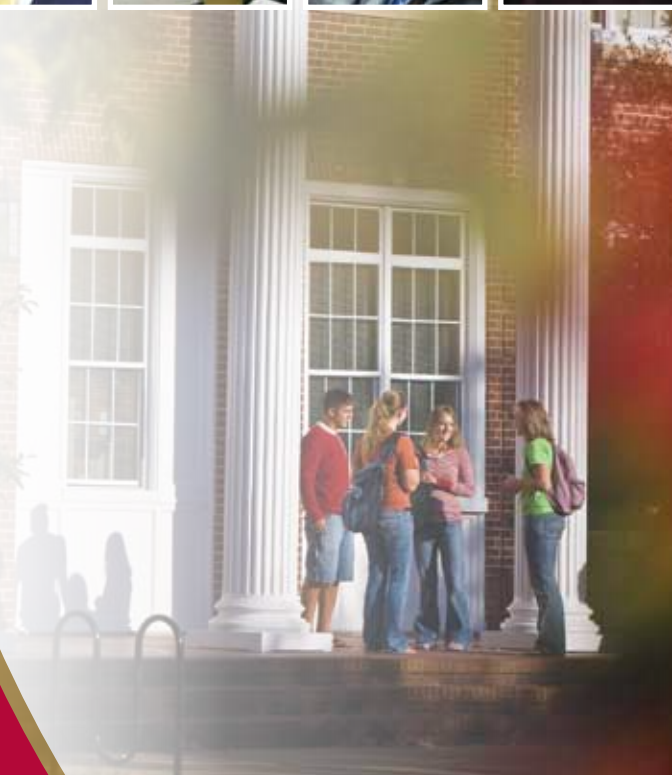




BRIDGEWATER
COLLEGE

Employee Handbook 2012



Employee Handbook



Welcome to Bridgewater College. This handbook has been developed to help you become familiar with Bridgewater College regarding the organizational structure of the College and its employment policies and procedures. This handbook is provided for guidance only.

Neither this handbook, nor any of the policies and procedures contained or referenced herein creates a contract between the College and its employees. Unless an employee has entered into an agreement expressly creating a contract of employment with the College, the employment is at-will, meaning that either the employee or the College can terminate the employment relationship at any time and for any reason. The provisions of this handbook are subject to change at any time. All decisions by the College as to the interpretation of such policies and procedures will be final and binding for all employees concerned.

Each department may have additional personnel policies and procedures specific to that department to supplement the information in the Employee Handbook.

The College also has a Faculty Handbook, with policies that relate specifically to members of the faculty, which are in addition to the policies in this handbook. To the extent that a policy in this handbook as applied to a member of the faculty directly conflicts with a policy in the Faculty Handbook, the policy in the Faculty Handbook shall control.

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Mission Statement

The mission of Bridgewater College is to educate and develop the whole person. Our graduates will be equipped to become leaders, living ethical, healthy, and useful and fulfilling lives with a strong sense of personal accountability and civic responsibility. This mission is carried out in a learning community, with Christian values, high standards of integrity and excellence, affirming and challenging each member.

1.0 Employment

This section of the Handbook explains procedures for background checks, time cards, performance evaluations and compensation. It also covers Equal Opportunity and other matters related to your employment at Bridgewater College.

1.1 Definition of Fulltime Employment

The College defines fulltime employment for staff employees as working a minimum of 30 hours per week or 1,560 hours per year. The College defines fulltime employment for faculty as teaching 24 credit hours per academic year. Employees must maintain the minimum number of hours in order to be eligible for benefits on a continuing basis.

1.2 Background Checks

It is the College's responsibility to provide a safe campus environment for its students and employees. The College reserves the right to conduct a background investigation of all applicants selected for any position at the College including staff, faculty, adjuncts and temporary positions. Job offers made are contingent upon the results of this investigation. All applicants for employment with the College are required to sign an authorization form giving Bridgewater College permission to conduct a background investigation, as described below.

The College will conduct and utilize these background investigations as they relate to the fitness for duty for a particular position, in accordance with the law. A relevant job-related conviction is grounds for termination of employment or non-selection of an applicant. Falsification of application materials, including failure to disclose misdemeanor or felony convictions, is grounds for termination of employment or non-selection of an applicant, or if discovered subsequent to employment, will be grounds for immediate dismissal.

The background investigation could include, but is not limited to, the following:

- **Employment Verification** of prior employment.
- **Education Verification** of post secondary degrees.
- **Social Security Tracer** of the individual's social security number, to include when and where and to whom the number was issued.

- **Criminal History Check & National Sex Offender Registry**, which will include the details of all felony/misdemeanor arrests and charges, along with disposition of each.
- **Motor Vehicle Check** of the individual's driving record.
- **Credit History Report** of the individual's credit history in accordance with the Fair Credit Reporting Act.

1.3 Personnel Files

Personnel Files are the exclusive property of the College and will not be released in part or in total to any persons or agencies unless properly subpoenaed.

An active employee may review information in his or her file maintained by the Office of Human Resources, but the employee may not remove information from the file.

Personnel files will not be removed from the Human Resources office area without authorization from the Director of Human Resources.

1.4 Equal Opportunity

In accordance with all federal, state and local laws, it is the policy of the College not to discriminate against any employee or applicant for employment in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, or other aspects of employment on the basis of race, color, religion, sex, national or ethnic origin, age, disability, veteran's status or any other prohibited factor. Employees are urged to inform any Vice President of any violations of this Equal Opportunity Policy.

1.5 Personal Information Changes

It is important that the personal information in your file is accurate at all times. You are responsible for notifying Human Resources in writing of any changes of address, telephone number, name, marital status, or person to be notified in an emergency.

Changes in name and the number of dependents claimed for health insurance or state and federal income tax purposes require completion of forms, which are available in the Human Resources Office or on the HR website. <http://www.bridgewater.edu/FacultyAndStaff/HumanResources>.

1.6 Time and Attendance

To insure that you will be properly paid for hours worked, all hourly and non-exempt employees must complete either a manual or electronic timecard. All timecards must be completed and approved by 12:00 noon on the Monday following the end of a pay period.

Time cards are personal and must be used by the employee only. Recording the work of another employee, allowing any other employee to record your work time, or allowing falsification of any time card, whether your own or another employee's is grounds for

immediate discharge. Any question regarding hours recorded should be brought to the attention of your department director or Human Resources.

Fulltime employees who work less than the minimum hours required for benefit eligibility, must use their accrued PTO time, if available, to bring them up to the required amount for the applicable pay period.

1.7 Pay Day

Employees will be paid every two weeks on Friday, immediately following the end of the pay period. Pay advices are available on line through Web Advisor. Pay advances are not permitted.

1.8 Payroll Deductions

State and federal regulations require that certain deductions be made from earnings, such as income tax and social security (FICA) tax. Federal regulations require the acceptance of garnishments. Additional deductions, such as health insurance and retirement, are made only with the employee's written authorization.

1.9 Performance Evaluation

Annual performance evaluations are prepared for the personal growth of the employee and for identifying areas of achievement, the need for improvement, problems, and for setting goals and objectives for the coming year.

1.10 Resignation, Retirement and Termination

RESIGNATION

When an employee (who has not entered into a written contract of employment with the College) resigns from the College, he or she must notify the Director of Human Resources and his or her immediate supervisor of his or her departure in writing. Employees must also return property belonging to the College, and complete benefits processing. It is expected that non-exempt employees who leave the College will provide the College with at least two weeks notice of their departure. Exempt employees are expected to provide the College with four weeks or more notice when possible. An employee's actual termination date must be the last day worked and cannot be extended by use of Paid Time Off (PTO) and PTO may not be used in lieu of the notice requirement. Employees will be paid for a maximum of 5 days of accrued PTO if the departure notice as described above is given.

Employees are responsible for returning items in their possession or control that are the property of the College. All College property must be returned by employees on or before their last day of work. With the employee's signed authorization, consistent with

Virginia law, the College may withhold from the employee's final paycheck the cost of any items that are not returned when required and the balance of outstanding College charge accounts. The College may also take all action deemed appropriate to recover or protect its property. The College will disable an employee's network accounts on his or her last day of work, and e-mail accounts on or before one month after the last day of work. The appropriate Vice President must approve any extensions of email accounts for former employees.

RETIREMENT

When an employee is planning to retire from the College, he or she must notify the Director of Human Resources and his or her immediate supervisor at least 6 months prior to his or her anticipated retirement date. The definition of a retiree is *"an employee who is actively at work on the day prior to retirement, and meets both a minimum age of 55 years and has a minimum of 10 years of continuous service and the sum of the Employee's age and years of service is at least 70."* If proper notice is given, the employee will be allowed to use up to 15 days of accrued PTO during the 6 month notice period.

