- \* Plant Operations and Security personnel normally are provided a lunch period of 30 minutes without pay. The time is established by your supervisor.

### 6.3 PARKING

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

### 6.4 EMPLOYEE IDENTIFICATION CARD

The Director of Employment & Benefits will sign an authorization for an ID card for you. To secure an ID card, take the authorization to the desk in the Seegers Union building. Your ID card identifies you as a College employee and permits you to take advantage of other benefits, such as use of the library, admission to varsity athletic events or discounts to certain other on-campus programs. Please have your ID card with you for identification purposes whenever you are on campus. If you are a full-time employee, your spouse and dependent children may also secure ID cards identifying them as family members of a College employee.

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

#### **6.5 TREXLER LIBRARY PRIVILEGES**

College identification cards also function as library cards, entitling you to all library privileges, including borrowing videotapes.

#### **6.6 LIFE SPORTS CENTER**

Full-time employees and on-going part-time staff as well as spouses and dependents of these individuals have unrestricted access to the Life Sports Center. Please refer to the LSC policies linked below for a full list of approved users.

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

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

For further information, please visit the LSC policy page [here](#).

#### **6.7 BOOKSTORE DISCOUNT**

You are entitled to a 10% discount on most bookstore items. You must present your ID card to receive the discount on your purchase.

#### **6.8 WELLNESS PROGRAMS**

The College offers numerous wellness programs to encourage healthy living. Many of these courses are offered free or at a reduced cost to employees and their spouses.

#### **6.9 CREDIT UNION**

All College employees are eligible for membership in the Lehigh Valley Educator's Credit Union and First Commonwealth Federal Credit Union. Savings deposits, direct deposits and loan payments may be made to the both credit unions through payroll deduction.

### **SECTION 7: LEGAL AND ETHICAL MATTERS**

Ethical matters involving tips and gratuities, use of College personnel or materials for personal gain, conflict of interest, confidentiality, or holding another job should be discussed with your supervisor and the Vice President of Human Resources. Work for other employers, for yourself, or other employees of the College may not interfere with College assignments.

Collections, solicitations, and distributions of materials on campus require formal approval. Please inquire of the Vice President of Human Resources as to where approval may be secured.

## **7.1 EMPLOYEE RECORDS**

Personnel records are maintained in the Human Resources Office for three years after termination of employment. Please update your information in Workday in cases of any change in name, address, phone, marital status, new dependents, beneficiary, etc. Other offices will be notified as needed by the Human Resources Office. Contact the Human Resources Office for further instructions if needed.

When outside sources request information about your work record, the Human Resources Office will disclose only the dates of your employment and job title(s). Additional information such as current or past pay rates, scheduled increases, or financial background will be supplied only if you sign a written request to have the information released.

Your supervisor has been advised against releasing information about your work record, work quality, or the reason for your separation from employment to unauthorized parties without your written consent.

The Vice President of Human Resources will review your current personnel file with you if you wish. Please call the Human Resources Office to arrange an appointment. With the permission of the Vice President of Human Resources, you may be permitted to make copies of most of the materials in your file.

Supervisors who have direct responsibility for your work are entitled to inspect your file.

## **7.2 EMPLOYMENT OF RELATIVES**

Your relatives will be treated in the same manner as other applicants. However, your relative will not be appointed to positions where you will supervise, review, or process each other's work.

## **7.3 PROBLEM RESOLUTION**

Employees with concerns about unfair employment practices or discriminatory treatment should refer to the College's written problem resolution and complaint procedures. These procedures provide employees with an early and formal response to complaints. Click [here](#) for the full policy.

## **7.4 ATTENDANCE**

You are expected to report for work regularly and promptly. If it is necessary to be absent from work, you are required to notify your supervisor according to stated instructions. Failure to do so may result in the termination of your employment with the College.

## **7.5 POLICY STATEMENT ON DISCRIMINATORY HARASSMENT**

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

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

## 7.6 AT WILL EMPLOYMENT

You are an "at will" employee without a contract of employment. This means that you may leave the College at any time and for any reason. It also means that the College may terminate your employment at any time and for any reason not prohibited by law.

## 7.7 POLICY ON ELECTRONIC COMMUNICATION AND INFORMATION ACCESS

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

(See [Addendum to Policy on Electronic Communication and Information Access](#).) (See also [Ancillary Student Contact Data Collection & Usage Policy](#).)

Information regarding use of College email upon departure can be found [here](#).

