

## SECTION 4

**4. FACULTY PERSONNEL POLICIES****4.1. FACULTY SALARY: POLICIES AND PROCEDURES****4.1.1. SALARY****4.1.1.1. FULL-TIME FACULTY**

The College strives to maintain faculty salaries at levels that are at or above those at other liberal arts institutions. Variations in salary exist depending upon the academic qualifications and experience of a faculty member, the faculty member's discipline, and the College's evaluation of the individual.

**4.1.1.2. PART-TIME FACULTY**

**4.1.1.2.1. TENURE-TRACK** – The salary for a member of the tenure-track faculty on a part-time appointment shall be the proportionate share of the appropriate salary for a full-time appointment.

**4.1.1.2.2. NON-TENURE-TRACK** – Remuneration for part-time faculty normally follows a schedule which is based on performance and the number of years of service at Saint Mary's College.

**4.1.2. SALARY PROCEDURES AND POLICIES****4.1.2.1. GENERAL PROCEDURES: COLLEGE**

To assist the Administration in formulating its salary budget proposal, the Faculty Compensation Committee of the Academic Leadership Council prepares a detailed report on the economic status of the faculty. This report normally includes data reflecting the general pattern of the economic status of the profession, the relationship of the Saint Mary's faculty to the profession, and special economic consideration. The report concludes with a set of specific recommendations to the Administration. This report is presented to the Academic Leadership Council for its consideration. After consultation with the Faculty Compensation Committee, the Administration designates portions of the increase in the faculty salary budget to such categories as cost of living, equity adjustment, academic rank differential, and merit. Preliminary budget parameters are presented to the Board of Trustees at its spring meeting. The final budget is approved at the fall meeting of the Board of Trustees. Following preliminary approval of the College budget, the Provost informs the Division Director of the percent being allocated for cost of living, merit, and other salary adjustment.

**4.1.2.2. GENERAL PROCEDURES: INDIVIDUAL SALARY DETERMINATION**

Faculty salaries are reviewed annually. Planned cost of living adjustments are approved by the Board of Trustees and take effect January 1 of the following academic year. Adjustments

related to promotion are made in the context of the President's appointment to the new rank.

#### 4.1.2.3. NOTIFICATION

During the first week of March each faculty member on a continuing appointment receives a letter from the Associate Provost confirming rank, tenure, status, and salary for the coming academic year. The notification also includes a statement of inclusive dates of that academic year.

#### 4.1.2.4. PAY OPTIONS AND PAY SCHEDULE

Full-time faculty and part-time tenure-track faculty have the option of being paid on a 10- or 12-month schedule. Those who do not indicate a preference are paid on a ten-month schedule. Revisions in the method of payment can be made only by the faculty member in any year from May 1 to August 1. Faculty are paid on the first of the month beginning on the first of September. If the first falls on a holiday or a weekend (except for January 1st), the pay date will be the last banking day before the first of the month.

#### 4.1.2.5. PAYROLL PROCEDURES

Earnings statements, available for review on-line, show deductions, such as for federal, state, and Social Security taxes, and any appropriate deductions for group insurance or voluntary payroll deductions plans. New faculty must complete federal and state tax withholding forms and choose benefit coverage before they receive their first earnings statement. These forms are sent to the faculty member from the Human Resources Office. If there are any questions about these forms or the process, they should be directed to a representative of the Human Resources Office. Faculty members' pay is direct deposited in a bank of the faculty member's choosing. A branch of the 1st Source Bank is located in the Student Center for convenience. Forms to open an account are available by contacting the bank directly.

#### 4.1.2.6. PROMOTION INCREASES

It is the general policy of the College to grant special salary increases to faculty members upon their promotion. The President, in consultation with the Provost, sets the promotion amount.

#### 4.1.2.7. DIVISION DIRECTOR AND DEPARTMENT CHAIR STIPENDS

Division Directors and Department Chairs receive a stipend which is added to their salary.

#### 4.1.2.8. FINAL PAYCHECK – FACULTY AND FACULTY ADMINISTRATORS

When an individual terminates employment with the College, all College property must be returned, his/her office vacated, and all outstanding obligations to the College satisfied by the conclusion of the final day worked. In the case of faculty terminating at the conclusion of an academic year, this is assumed to be June 1 and for those terminating at the

conclusion of the fall semester, January 1. The employee is responsible for securing clearance from each of the offices involved. The obligations include keys, credit cards, College ID, any equipment assigned to the employee, and satisfaction of Morrissey Loan balances. Keys are to be returned to the Maintenance Department, credit cards and Morrissey Loan balances settled at the Business Office, the ID card returned to the Human Resources Office, and the Provost Office notified that the office has been vacated. A check form for this purpose is available in the Office of Human Resources.

## **4.2. BENEFITS: FULL-TIME FACULTY**

### **4.2.1. INTRODUCTION**

The benefits described in this section pertain to full-time faculty of the College unless otherwise noted.