TERMINATION

Employees whose performance is unsatisfactory due to a lack of ability or a failure to fulfill the principal requirements of the position will be notified of the problem by the immediate supervisor. The supervisor will work with the employee to insure understanding of the job requirements, discuss problem areas, provide specific recommendations for improvement, and establish the period of time in which improvements must be made. Failure to meet the performance standards will result in termination.

1.11 Work Week

Under federal law, the College must pay overtime to employees who work over 40 hours per week. However, the law exempts certain kinds of employees (such as executives, professionals, and administrative personnel) from overtime requirements if they are paid a prescribed minimum salary and meet criteria established by the U.S. Department of Labor. At the College, exempt employees are generally faculty and staff personnel who often have supervisory responsibilities and/or whose work requires discretion and independent judgment. These positions are understood to sometimes require more than a 40-hour work week and can involve work on holidays and weekends. Time records are not required of exempt employees.

Fulltime non-faculty employees normally work 8:00 a.m. to 4:30 p.m., Monday through Friday with an hour break for lunch. Other work schedules may be designated for certain employees.

Hourly employees are paid one and one-half times their regular hourly rate for hours worked in a work week (Saturday through Friday) in excess of 40 hours. Only actual hours worked are calculated in the 40-hour work week for overtime purposes. It is permissible

to grant compensatory time off to non-exempt employees in order to ensure total hours do not exceed 40 in any work week, but the compensatory time off must be taken during the same work week. Compensatory hours off cannot be carried forward into a following week, or “banked” for extended holidays. All non-exempt employees must record their actual time worked.

Overtime is reserved for peak periods, special projects and emergencies. When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled and/or required to work overtime. All overtime must be authorized in advance by the employee’s supervisor. Working overtime without prior authorization may result in disciplinary action.

1.12 Work Breaks

During the workday, an employee may be allowed a 10-minute rest period every 4 hours if workload permits. Work breaks are not mandatory and may not be accumulated.

1.13 Outside Employment

It is necessary that the College make every effort to ensure that outside employment does not lead to a conflict of interest, have the potential of discrediting the College, or affect an employee’s job performance while working for the College.

Employees who desire to hold a second job should notify their immediate supervisor of the nature of the job and the required working hours. The supervisor will review the information and, if necessary, discuss it with the appropriate Vice President. If the second job is deemed inappropriate or a conflict of interest, the supervisor will notify the employee in writing, with a copy sent to the Department of Human Resources for inclusion in the employee’s personnel file. If an employee has been notified that the second job is unacceptable by the College and continues to hold the job, the employee may be subject to disciplinary action up to and including dismissal. The work schedule of the second job may never overlap with the employee’s work schedule at the College.

1.14 Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) prohibits discrimination against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment. A “qualified individual with a disability” is an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

If an applicant or current employee meets the definition “qualified individual with a disability” Bridgewater College must and will provide reasonable accommodation unless rea-

sonable accommodation presents an undue hardship (as defined by ADA). The employee is responsible for requesting accommodation and for providing medical documentation to assist in understanding the nature of the employee's disability and the accommodations sought.

1.15 Employment of Relatives

Without written authority of the President, no employee will serve in a supervisory capacity over a close relative, dependent or spouse. For the purpose of this policy, "close relative" means father, mother, brother, sister, parents-in-law, son/daughter-in-law, brother/sister-in-law, grandparent, grandchild, aunt, uncle, niece, nephew or children of the employee or of the spouse.

Unless authorized in writing by the President, no employee will initiate, participate in, or exercise any influence over departmental decisions involving a direct benefit to a close relative, dependent or spouse. Such benefits include promotion, tenure and salary.

As to temporary or seasonal employment (e.g., summer employment), children of employees are encouraged, and looked at favorably, to apply for employment; however, as stated above, an employee cannot serve in a direct supervisory capacity over his/her child.

2.0 Conduct

Bridgewater College employees are to comply with all applicable law, regulations, and College policies. BC expects its employees to conduct themselves according to the highest professional standards at all times. This section of the handbook details the College's policies concerning confidentiality. It outlines the problem-solving procedure for work-related concerns and disciplinary action for violations of conduct.

2.1 Confidential Information

All employees have a responsibility to safeguard the privacy of both employees and students and to protect the confidentiality of private information. Additionally, all employees must work to assure the confidentiality of human resources, payroll, fiscal, research, computer systems and management information.

Your failure to protect the confidentiality of such information can result in legal action initiated against both you and the College, and may cause your immediate dismissal from the College.

2.2 Conflict of Interest

PURPOSE

College employees, including both faculty and staff, shall refrain from accepting gifts or favors of significant monetary value (\$50 or more), or engaging in private business or pro-

professional activities where there is or would appear to be a conflict between the individual's private interests and the interests of the College.

CONFLICT OF INTEREST

A conflict of interest exists when a College employee has a relationship or engages in an activity that impairs or adversely influences his or her judgment with respect to policies promoting the best interest of the College and the public good, or that impairs or adversely influences the performance of his or her duties to the College.

A conflict of interest exists when a person benefits financially, either directly or indirectly, from his or her employment or appointment by the College excluding compensation and financial benefits paid or granted by the College.

DISCLOSURE

In any case where a conflict of interest exists or the appearance of a conflict of interest may exist, it shall be the duty of College employee to disclose his or her interest. The employee must reveal any interest in the organization or entity that may benefit from the employee's association with the College, including any such beneficial interest a member of the employee's immediate family may have because of the employee's association with the College.

An employee who perceives the existence of a conflict of interest shall not attempt to resolve the conflict or determine that the external benefits will not adversely affect the College, but shall make a full disclosure of the facts, circumstances, relationships, and transactions as follows:

1. Vice Presidents shall report to the President;
2. Faculty members shall report to the Vice President and Dean for Academic Affairs;
3. Other employees shall report to their immediate supervisors, who shall keep the appropriate Directors and Vice Presidents of the College currently informed.

Reports shall be made promptly, and at the discretion of the person receiving the report, a written and signed report may be required.

In addition to the reports described above, designated employees – deemed to hold positions with a higher risk of encountering potential conflicts of interest – will be required to sign annual disclosure forms identifying any potential conflicts, or indicating the absence of any known conflicts. The Director of Human Resources is responsible for obtaining these annual disclosures. The list of designated employees and their disclosures will be reviewed on an annual basis by the Administration of the College.

EXAMPLES OF SITUATIONS THAT MAY BE CONFLICTS OF INTEREST

Examples of potential conflicts of interest include, but are not limited to, the following circumstances:

1. Certain types of outside employment or offers of outside employment involving assignments that have the potential to compromise the employee's position with the College;
2. Performing work for clients for pay when the work in question falls within the regular assignment of the employee;
3. Consulting relationships involving activities with the potential to compromise the employee's position with the College;
4. Financial interests in companies and other kinds of organizations doing business with the College;
5. Financial gain to the employee or employee's family members that results from employee's involvement in College decisions;
6. Accepting gifts (including sporting event tickets, trips and meals) reasonably expected to cost more than \$50 from vendors or potential vendors.

RESTRAINT ON PARTICIPATION

Staff members covered by this policy are encouraged to avoid relationships and transactions that constitute a conflict of interest. When such situations cannot be avoided, the employees involved shall refrain from participating in consideration of the transaction affected by the conflict of interest, unless under special circumstances the College determines that their participation is imperative for the welfare of the College and the public good. If such a waiver is indicated, it shall be in writing and signed by the Vice President or President making the determination, and a copy of the waiver shall be provided to the Chair of the Board of Trustees.

2.3 Personal Relationships

The mission of Bridgewater College states that the education and development of students is to be carried out in a community with Christian values and high standards of integrity. In addition, the College is guided by legal and ethical principles that instruct the College to maintain employee-student relations and employee-employee relations that are free from the appearance of compromising conflicts of interest, or of coercion, favoritism or bias. Bridgewater College expects its faculty and staff to lead by example and exercise good judgment in all decision-making, including those involving relationships with students and coworkers.

On the basis of these values and principles, College employees may not engage in personal relationships in the following circumstances (for purposes of this policy, a "personal relationship" includes, but is not limited to, the following activities: dating, romantic involvement, or sharing the same household or living together):

1. Personal relationships between a married person and an unmarried person, or

between two married persons who are not married to each other. (“Married person” does not include persons legally separated.)

2. Personal relationships between any employee and a student.
3. Personal relationships between employees where one employee is a subordinate within the same department of the other.

Whenever these circumstances occur or are foreseen, the employee should promptly report them to his/her supervisor who will take appropriate steps to insure unbiased supervision or evaluation of the student or employee, if applicable. Further, if at the beginning of employment with the College the employee is already involved in a personal relationship with a student, the employee must disclose this to the College so that appropriate steps can be taken.

Any member of the College community who believes he/she is adversely affected by a violation of this policy such that he/she is being unlawfully discriminated against or sexually harassed should follow the complaint procedure set forth in the Problem Solving Policy. Any member of the College community who believes he/she is adversely affected by a violation of this policy but does not claim to be the subject of unlawful discrimination or sexual harassment as a result thereof may follow the grievance procedure. Employees who violate this policy may be subject to disciplinary actions.