## 7.8 COMMUNICATION OF MEDICAL CONDITIONS

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

## 7.9 CODE OF ETHICS & CONDUCT

Employees are expected to conduct all College business in an ethical manner. Please click [here](#) to review the full Code of Ethics & Conduct.

## 7.10 ADDITIONAL POLICIES GOVERNING EMPLOYMENT

Please click [here](#) to review additional policies governing employment.

# SECTION 8: SAFETY AND SECURITY

Safety programs are conducted to assure your safe and proper use of College equipment and facilities. Your work stations and areas should be clean and neat at all times. Your tools and equipment should be clean and in good working order. You are prohibited from making copies of a College-issued key, and you may not loan such a key to another person.

## 8.1 ACCIDENTS ON THE JOB

If you sustain an on-the-job injury or illness, you are required to report the incident to your supervisor and Campus Safety & Security. All on-the-job accidents are required to be reported immediately, but in no case later than 24 hours after the event. You should have a nurse in the Health Center attend to you. A procedure has been established so that you will receive appropriate medical attention in the campus Health Center and, if necessary, referral to a physician. If the Health Center is closed you will receive instruction from a Campus Safety & Security representative.

Your supervisor will submit an injury report to the Human Resources Office for any injury sustained on College property. FMLA will run concurrent with any work-related injury. Please refer to Section 3.1 regarding payment of health insurance premiums.

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

## **8.2 SECURITY AND CARE OF EQUIPMENT**

Loss, theft or damaged equipment, identification card, tools, keys, keycards and all other College property must be reported immediately but in no case later than 24 hours. In certain circumstances, you may be required to reimburse the College for repair or replacement costs. All keys, keycards, ID cards and any other College property must be returned to the College upon separation from employment.

If you will be in a College facility after the end of a work day, be sure that a member of Campus Safety & Security is aware of your presence. It is important that Campus Safety & Security be made aware of any persons who are not normally authorized to be in one of our buildings. You should always have your identification card with you.

Please report lost items found on campus to your supervisor. You should turn in such items to Campus Safety & Security. A report will be prepared by that department.

At the time of employment, employees of the Department of Campus Safety & Security will receive a personal copy of the Department of Campus Safety Rules of Conduct and Standard Operating Procedures. They will also receive a copy of the Student Handbook and the Pennsylvania Crimes Code. Campus Safety & Security employees are expected to be familiar with all appropriate sections of these documents. Each police officer is required to receive training as arranged by the Director of Campus Safety & Security.

## **8.3 EMERGENCY COLLEGE CLOSING**

As a general policy, the College will remain open and fully operational during snow storms and emergencies. Any need for closure of offices will be determined by the President according to College policy. Individual office closings require the approval of the President. If the College is closed due to a snow emergency, announcements will be broadcast as early as possible (by 7-7:30 a.m.), on the following radio stations: WAEB (104.1 FM, 790 AM), WLEV (100.7 FM), WKFB (770 AM), WMUH (91.7 FM), WZZO (95.0 FM), WEST (1400 AM), WCTO (96.1 FM), WODE (99.9 FM), WWYY (107.1 FM), and WBYN (1160 AM). Additionally, announcements will be carried on TV Channels 69 (WFMZ), 16 (WNEP), 28 (WBRE) and 22 (WYOU).

Complete information regarding Inclement Weather Closings (including Snow & Ice Management Policy and a list of Essential Personnel) can be found [here](#).

\* During an emergency College closing, Plant Operations and Campus Safety & Security employees are to report to work at regularly scheduled times unless otherwise instructed by the supervisor.

## **8.4 USE AND CARE OF COLLEGE VEHICLES**

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

keep the vehicle clean and to make timely reports to your supervisor of any mechanical problems observed.

### **8.5 WEAPONS POLICY**

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

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

### **8.6 SMOKE & NICOTINE POLICY**

Muhlenberg College is a smoke & nicotine free work place. Click [here](#) for the full policy.

### **8.7 BLOODBORNE PATHOGEN POLICY**

Employees who may be exposed to potentially infectious materials in the course of their regular duties will be required to complete regular training on the proper handling of these situations. The full policy may be viewed [here](#).



## **GLOSSARY**

### **ANNIVERSARY MONTH**

Your anniversary month is determined by your starting date with the College. If you started on the first through the fifteenth of the month, the month you started is your anniversary month. If you started work after the fifteenth of a month, the following month is your anniversary month. For example, if you started your employment with the College on August 3, then August is your anniversary month. If you started on August 18, then September is your anniversary month.

### **ANNIVERSARY YEAR**

The time between your anniversary month in one year and your anniversary month in the next year. For example, if your anniversary month is August, one anniversary year would be from August 1, of the current year to July 31, of the following year. You earn vacation and sick leave credits during each anniversary year. A total of one year's vacation eligibility may be carried forward into the next anniversary year.

### **ANNUAL HOURS ASSIGNMENT (AHA)**

The number of hours budgeted and authorized for a position in a fiscal year.

- \* A full-time Plant Operations employee has an AHA of 2080 hours a year.
- \*\* Many full-time Staff Associates have an AHA of 1755 hours a year or 1820 hours a year.

### **AVERAGE WORK DAY**

For biweekly employees, the Annual Hours Assignment divided by 260. 260 is five days a week times 52 weeks a year. The average work day is the average number of hours an employee is appointed to work per day over a 52 week period. Average Work Day is used to determine benefits such as vacation and sick leave accumulations for some employees.

### **APPOINTMENT LETTER**

The letter the Human Resources Office sends to new employees outlining, pay, benefits, and other conditions of employment. Also the letter sent annually to each administrative staff and service personnel employee indicating changes in pay or benefits for the next year if the employee continues employment with the College.

### **AT WILL EMPLOYMENT RELATIONSHIP**

The relationship between the College and an employee which permits the employee and/or the College to end the employment relationship with or without notice, with or without cause.

### **COBRA**

The Consolidated Omnibus Budget Reconciliation Act of 1986. This federal law required the College to offer continuing enrollment in health benefit plans to employees leaving the College and/or to dependents under certain conditions (e.g., divorce, full-time student graduates from College, etc.)

### **CONTRACT EMPLOYEE**

An employee who enters a signed and contracted relationship of employment with the President for a specific term. This term applies to faculty.

### **EMPLOYEE**

Throughout this handbook, the word "employee" refers to administrative staff and service personnel employees who are non-exempt employees covered under the hourly pay section of the Fair Labor Standards Act.

**INTRODUCTORY STATUS**

A period of 90 occurring immediately following employment or reassignment to introduce the employee to the College and/or the new position. May be extended for an additional 90 days upon supervisory recommendation and Human Resources approval.

**MEDICAL LEAVE**

A period when an employee is not working because of illness or injury after exhausting all sick leave and vacation benefits. The employee is responsible for requesting continued health benefits coverage through the Human Resources Office and must pay the full premium cost during an unpaid medical leave.

**NON-CONTRACT EMPLOYEE**

An employee who is employed in an at will relationship with no assurance of a specific length of employment. This category includes non-exempt employees and administrative managers.

**NON-EXEMPT EMPLOYEE**

An employee who is covered by the Fair Labor Standards Act and receives overtime pay for work performed in excess of 40 hours per week. This includes Administrative staff, Plant Operations and Campus Safety & Security staff.

**NON-PAY STATUS**

A pay period during which an employee receives no pay. In most instances, during such a period the employee is responsible for 100% of the cost of continuing benefits premiums. This includes the cost the College usually pays during a period of active employment.

**PAY CREDIT**

Sick leave, vacation or other accrued credits for which an employee may be paid as these types of days are used.

**PAY STATUS**

A pay period during which an employee receives pay for any reason, including vacation, sick leave, holiday, etc.

**POLICY**

Guidelines for decision making which ensure consistency with overall plans and goals.

**PROCEDURE**

A defined set of steps or required actions.

**REGULAR STATUS**

The status of an at-will employee following a satisfactory introductory period of employment. Accrued vacation days begin to be available for use after attaining regular status.

**RULE**

A requirement for certain action or restraint from action.

**REGULATION**

A legal requirement.

**SEPARATION LETTER**

A letter detailing terms, dates, and benefits when employment ends.

**SICK LEAVE CREDIT**

A day (or Average Work Day) added to an employee's sick leave bank. Each employee earns 10 sick leave credits per year.

**SUPPLEMENTAL RETIREMENT ANNUITIES**

Additional voluntary accounts that employees may use to set aside extra money for retirement beyond the funds contributed by the College.

**TEMPORARY EMPLOYEE**

A person appointed to a position for a specified period, normally no more than six months. No benefits, including paid leaves, are available to temporary employees.

\* Refers to Plant Operations employees

\*\* Refers to Administrative staff