This policy is not intended as a complete statement of those relationships that may so contradict the mission and values of the College that an employee’s status with the College might be jeopardized. Conversely, the College may choose not to apply this policy to a relationship enumerated above if it reasonably determines that the relationship does not conflict with the College’s mission and values.

2.4 Problem Solving/Appeal Procedure

The College recognizes that employment problems will occasionally arise. It is usually in the best interest of both the College and the employee to resolve such problems as soon as possible at the lowest possible administrative level. In order that employees may be assured fairness in the consideration of such problems, a process of appeal and review, without prejudice, to higher levels of authority has been established. Employee problems or concerns regarding College rules or regulations, terms and conditions of employment, working conditions, personnel practices, and the application of personnel policies should be addressed according to the procedures set forth below. Grievances relating to unlawful discrimination or sexual harassment follow the procedures described in Section 2.8 of this handbook. These grievance procedures are not available to employees whose employment with the College has been terminated.

1. The employee should first attempt to resolve his/her grievance informally by discussing it with the employee’s immediate supervisor. It is anticipated that satisfactory resolution can usually be achieved at that level.

If the matter is not resolved to the employee's satisfaction a description of the problem should be submitted in writing to the employee's immediate supervisor.

The written grievance should include an explanation of the problem, a listing of the facts relevant to it, a summary of any action or attempted resolution undertaken by the employee, and a description of the desired resolution. The grievance must be presented to the immediate supervisor within fifteen (15) days of the occurrence of the problem. The supervisor will respond in writing to the employee, normally within ten (10) working days after receiving the written grievance.

For a faculty member, the written grievance should be submitted to the chair of his/her department. However, if the grievance involves the department chair, or the grievant is the chair, the written grievance should be submitted to the Vice President and Dean for Academic Affairs.

2. If the matter is not resolved satisfactorily at the first level of review, the employee may take the grievance to a second level of review. The second level of review will be the director, dean or vice president next above the employee's immediate supervisor. The grievance must be submitted in writing within five (5) working days of the immediate supervisor's response. The second level administrator will respond in writing to the employee, normally within ten (10) working days.

Notwithstanding the foregoing, for a faculty whose first level of review, as described above, is the Vice President and Dean for Academic Affairs, the second level of review is the President or his designee. Likewise, for non-faculty employee whose immediate supervisor is a vice president, the second level of review is the President or his designee.

3. If at the end of a second level review the employee has not reached the vice-presidential level, the employee may request the vice president responsible for the employee's administrative area to review the employee's grievance. Whether to accept such request and review the complaint is within the sole discretion of the vice president. If reviewed, the vice president will respond in writing to the employee, normally within ten (10) working days.

2.5 Disciplinary Action

General rules of conduct for all employees must be followed. Depending on the violation, these general steps of disciplinary action may result:

1. Documented verbal warning
2. Written warning (may include suspension)
3. Termination

Although the College tries to exercise progressive discipline, there are occasions and cir-

cumstances when immediate termination, with no prior warning, is imposed. Exceptions to or acceleration of the progressive steps are at the discretion of the College. This policy does not affect the “at-will” employment status of each employee.

Certain violations of conduct may be cause for immediate dismissal. These causes for dismissal include, *but are not limited to*, the following:

1. Breach of employee/student confidentiality
2. Insubordination
3. Theft
4. Improper or illegal use of, possession of, or distribution of harmful drugs, including alcohol and narcotics
5. Falsification of employment application forms or other College records including altering or falsifying one’s own or someone else’s time card
6. Purposely destroying College property
7. Verbal, physical or inconsiderate treatment of students, faculty or staff
8. Sleeping on duty or gambling on College premises
9. Absent for three consecutive scheduled working days without notification or failure to return from authorized leave of absence within three days
10. Failure to comply with verbal or written instructions, policies or procedures
11. Unauthorized possession of firearms or other weapons on College premises
12. Sexual or racial harassment
13. Fighting and other serious misconduct
14. Excessive absenteeism

2.6 Personal Business

Employees should not conduct personal business on College time or with College resources. For non-faculty staff, personal appointments, meetings, etc., should be planned for times other than regular office hours, if possible. If time is taken during the regular working day, either earned compensatory time should be used within the same work week (supported by records shared with the supervisor) or the employee will have the appropriate compensation deducted. All such absences must be approved by his or her supervisor in advance.

2.7 Proper Dress

All employees should be neat, well groomed, and dressed in a manner that reflects good taste. Employees assigned to the Physical Plant are expected to wear the appropriate

uniform (except managers and clerical staff). The cost of replacing lost or misplaced uniforms is the responsibility of the employee. Upon termination of employment, all issued uniforms are to be returned.

2.8 Policy on Prohibited Discrimination and Harassment

Bridgewater College is a community based on trust and respect for others. The quality of its life, academic and social, is shaped by the guiding principle of civility, and every member of the community is entitled to expect civil behavior from all other members. Students, faculty and staff have the right to be free from prohibited discrimination and harassment within the College community. Specifically, the College prohibits discrimination, including harassment, on the basis of race, color, religion, national or ethnic origin, sex, age, disability, or veteran's status in its educational programs and activities and with regard to employment. Such conduct violates not only College policy, but may also violate state and federal law.

Unwelcome verbal or physical conduct toward a member of the College community may constitute prohibited harassment, depending on the circumstances of each case. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature or on the basis of gender may constitute prohibited sexual harassment, depending on the circumstances of each case. Whether sexual or non-sexual, such conduct constitutes prohibited harassment: 1) if the conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or of creating an intimidating, hostile or offensive work or academic environment; 2) if submission to such conduct is an implicit or explicit condition of employment or academic success; or 3) if submission to or rejection of such conduct is used as the basis for an employment or academic decision.

Any employee who believes herself or himself to be the object of prohibited discrimination or harassment by a member of the faculty or staff should consult with the Director of Human Resources or one of the designated officers listed below responsible for enforcement of the College's policy. The designated officer will provide that person with information concerning Bridgewater's policy and procedures for dealing with formal complaints or prohibited discrimination and harassment.

Dr. Carol A. Scheppard, Vice President & Dean for Academic Affairs
(540) 828-5607, cscheppa@bridgewater.edu

Anne B. Keeler, Vice President for Finance
(540) 828-5470, akeeler@bridgewater.edu

Roy W. Ferguson, Jr., Executive Vice President
(540)828-5307, rferguso@bridgewater.edu

Reginald A. Webb, Vice President for Enrollment Management
(540)828-8014, rwebb@bridgewater.edu

Bruce D. Smith, Jr., Vice President for Institutional Advancement
(540) 828-5450, bdsmith@bridgewater.edu

Victoria L. Ingram, Director of Human Resources
(540) 828-5393, vingram@bridgewater.edu

No employee will be disciplined or otherwise retaliated against for identifying such discrimination or harassment. It is important to inform the College; we cannot remedy the situation if we are unaware that a problem exists. Confidentiality will be maintained to the extent possible without jeopardizing a full investigation of the complaint.

2.9 Tobacco Use

Because of the known health risks associated with the use of tobacco, smoking and the use of other tobacco products, including smokeless tobacco, are prohibited in all campus buildings and all College-owned vehicles by all members of the campus community, including employees, and is not permitted within 25 feet of any campus building. All tobacco materials, including cigarette butts, matches, and tobacco residue, must be disposed of in appropriate waste containers.

2.10 Policy and Rules on Alcohol and Drugs

As a recipient of federal aid and federal grants, the College must certify under the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989 that it will take certain steps to provide a drug-free workplace. Unlawfully possessing, being under the influence of, using, distributing, dispensing, or manufacturing alcohol or illegal or controlled substances is prohibited on College property, in College vehicles, while conducting College business, or as a part of College activities. Any employee who is convicted for any drug statute violation must notify his or her supervisor within five days of the conviction. The College will take appropriate action against an employee who violated any part of this workplace rule, up to and including termination and referral for prosecution, which is in the best interest of the College and in accordance with the Drug-Free Workplace Act. Employees not terminated may be required to satisfactorily participate in an approved drug abuse assistance or rehabilitation program.

In accordance with the Drug-Free Schools and Communities Act of 1989, the College will distribute to employees annually, information on applicable legal sanctions and health risks associated with the unlawful possession or distribution of alcohol or illegal drugs, and a description of drug and alcohol treatment programs available to members of the College community.

Separate from the legal requirements, the College is concerned with the health and well being of members of the College community. Employees may contact the Director of Human Resources, in confidence, for referrals or information regarding available and appropriate substance abuse counseling, treatment and rehabilitation programs.

In furtherance of its commitment to a safe workplace and safe learning environment, the College reserves the right to require testing of employees for alcohol (including medications containing alcohol) or illegal or controlled substances, on a random basis and/or on the basis of reasonable suspicion.

2.11 Use of College Equipment

During the course of employment, employees may have the use of College-owned equipment, such as offices, keys, desks, chairs, computers, computer software, telephones, fax machines, copy machines, email, Internet access and network accounts. The College has the right of access to all of its assets, equipment, offices, buildings, and machines. The duplication of keys to any College-owned property is prohibited.

Employees do not have a privacy interest in College material, equipment or assets including any communication sent or received over College e-mail or the websites they visit on Internet via College access. Employees have a responsibility to use College equipment in a careful, professional manner for work-related purposes. Inappropriate, careless, wrongful or improper use of College equipment, materials or assets, as well as an employee's failure to assist in an investigation of wrongful use will result in disciplinary action.

Employees shall use Facilities' property – including tools, equipment, vehicles, materials and supplies and Facilities' shops – only for College business, and may not use such property for personal or commercial benefit. Employees who violate this policy regarding the personal use of Facilities' property and resources are subject to appropriate disciplinary or corrective action, including dismissal.

Fleet Safety and Vehicle Use

The Facilities and Support Services (FSS) office is responsible for college vehicles. The college owns and leases fleet cars and vans and permits authorized drivers of the college community to operate these vehicles for the purpose of conducting college business. The Fleet Safety and Vehicle Use Policy, which includes procedures for reserving a vehicle and driver requirements, is available on the website.

2.12 Computer Use and File Sharing Policy

General Principles

Access to computer systems and networks owned by Bridgewater College, including information placed on or distributed through these systems and networks, imposes certain responsibilities and obligations on the user and is granted subject to College policies and local, state, and federal laws. Appropriate use is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.

Guidelines

In making appropriate use of resources you MUST:

- revise or remove material found to be in violation of these guidelines
- assume responsibility for materials on your personal web pages
- comply with local, state, and federal laws for materials made available on the Internet
- use copyrighted materials only with the prior approval by the copyright holder
- use resources only for appropriate purposes, such as, but not limited to, assignments given by instructors, college related work, communication (Inappropriate use is described in the section below)
- discontinue your use of a College computer for personal or recreational activities if no other resources are available for students to use for class assignments
- For example, if you are on Facebook and the computer lab is full, you should discontinue your use of a computer so one will be free for students who need to work on class assignments
- protect your username (user account) from unauthorized use; you are responsible for all activities under your username
- use only files and data that are you own, that are publicly available, or to which you have been given authorized access
- use only legal versions of copyrighted software in compliance with vendor license requirements
- be considerate in your use of shared resources and refrain from monopolizing systems, overloading networks with excessive data, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources

In making appropriate use of resources you MUST NOT:

- use another person's username and password at any time
- allow another person to use your user account
- access another person's files or data without permission
- use computer programs to decode passwords or access control information
- attempt to circumvent or subvert system security measures
- engage in any activity that might be harmful to computers or to any information stored on them, such as creating or propagating viruses, disrupting services, or damaging files
- use College systems for partisan political purposes, such as using electronic mail to circulate advertising for political candidates

- make or use illegal copies of copyrighted software or information, store such items on College systems, or transmit them over College networks
- use College resources to harass, intimidate, or otherwise annoy another person, for example by broadcasting unsolicited messages or sending unwanted mail
- use College resources to create personal web pages containing 1) pornography or 2) abusive and/or profane language
- use the College network to access or view pornographic material
- modify or abuse computing resources, for example, by intentionally placing a program in an endless loop or by printing excessive amounts of paper
- use the College's systems for personal gain, for example, by selling access to your user account or by performing work for profit in a manner not authorized by the College
- engage in any other activity that does not comply with the General Principles presented above

Enforcement

The College considers any violation of appropriate use principles or guidelines to be a serious offense and reserves the right to copy, examine, and remove any files or information resident on College systems allegedly related to inappropriate use. Students found in violation of these principles or guidelines may have some or all of their computer usage privileges suspended temporarily or permanently by the Director of Information Technology. The privilege of presenting material on the College web site can be revoked, with or without cause, at the College's discretion. Web pages found in non-compliance may be removed immediately by the Web Manager upon failure to revise web pages and conform to these guidelines.

Violators are also subject to disciplinary action or other sanctions as prescribed in the Eagle, the Employee Handbook and the Faculty Handbook. Offenders may also be prosecuted under laws including (but not limited to) the Privacy Protection Act of 1974, The Computer Fraud and Abuse Act of 1986, The Computer Virus Eradication Act of 1989, the Interstate Transportation of Stolen Property, The Virginia Computer Crimes Act, Electronic Communications Privacy Act, and the Telecommunications Act of 1996.

Resources include, but are not limited to, terminals, laptop computers, workstations, printers and other computer systems.

Access to Files on College Information Systems by System Administrators

College policy allow system administrators to view any files, including e-mail messages, in the course of an investigation under the following circumstances: When necessary to identify or diagnose systems or security vulnerabilities and problems, or otherwise preserve the integrity of the IT systems; when required by federal, state, or local law or administrative

rules; when there are reasonable grounds to believe that a violation of law or a breach of College policy may have taken place and access and inspection or monitoring may produce evidence related to the misconduct; when such access to IT Systems is required to carry out essential business functions of the College; or when required to preserve public health and safety. System administrators have as part of their jobs the authorization to do this and to treat any information on the system as confidential. A student is responsible for maintaining integrity of his or her computer files, computer printouts, and computer accounts. Computer files and passwords to computer accounts must remain confidential. Printouts from the computer must be collected promptly and kept private. They must not be left in computer labs or anywhere else where they might be seen or picked up by other students.

2.13 Weapons Policy

Bridgewater College is committed to providing a safe and secure learning and working environment for students, faculty, staff and visitors on all campus properties. The use, possession or storage of any firearm, dangerous weapon, explosive, or other dangerous article is prohibited on all properties owned, leased, or otherwise operated by Bridgewater College. This prohibition applies to a concealed weapon for which the carrier has a legal permit, as well as weapons in any College facility or within any parked vehicle on College property or the streets within or adjoining College property. Only sworn law enforcement officers duly authorized to carry weapons are excepted. Any person violating this policy will be subject to possible disciplinary action, including dismissal.

2.14 Reporting Misconduct (Whistleblower Policy)

Bridgewater College expects its employees to perform their duties in accordance with applicable laws and regulations, College policies, and high ethical standards. The College's internal controls and operating procedures are intended to detect and to prevent or deter fraudulent or dishonest conduct, and other violations of laws, regulations and College policies ("improper activities"). However, even the best systems of control cannot provide absolute safeguards against improper activities. Intentional and unintentional improper activities may occur. Examples of improper activities include, without limitation:

- Forgery or alteration of any documents
- Unauthorized alteration or manipulation of computer files
- Fraudulent financial reporting
- Pursuit of a benefit or advantage in violation of the College's Conflict of Interest Policy
- Misappropriation or misuse of College resources, including funds, supplies, or other assets

- Authorization or receipt of compensation for services not received or not performed, or hours not worked

The College has a responsibility to investigate and report to appropriate parties allegations of suspected improper activities and to report the actions taken by the College. All employees are encouraged to report possible improper activities to his/her immediate supervisor (or the Vice President and Dean for Academic Affairs, in the case of faculty). In the event the employee is uncomfortable reporting the matter to the supervisor, he/she may also contact the Vice President for Finance, or the Executive Vice President. A supervisor or department head who is informed of suspected improper activities will NOT contact the person suspected and will NOT discuss the matter with anyone other than the Vice President for Finance, or the Executive Vice President.

The College and its employees may not retaliate against an employee who, in good faith, reports suspected improper activities with the intent or effect of adversely affecting the terms and conditions of employment (including, without limitation, threats of physical harm, loss of job, punitive work assignments, impact on salary or wage). An employee who reports suspected improper activities and who believes that he/she has been retaliated against may file a written complaint with the Vice President for Finance or the Executive Vice President.

The College will use its best efforts to protect employees against retaliation. It cannot, however, guarantee confidentiality, and there is no such thing as “unofficial” or “off the record” reporting. The College will make every reasonable effort to keep the employee’s identity confidential, unless: (1) the person agrees to be identified; (2) identification is necessary to allow the College or law enforcement officials to investigate or respond effectively to the report; (3) identification is required by law; or (4) the person accused of improper activities is entitled to the information as a matter of legal right in disciplinary proceedings.

Questions regarding this policy should be directed to the Executive Vice President at (540) 828-5307 or rferguso@bridgewater.edu.

2.15 Intellectual Property

(Approved by the Executive Committee of the Bridgewater College Board of Trustees on August 11, 2010)

1. Policy Statement – The mission of Bridgewater College is to educate and develop the whole person. This mission is carried out in a learning community which encourages a spirit of intellectual inquiry among faculty, students and staff. The development of creative and scholarly research, works and inventions, known broadly as intellectual property, will be a natural outgrowth of such activities. The products of this scholarship may create rights and interests on behalf of the creator, author, inventor, sponsor and the College. The purpose of this policy is to support and reward scientific

research and scholarship, and help faculty, students and staff identify, protect, and administer intellectual property matters and define the rights and responsibilities of all involved.

2. Applicability – The policy applies to works created by all classifications of faculty, staff and students of the College, and to non-employees such as consultants and independent contractors who create works on behalf of the College, unless a written agreement exists to the contrary.

3. Identification of Intellectual Property

Intellectual Property shall consist of the following:

- (a) Copyrightable material produced from creative and scholarly activity, such as text (manuscripts, manuals, books, and articles); videos and motion pictures; music (sound recordings, lyrics, and scores); images (print, photographs, electronic, and art); and computer software (programs, databases, web pages, and courseware);
- (b) Patentable works such as patents (processes, machines, manufactures, or compositions of matter); devices; and software excluded from copyrighted materials;
- (c) Trademarked materials, such as words, names, symbols or logos, domain names, trade dress, and slogans or any combination of words which has been adopted by the College to identify itself and to distinguish itself and its sponsorship from others; and
- (d) Trade Secrets.

4. Ownership and Use

4.1 Patentable Intellectual Property

4.1.1 Responsibility for Disclosure of Patentable Intellectual Property. College personnel who alone or in association with other individuals or entities create or intend to create patentable subject matter with any use of College resources must disclose the matter and obtain prior authorization from the Vice President and Dean for Academic Affairs (or designee). Such disclosure shall be made when it can be reasonably concluded that a patentable subject matter has or will be created, and sufficiently in advance of any publications, presentation, or other public disclosure to allow time for possible action that protects rights to the intellectual property for the creator and the College. Creators are encouraged to seek the advice of the Vice President and Dean for Academic Affairs (or designee) in determining whether the subject matter is patentable or whether the College desires to pursue patenting the matter.

4.1.2 Determination of Rights to Patentable Subject Matter. Except as set forth below, the creator of patentable intellectual property shall retain his/her rights, and the College shall not assert ownership rights. The College will assert ownership rights to patentable intellectual property developed under any of the following circumstances:

- (a) Development was funded as part of an externally sponsored research program or pursuant to an agreement which allocates rights to the College.
- (b) Development required significant use of College resources or more than minimal use of College personnel. Participation of students that influences development of the patentable subject matter constitutes significant use of College resources.
- (c) The creator was assigned, directed, or specifically funded by the College to develop the material.
- (d) Material was developed by administrators or other non-faculty employees in the course of employment duties and constitutes “work for hire” under U.S. law (e.g., the College’s website, alumni bulletins, admission materials, fundraising materials, catalogs and magazines).

4.2 Other Intellectual Property

4.2.1 Responsibility for Disclosure of Intellectual Property. Faculty are not obligated to disclose the creation of original works (other than patentable intellectual property), even when the work might have commercial value, unless it is created under conditions by which the College may assert ownership rights to Intellectual Property as described below, in which case the creator is responsible for timely disclosure. Faculty are encouraged to disclose any protectable material that has commercial value to the extent that they may wish assistance in copyright protection and marketing in exchange for profit sharing with the College. All disclosures should be made to the Vice President and Dean for Academic Affairs.

4.2.2 Determination of Rights to Intellectual Property. Except as set forth below, the creator of Intellectual Property (other than patentable intellectual property) shall retain his/her rights, and the College shall not assert ownership rights. However, creators will grant the College a non-exclusive, royalty-free, perpetual license to use the Intellectual Property for internal instructional, educational and administrative purposes, including, without limitation, for satisfying requests of accreditation agencies for faculty-authorized syllabi and course descriptions and materials. The College may assert ownership rights to Intellectual Property developed under the following circumstances:

- (a) Development was funded as part of an externally sponsored research program or pursuant to an agreement which allocates rights to the College.
- (b) Development required significant use of College resources or more than minimal use of College personnel. Participation of students that influences development of the work constitutes significant use of College resources. Prominent use of the Bridgewater College name or any image, trademark or logo of Bridgewater College also constitutes significant use of College resources.
- (c) A faculty member was assigned, directed, or specifically funded by the College to

develop the material.

- (d) Material was developed by administrators or other non-faculty employees in the course of employment duties and constitutes “work for hire” under U.S. law (e.g., the College’s website, alumni bulletins, admission materials, fundraising materials, catalogs and magazines).

4.3 Intellectual Property Developed Under Sponsored Research Agreements

Ownership of Intellectual Property developed pursuant to an agreement with any sponsor will be governed by the provisions of that agreement. Sponsored research programs funded by private sponsors will generally provide for the College to retain title to all intellectual property that arises in the course of the research program with the sponsor retaining an option to acquire commercialization rights through a separate license agreement. Government and nonprofit sponsors generally allow rights to intellectual property that arises from the research program to vest with the College, subject to certain retained rights held by the federal government.

5. Administration

5.1 General. This policy shall be administered by the Vice President and Dean for Academic Affairs, who shall determine and interpret its terms and provisions.

5.2 Intellectual Property Review Committee. In implementing this policy, there shall be a standing Intellectual Property Review Committee whose functions shall include:

- (1) reviewing policy provisions from time to time, as needed, with recommendations for change or amendments to the Vice President and Dean for Academic Affairs;
- (2) serving as a non-binding advisory body in the case of any dispute relating to this policy; and
- (3) reviewing other issues as requested by the Vice President and Dean for Academic Affairs. The Committee shall consist of two (2) faculty members appointed by the Vice President and Dean for Academic Affairs, the Director of Library Services, the Chief Information Officer, and the Director of Budget and Analysis.

5.3 Dispute Resolution. In the event the creator of Intellectual Property objects in writing to a determination of the Vice President and Dean for Academic Affairs, the creator and the Vice President and Dean for Academic Affairs will provide all relevant information to the President. The President, or the President’s designee, is hereby empowered and authorized, after reviewing the circumstances of the case and considering the desirability of asserting the College’s interests, to accept or reject the determination of the Vice President and Dean for Academic Affairs. The President shall then provide the creator and the Vice President and Dean for Academic Affairs with the President’s final and binding written determination.

5.4 Changes to Policy. The College reserves the right to change this policy from time to time. In addition to the Board of Trustees, the President has the authority to change

this policy.

6. Use of Bridgewater Names/Logos

Faculty, staff, and students may, consistent with the College's Graphics Standard Manual, use the College's names, logos, and/or other marks where necessary to identify themselves on matters of official College business. Bridgewater names, logos, and other marks shall not be used for commercial purposes or by individuals or entities in a manner that implies College endorsement or responsibility for particular activities, products, or publications, or by any individual or group promoting itself, without the express written permission of the Vice President for College Relations or designee.

¹ "Significant use" of College resources requires resources of a degree or nature not routinely made available to all faculty. For example, providing a faculty member with his or her own dedicated lab space or significant materials specific to his or her research or extended IT support from a staff member would be considered significant use of College resources. However, ordinary use of computers or library resources or use of a departmental lab space that is available to all department members would not be considered significant use of College resources.

3.0 Benefits

Bridgewater College currently provides its employees with a comprehensive range of benefits to include paid time off (PTO), funeral leave, 403(b) retirement plan, health and dental benefits, optional life insurance, disability benefits and paid holidays. This section provides a summary description of the benefits offered. Complete explanation of benefits may be obtained from the Office of Human Resources.

3.1 Retirement Savings Plan

The retirement program for fulltime employees is provided and administered through the Teachers Insurance and Annuity Association (TIAA) and the College Retirement Equities Fund (CREF).

Employees are enrolled in the College's retirement plan on the first day of the month following the employee's date of hire. The College may contribute a designated amount to each employee's retirement plan, and provide a match to the employees' voluntary contributions to the plan up to a designated percentage of compensation. Employees can contribute up to the IRS dollar limit per calendar year. However, such contributions will not be matched by the College.

3.2 Health and Dental Insurance

All fulltime employees (which include those on nine and ten-month contracts provided they work fulltime during those nine/ten months) are eligible to participate in the health insurance programs offered by Bridgewater College as long as they enroll in accordance

with the IRS guidelines.

The allocation of funding between the College and the employee for health and dental benefits shall be determined by the College.

3.3 Flexible Spending Accounts

The College currently offers a Flexible Spending Account which is administered through a third party administrator. An FSA (also known as a Section 125 Plan or Cafeteria Plan) gives preferential tax treatment to three types of expenses currently paid “out-of-pocket” by employees: insurance premiums, childcare and medical/dental/vision care.

3.4 COBRA Continuation Coverage

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a “qualifying event.” Specific qualifying events are listed later in this section. COBRA continuation coverage must be offered to each person who is a “qualified beneficiary.” A qualified beneficiary is someone who will lose coverage under the Plan because of a qualifying event. Depending on the type of qualifying event, employees, spouses of employees, and dependent children of employees may be qualified beneficiaries. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay 100% of the premiums during the COBRA period.

If you are an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because either one of the following qualifying events happens:

1. Your hours of employment are reduced, or
2. Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because any of the following qualifying events happens:

1. Your spouse dies;
2. Your spouse’s hours of employment are reduced;
3. Your spouse’s employment ends for any reason other than his or her gross misconduct;
4. Your spouse becomes enrolled in Medicare (Part A, Part B, or both); or
5. You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they will lose coverage under the Plan because any of the following qualifying events happens:

1. The parent-employee dies;
2. The parent-employee’s hours of employment are reduced;
3. The parent-employee’s employment ends for any reason other than his or her gross

misconduct;

4. The parent-employee becomes enrolled in Medicare (Part A, Part B, or both);
5. The parents become divorced or legally separated; or
6. The child is no longer eligible for coverage under the plan as a “dependent child.”

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee or enrollment of the employee in Medicare (Part A, Part B, or both), the employee must notify the Plan Administrator of the qualifying event within 30 days of any of these events.

3.5 Life Insurance

All fulltime employees are eligible to participate in any life insurance programs offered by Bridgewater College.

The College’s current basic life and accidental death and dismemberment insurance plans provide life insurance coverage in the amount of \$50,000.

A voluntary life insurance product is also available to employees who choose to participate.

3.6 Disability Protection

SHORT TERM DISABILITY PAY

Short Term Disability Pay is a payroll practice of the College. It is not funded through insurance or contributions to a separate trust or fund and entitlement to it ends with an employee’s termination of employment.

Definition

Short term disability pay may be paid to a benefit-eligible staff member who cannot perform his/her normal work duties due to a serious, incapacitating health condition, defined for the purpose of this policy as an illness, injury, impairment, or physical or mental condition involving (a) inpatient care in a hospital, hospice or residential medical care facility, (b) continuing treatment by a health care provider, or (c) pregnancy.

Work-related injuries and illnesses covered under workers compensation are excluded from coverage under this short-term disability pay policy. Inability to work during recovery from surgery that is purely cosmetic, non-reconstructive and not medically necessary is also excluded from coverage under this short-term disability pay policy.

Eligibility

Fulltime employees are eligible for short-term disability pay beginning the first day of the month after they have reached their one-year anniversary of continuous service.

Description of Coverage

Following the elimination period (described below) and the exhaustion of all paid leave time, a benefit-eligible employee who cannot perform his/her normal work duties due to a serious, incapacitating health condition may receive short term disability pay, equal to 100% of his/her then-current salary, until he/she becomes eligible for long term disability benefits under the long term disability coverage offered by the College, provided, however, that the period of short term disability pay shall not exceed a maximum of 45 work days.

The period of pay and benefits continuation begins after an elimination period of twenty work days, during which the employee was normally scheduled to work, is satisfied. If the employee has accrued PTO and/or Floating Holiday time, it must be exhausted before short-term disability pay begins. Paid leave is used both during and after the elimination period until exhausted. In instances where the employee does not have enough paid leave to satisfy the elimination period, the employee will not be paid during this time. If paid leave exceeds the elimination period, the maximum period of short term disability pay is reduced.

Example: A benefit-eligible employee has 25 days of available paid leave (23 days PTO and 2 Floating Holidays) with an elimination period beginning Monday, June 6. The employee's elimination period will end on Friday, July 1. Paid leave must be used until exhausted on Friday, July 8 and short term disability pay commences on Monday, July 11 and can last until Friday, September 2 (65 days starting June 6).

If the same or related condition produces additional periods of disability after an employee returns from an approved short-term disability leave, the original date of disability will be used to calculate any additional benefits due, as long as the additional period of disability occurs within six consecutive months of the original disability. However, each disability resulting from a new cause will be considered separately and must satisfy a new elimination period.

Medical leave resulting from pregnancy shall entitle employees to leave for up to six weeks in the case of a normal delivery or the length of time determined to be medically necessary as certified by the employee's physician. Such leave may be paid through use of paid leave and short term disability pay, as appropriate, up to the maximum period as defined in this policy.

Short-term disability pay continuation is not available for intermittent medical leave (leaves shorter than 20 consecutive work days) or to care for a family member. Employees will be expected to use paid leave for these leaves.

Application Process

A short-term disability application and medical certification is required for all requests for short-term disability pay. The application and medical certification must be submitted to Human Resources at the earliest possible date, but no later than 15 days after the last day worked. The application will not be deemed complete without accompanying medical certification.

In the case where a return-to-work date is not provided, short-term disability pay will need to be approved on a bi-weekly basis. The employee may not return to work until he/she has a medical certification to do so. As a condition of receiving short-term disability pay, the employee is required to follow the prescribed course of medical treatment that is recommended by the employee's health care provider.

LONG-TERM DISABILITY INSURANCE

The College provides long-term disability insurance for fulltime employees, beginning the first day of the month after they have reached their one-year anniversary. The College covers the total cost of the premiums for this benefit. The current benefit provides 60% of the employee's pre-disability wage, with a maximum monthly benefit of \$4,000. An elimination period of 90 consecutive day(s) of any one period of disability must be satisfied before an employee is eligible for this benefit.

3.7 Tuition Remission Program

CHILDREN OF EMPLOYEES

Tuition discounts are available to fulltime employees (including those on nine-month contracts provided they work fulltime during those nine months) for their dependent children (as determined by federal tax law) provided the requirements for admission to Bridgewater College have been satisfied. Discounts are also available to children of part-time employees on a pro-rata basis as compared with fulltime employees. For faculty, the pro rata fraction is calculated on the number of hours taught in an academic year divided by 30 hours. *The amount of the Tuition Remission benefit is variable. The actual amount when combined with any additional institutional or state grant shall not exceed the cost of basic tuition.*

The totals of the institutional or state grant and Tuition Remission for children of employees are calculated on the basis of the employee's fulltime service to the College as follows:

- A scholarship of one-third of the basic tuition in the first year of service;
- A scholarship of two-thirds of the basic tuition during the second year of service; and
- Thereafter, a scholarship which, with institutional or state grants, equals (but cannot exceed) the full amount of the basic tuition.

The child of an employee is no longer eligible for tuition remission once the baccalaureate

degree has been obtained or the child reaches the age of 25 years, whichever occurs first. The student in each case must pay the cost of all general and special fees, room, board and incidentals. A child of an employee under this program and receiving tuition remission is not eligible for consideration for other scholarship and grant programs administered by the College. Summer Sessions are not eligible for Tuition Remission.

FULLTIME EMPLOYEES AND/OR THEIR SPOUSES

A fulltime employee with at least one year of employment with the College, and his or her spouse, are permitted to enroll tuition-free for one course per semester (excluding Inter-term and Summer Sessions). An employee's enrollment is subject to the following:

- The employee's participation in the program has the approval of the Vice President who oversees the employee's department; and
- The employee will make up any work time missed for the purpose of class attendance.
- Full tuition is charged for all applied music, tutorial type courses or special seminars and institutes. The individual in each case must pay the costs of all general and special fees, books and incidentals.

Requests to enroll in a course should be submitted in writing to the employee's supervisor. If the appropriate Vice President approves the request, the employee shall notify the Business Office of the approval and the course to be taken.

APPLYING FOR TUITION REMISSION

In order to apply for tuition remission, students must complete a tuition remission program application, available from the Director of Human Resources or the College's website.

TUITION EXCHANGE

Bridgewater College is a member of Tuition Exchange and the Council of Independent Colleges' tuition exchange programs. Under these programs, the child of a College employee may be eligible for tuition remissions in other colleges belonging to the same tuition exchange programs provided proper credit-debit relationships on remissions exist between Bridgewater and the other member school selected. These programs are administered through the Financial Aid Office.

Remission of basic tuition is also available to the children of fulltime Bridgewater employees at the other Church of the Brethren colleges provided that reciprocal tuition exchange privileges can be arranged between Bridgewater and these colleges without involving an actual exchange of funds between the colleges. At present, all Church of the Brethren Colleges are exchanging on this basis. This program is administered through the Financial Aid Office.

RETIREMENT BENEFIT

An employee who retires from the college, as defined in Section 1.10 of the Employee Handbook, is eligible for the same tuition remission benefits afforded an active employee, including those afforded to the employee's spouse and dependent children.

DEATH BENEFIT

The tuition remission benefits afforded an active employee are available to the surviving spouse and the deceased employee's children if the employee dies while employed by the College and has given the College at least three years of continuous service. These benefits will cease upon the remarriage of the deceased employee's spouse.

3.8 Service Recognition

It is the intent of Bridgewater College to honor its long-time employees by recognizing their years of service. The Human Resources Office tracks eligibility.

Eligibility for service recognition is based on years of continuous service. The following criteria apply:

Personnel to be recognized include faculty and staff employees.

- To qualify for a "year of service" toward establishment of "years of service," an individual must be on the annual payroll under written or oral contract with Bridgewater College for a minimum of half-time service during the academic year in the case of a teacher or professional staff member, or during the fiscal year in the case of support staff.
- A leave of absence from institutional responsibilities is not considered to count toward "years of service." However, sabbatical leaves are included with the calculation of service time.
- While service recognition honors the services of those under oral or written contract with Bridgewater College, the College may desire to make exceptions in cases of personnel who provide long and meritorious service to organizations resident on campus which serve the campus community on a regular basis. Therefore, the President may consider for service recognition persons in this category on the basis of the specific recommendations of College officials.
- It is noted that some persons may provide long and meritorious service of a special nature to the College by performing special functions over time, which would not meet the half-time service goals, outlined above. It is, therefore, provided that the President may make exceptions to the half-time contractual rule in the calculation of years of service in cases of unique individual service on the basis of the specific recommendations of College officials.
- The President is responsible for making final decisions concerning special cases that

may arise.

3.9 Workers Compensation

The College provides at its expense worker's compensation coverage as required by law. The Virginia Worker's Compensation Act provides a method for compensation for certain on-the-job injuries. Any injured employee must report the occurrence of the accident to their supervisor and Human Resources within 24 hours. The College is required by law to report all injuries to the Virginia Industrial Commission. Further detailed information concerning worker's compensation may be obtained from the Director of Human Resources.

3.10 Notary Public

Services of a notary public are available in the Human Resources office at no charge to College employees.

3.11 Parking

Each employee who intends to park a car on campus must obtain a parking sticker from the Campus Police and Safety Department located at 122 College View Drive (across from the Wellness Center). There is no charge for employee parking decals. Faculty and staff shall refrain from parking in the residential areas or on public streets in the Town. Questions concerning authorized parking areas should be directed to the Chief of Campus Police and Safety (x5761).

3.12 Other College Benefits

There are many facilities available to employees and family members such as the Library, the Funkhouser Wellness Center, the pool, the Eagles Nest, and the College cafeteria. There is also a wide array of cultural, social, and athletic events such as speakers, plays, and concerts. Employees are encouraged to take advantage of these activities.

4.0 Absences

This section of the Employee Handbook outlines the procedure for leaves of absence arranged for Paid Time Off (PTO), bereavement leave, jury leave, holiday leave, medical leave, and military leave. Policies related to absence and lateness counseling are also included in this section.

4.1 Paid Time Off (PTO)

The purpose of Paid Time Off (PTO) is to provide employees with flexible paid time off from work that can be used for such needs as vacation, personal or family illness, doctor appointments, school, volunteerism, and other activities of the employee's choice. The

employee would not have to disclose the purpose of the absence except as designated by our PTO exceptions. Bridgewater College's goal is to permit more privacy and freedom to the employee and to reduce unscheduled absences and the need for supervisory oversight.

GUIDELINES FOR PTO USE

Each full time employee will accrue PTO bi-weekly in hourly increments as defined below. PTO is added to the employee's PTO bank when the bi-weekly payroll is run. PTO taken will be subtracted from the employee's accrued leave bank in not less than one half hour increments. Part-time and 9 and 10 month employees are not eligible to accrue PTO.

Eligibility to accrue PTO is contingent on the employee either working or utilizing accrued PTO for an entire bi-weekly pay period. PTO is not earned in pay periods during which unpaid leave, short or long term disability leave or workers' compensation leave are taken.

Employees may use time from their PTO bank in half hour increments. Time that is not covered by the PTO policy, and for which separate guidelines and policies exist, include paid holidays, bereavement time off, required jury duty, recognition leave, and military service leave.

Bridgewater College expects as much notice as possible when employees plan to miss work for a scheduled absence. To take PTO requires a minimum of five working days notice to the employee's supervisor, unless the PTO is used for unexpected illness or emergencies. In all instances, PTO must be approved in advance by the employee's supervisor or immediately upon return to work, in the case of an emergency.

PAID TIME OFF (PTO) REQUIREMENTS

- Absence from work in excess of PTO accrued will be unpaid and can result in progressive disciplinary action up to and including employment termination.
- PTO accrued prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave.
- Employees must use all accrued PTO before unpaid FMLA is taken.

Fulltime employees hired prior to 2/1/2011 accrue 30 days of PTO per year.

Fulltime employees hired after 2/1/2011 will accrue PTO based on the following schedule:

0-3 years – 15 days per year

4-14 years – 20 days per year

15+ years – 25 days per year

Each employee may carry a maximum of 20 days of accrued PTO into a new calendar

year. Employees are responsible for monitoring their PTO over the course of a year. PTO is subject to supervisory approval and employee's ability to use all accrued PTO is subject to workload and the needs of the College. Employees are encouraged to maintain a minimum of 20 days of accrued PTO in their PTO bank at all times to bridge them to Short Term Disability.

Employees will be paid a maximum of 5 days of accrued PTO upon termination of employment if proper notice is given in accordance with section 1.10. Employees may not use PTO time in lieu of the notice requirement.

4.2 Bereavement Leave

Fulltime employees are entitled to up to five days paid leave taken in connection with the death of their spouse or child, and up to three days paid leave taken in connection with the death of their parents, siblings, grandparents, grandchildren or spouse's parents. Employees need to notify their supervisor and Human Resources when bereavement leave is needed.

4.3 Jury Duty

Employees are encouraged to serve their community when called upon to serve as jurors. Jury duty is paid leave.

4.4 Holiday Leave

The following describes the College's policy on designation of and payment for holidays.

Fulltime employees are eligible for paid holidays starting with the first day of employment. Part-time employees are not eligible for paid holidays.

To receive holiday pay, an employee must either work or be on approved PTO the day before and after the holiday.

SCHEDULED HOLIDAYS

The days designated by the College for observance are:

- Memorial Day – last Monday in May
- Independence Day - July 4
- Thanksgiving - fourth Thursday of November
- Friday after Thanksgiving - November
- Christmas - December 25
- New Year's Day - Closed only if on a weekday

When a scheduled holiday falls on Saturday, it is observed by the College on the preceding Friday and when it falls on a Sunday, it is observed on the following Monday.

FLOATING HOLIDAYS

All fulltime employees will receive four floating holidays per year (five in years that New Years Day falls on a weekend), in addition to PTO time and scheduled holidays.

The four floating holidays allow employees to take additional paid leave for personal absences such as religious observances, civic occasions as well as for other purposes.

Floating holidays are available at the beginning of each calendar year. Floating holidays will be prorated for new employees as follows:

<i>Month of Hire:</i>	<i>Floating Holidays:</i>
January - April	3 days
May - August	2 days
September - December	1 day

Floating holidays must be taken in the calendar year in which given. A floating holiday must be scheduled and approved in advance by the employee's supervisor.

4.5 Military Leave

Leave of absence for the performance of duty with the Armed Forces of the United States or with the National Guard or a Reserve component, and reinstatement rights thereafter will be granted in accordance with applicable laws upon submission of a copy of official orders.

4.6 Family and Medical Leave

In accordance with the Family and Medical Leave Act (FMLA) of 1993, eligible employees may take up to 12 weeks of unpaid, job-protected leave in a 12-month period, based on a rolling calendar year for specified family and medical reasons.

REASONS FOR LEAVE

The FMLA allows eligible employees to take leave for the following qualifying events or circumstances:

FAMILY LEAVE

An employee may take family leave for the following events or circumstances;

- Birth and care of a child during the first year;
- Adoption or foster placement of a child and care during the first year;
- Care for employee's spouse, child (under 18 years of age or older if unable to care for themselves because of physical or mental disability) or parent with a diagnosed serious health condition.

MEDICAL LEAVE

An employee may take leave for his or her own diagnosed serious health condition as defined by federal regulation.

“Serious health condition” is defined by federal regulation. An employee who is unsure whether a medical condition qualifies for FMLA leave should contact the Director of Human Resources.

Employees who have been employed at least 12 months and have worked at least 1,250 hours during the previous 12-month period may be entitled to up to 12 weeks in any 12-month period (a rolling calculation) beginning with the first date the employee must take leave. An employee returning from fulfilling his or her National Guard or Reserve military obligation will be credited with the hours or work that would have been performed during the period of military leave. Other than for the birth, adoption or foster placement of a child, FMLA leave may be intermittent.

SERVICEMEMBER LEAVE

Exigency

Employees with a spouse, son, daughter, or parent (i.e. the “servicemember”) on active duty or call to active duty in the National Guard or Reserves in support of a contingency operation may use leave to address certain qualifying exigencies arising out of the active duty or impending active duty.

Examples of qualifying exigencies include attending certain military events, arranging or providing for alternative child care or school, addressing certain financial and legal arrangements, addressing issues arising from short-notice deployment, attending certain counseling sessions, and attending post-deployment reintegration briefings.

An employee whose family member is on active duty or call to active duty as a member of the Regular Armed Forces is not eligible to take leave because of a qualifying exigency.

Injury or Illness

Employees may also take leave to care for a covered current servicemember (“the servicemember”) who has a serious injury or illness incurred in the line of duty that may render the servicemember unfit to perform his or her own duties for which the servicemember is undergoing medical treatment, recuperation or therapy; or is in outpatient status; or is on the temporary disability retired list.

In order to care for the covered servicemember, the employee must be the spouse, son, daughter, parent or next of kin of the servicemember.

An employee may take up to twenty-six (26) weeks of leave per servicemember or per injury/illness during a twelve month period, beginning on the first day of leave.

NOTICE AND DOCUMENTATION

If the need for medical leave is foreseeable, employees must give the Director of Human Resources at least 30 days' notice or, if 30 days is not practicable, then notice must be provided as soon as practicable, or within 1 to 2 days of learning the need for leave. The College must designate leave that qualifies as FMLA and give notice of that designation to the employee.

Employees must also provide the College with certification from a health care provider of their serious health condition, or their family member's serious health condition, requiring the leave. The certification must be provided within 15 days of the request for leave or the leave may be delayed or denied. The Human Resources Department will provide a certification form. Should the College disagree with the opinion given by the employee's health care provider, the College reserves the right to require opinions from second and third health care providers at the College's expense.

During an approved family/medical leave, the College will maintain an employee's health and other insurance benefits as if the employee continued to be actively employed. If an employee has substituted available paid leave for unpaid family and medical leave, the employee's share of health insurance premiums will be handled by payroll deduction. If an employee is taking unpaid leave, Office of Human Resources will notify the employee of the amount and date that the employee's portion of premium payments are due while on leave. Continuation of other benefits during leave and payment of premiums for other benefits will be treated as with other unpaid leaves.

Upon return from FMLA leave, an employee will be reinstated to his or her former position or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment except as may otherwise be permitted by law and deemed appropriate by the College.

The foregoing summary is not intended to be a complete statement of FMLA or of an employee's rights or benefits under state and federal laws dealing with medical leave or disability.

4.7 Personal Leave

Requests for other unpaid personal leave should be directed to your supervisor. The Director of Human Resources must approve any unpaid or paid leaves of absences beyond the paid and unpaid time described in this Handbook. In reviewing your request, criteria, such as departmental need and workload, seniority, overall work record, and the specific nature of the request are among the factors considered.

4.8 Absence Counseling

Because Bridgewater College and each department depend heavily upon its employees, it is important that employees attend work as scheduled. However, it is understood that

everyone may occasionally be absent due to illness or other emergency personal events.

For these reasons, the College has established a policy that will affect only those employees whose chronic absences cause additional workload to be placed on co-workers. This policy is to provide appropriate counseling that will make employees with chronic absenteeism aware of the severity of the problem, so they may improve their performance. Any absence that does not meet the following exceptions will be considered a reportable absence.

1. Any time off due to vacation or holiday, which receives prior approval, will not be counted as a reportable absence.
2. Any time off due to illness that was approved by an employee's supervisor five (5) days in advance will not be counted as a reportable absence (for example, time off required for medical leaves such as doctor visits or pregnancy).
3. Any absence that would qualify under the Family and Medical Leave Act of 1993 is not considered a reportable absence.

Consecutive working days that an employee is absent will be counted as a single reportable absence regardless of the number of days off. The counseling cycle (described below) typically will begin after a fulltime employee incurs his/her sixth (6) reportable absence and/or tardiness in a fiscal year. However, a supervisor may begin the cycle prior to the 6th reportable absence or tardiness: 1) if a pattern of absences is detected on specific days; 2) for those employees who do not report for work with regularity when a work assignment is not of their preference; or 3) when it becomes apparent, in the opinion of management, that an employee's level of absences negatively impacts the operations in the department.

COUNSELING CYCLE

Step I A verbal conference will be held with the employee to review unscheduled absences or tardiness and the effect on the College.

Step II If another reportable absence or tardiness occurs after the Step I conference, a written warning will result.

Step III At the next reportable absence or tardiness, after the written warning was given (Step II conference), a three (3) day suspension without pay will result.

Step IV If another reportable absence or tardiness occurs after the suspension was given (Step III conference) the employee will be discharged.

Note: The College reserves the right to terminate employment at any step of the Counseling Cycle.

LATENESS COUNSELING

Punctuality is defined as being at your workstation prepared to work at the scheduled time. However, it is recognized that occasionally circumstances occur that may cause an employee to report to work later than scheduled. For this reason, the Lateness Counsel-

ing Program will be coordinated with the Absence Counseling Policy. The disciplinary procedure is the same as that for absence counseling.

In addition, failure to clock-in or out through neglect is a violation under the time and attendance policy regardless of the time arrived at work. Employees, who fail to clock-in or out and later falsify their time of arrival or departure, or amount of time worked, are subject to immediate termination.

4.9 Inclement Weather Policy

The College is committed to a year-round operating schedule in pursuit of its mission as a residential institution of higher education. Even in cases of extreme adverse weather, there is a need to continue essential services and to provide for the College's residential students. Therefore, it is the intent of the College to remain open and adhere to full operations, including normal class schedules, insofar as it is possible.

The College, however, does not advise employees to take unwarranted risks when traveling to work in the event of inclement weather or other emergencies. Each person should exercise his/her best judgment with regard to road conditions and other safety concerns. Road conditions in areas away from the College campus may be worse than around the campus area. Therefore, no employee should come to work if the conditions he/she is facing are felt to be unsafe. If no inclement weather emergency has been announced by the College, but an employee determines that road conditions warrant his/her staying home or leaving work early, the employee must notify his/her supervisor immediately, and will be excused from work. The time missed will be charged to the employee's accrued PTO or will be counted as leave without pay if the employee has no accrued PTO.

If a faculty member is unable to travel safely to campus during inclement weather when classes are not canceled, he/she must notify the campus switchboard and the Vice President and Dean for Academic Affairs as soon as possible if he/she cannot reach campus for a scheduled class. The faculty member will coordinate with the Vice President and Dean for Academic Affairs to schedule a make-up session for the missed class.

CANCELLATION/DELAY

The President or his designee will decide when to declare an inclement weather emergency for College operations. If inclement weather occurs during the normal workday, employees will be advised by their supervisor if an inclement weather emergency is declared and the appropriate response. If inclement weather occurs before the beginning of the workday, two responses are available for implementation, depending on the severity and predicted duration of the inclement weather.

If the College concludes that weather and road conditions warrant a cancellation of early morning classes, the College will announce a "delayed opening," which means as follows:

- (a) all non-emergency services personnel may delay reporting to work until 10:00 a.m.;

and (b) on Monday, Wednesday and Friday, all classes starting before 10:00 a.m. will be cancelled, and classes starting at 10:00 a.m. or later will be held as scheduled. On Tuesday and Thursday, all classes starting before 11:00 a.m. will be cancelled and classes starting at 11:00 a.m. or later will be held as scheduled.

If the College concludes that weather and road conditions warrant a cancellation of all classes, the College will announce that “classes are cancelled,” which means that all classes for that day are cancelled, and that non-emergency services personnel may choose to remain at home and not report to work. Normally, all public events at the College will be cancelled if all classes are cancelled.

Please note that if a non-emergency services employee chooses to remain at home during the period an inclement weather emergency is announced, any time missed from work will be deducted from the employee’s PTO Bank.

REPORTING RESPONSIBILITIES

If an employee works in an area where he/she is designated “emergency services personnel,” then he/she will be expected to be at work during an inclement weather emergency. Designated emergency services personnel are generally defined as the Vice Presidents, and those employees in the areas of Student Health, Student Life, Facilities and Support Services, and Campus Police and Safety. Employees are to speak with their supervisors so that they understand departmental expectations. If an employee is expected to be at work during an inclement weather emergency, then he/she must have a plan as to how he/she will be able to get to work under adverse conditions. If an employee designated as “Emergency Services Personnel” fails to report to work during an inclement weather emergency, any time missed from work will be considered unpaid leave and such failure to report may result in disciplinary action at the discretion of the supervisor.

NOTIFICATION OF INCLEMENT WEATHER EMERGENCY

The College will request that local TV and radio stations provide brief messages regarding whether classes are cancelled. The College will contact the following stations:

TV STATIONS

- WHSV (ABC)
- WVIR (NBC)

RADIO STATIONS

- WSVA – AM 550
- WKCY – FM 104.3
- WMRA – FM 90.7
- WTON – FM 94.3

- WXZI – FM 95.5

Employees and students also can obtain closing information from the College's website and the inclement weather hotline, at 515-3700.



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