### **4.2.2. LIFE INSURANCE**

4.2.2.1. Faculty members are covered on the first day of their academic appointments with a life insurance and accidental death and dismemberment policy equal to two times the individual's annual base salary rounded to the next highest \$1,000 to a maximum of \$50,000. The College pays the entire premium for the basic insurance.

4.2.2.2. Faculty members may also elect to purchase supplemental life insurance equal to one, two, three, four, or five times the individual's annual base salary rounded to the next highest \$1,000 to a maximum of \$500,000. If faculty members elect not to participate in the supplemental plan when it is initially offered, they must present the insurance company with evidence of insurability prior to being admitted to the plan at a later date. There is no guarantee that the insurance company will extend coverage to faculty members who do not take this option within thirty days of the beginning of their appointment.

4.2.2.3. Faculty who leave the College at age 55 or older after 10 or more years of continuous service and who have coverage under the life insurance plan are provided with College paid life insurance in an amount equal to one-half of the base annual salary up to a maximum of \$10,000.

### **4.2.3. LIFE INSURANCE: COLLEGE TRAVEL POLICY**

When traveling on official College business, faculty are covered by an accidental death and dismemberment policy. The amount of payment in cases of accidental death varies according to salary, but in no case is less than \$25,000. The College pays the entire premium.

### **4.2.4. MEDICAL, DENTAL AND VISION INSURANCE**

#### **4.2.4.1. ELIGIBILITY**

4.2.4.1.1. Immediately upon employment, full-time and tenure track faculty members are eligible to enroll in group health, dental and vision benefit plans

4.2.4.1.2. New eligible faculty members can enroll in the plans effective on their start date. Coverages must be elected within 30 days of a faculty/staff member's initial eligibility period. If coverage is not elected when the faculty member is first eligible, they can apply for coverage during the annual open enrollment period or within thirty (30) days of a qualifying event. Cancellations or changes to current coverages must be made within thirty (30) days following a qualifying event or during the annual open enrollment period.

#### 4.2.4.2. COST

The College pays the majority cost of the health premium and a portion of the cost of the dental premiums for full-time faculty. Changes to annual premiums and employee costs are announced during the open enrollment period for the next plan year.

#### 4.2.4.3. TERMINATION OF HEALTH, DENTAL AND VISION INSURANCE

4.2.4.3.1. Medical and/or dental coverage for full-time faculty members starts at the beginning of their first semester and ends at the start of the academic semester following their departure from the College.

4.2.4.4. Options to continue your health, dental and vision options following separation of employment are available based on current summary plan descriptions found on the College portal and through the Office of Human Resources.

#### 4.2.4.4.1. WORKER'S COMPENSATION

The College provides coverage under the Worker's Compensation Act of the State of Indiana for every faculty member and employee on its payroll. Individuals who suffer injury on the job, no matter how minor, should report the incident in writing to the Human Resources Office within 24 hours of its occurrence. If faculty lose time from their jobs as a result of a worker's compensation qualified injury or illness, they may be eligible for Worker's Compensation.

### 4.2.5. LONG-TERM DISABILITY

4.2.5.1. Full-time faculty are eligible for long-term disability insurance provided by the College. This full cost of this plan premium is paid by the College for full time employees. Following a six-month waiting period and approval by the insurance carrier of a qualifying illness or injury, disability income benefits will provide a 60% of regular pay per month up to a \$10,000 maximum per month. The amount of the disability income payment is offset by the individual's Social Security disability payment, Workers' Compensation payment, and any payment received from another employer-financed disability plan.

4.2.5.2. Contributions to the retirement plan will be made on their behalf by the insurance company when a faculty member is totally disabled (as determined by the insurance company), receives a total disability monthly

benefit from the insurance carrier and is an eligible participant in the College's Defined Contribution Retirement Plan for Faculty and Administrators.

4.2.5.3. During the period between the onset of disability and the start of the seventh month of disability, the College will continue the individual's salary at a monthly rate equal to 1/12 of the current contract salary with a maximum payment of 50% of contracted salary.

4.2.5.4. If Social Security disability payments begin while the employee is receiving College paid salary contribution payments, the amount of salary payment will be reduced by the amount of the Social Security disability payment received. The salary contribution policy covers any disabling illness including disabling maternity. The College retains the right to request medical verification of a condition of disability. (See also: Leave of Absence: Long-Term Leaves.)

4.2.5.5. During the first two years of disability, life insurance benefits are continued. The premium is paid by the College and the amount of insurance is equal to two times the contract salary in effect at the onset of the disability, up to a maximum of \$50,000. If the faculty member carried supplemental life insurance prior to the onset of disability, it may be continued if the premium is paid by the faculty member. At the end of 12 months, College paid coverage will cease, but the faculty member can convert to individual coverage. Additionally, if the faculty member has at least 10 years of service and is age 55, he/she will be eligible for paid up life insurance in the amount of one-half of salary up to a maximum of \$10,000.

4.2.5.6. During the first six months between the onset of the disability and the beginning of disability coverage, health insurance benefits will be continued on the same basis as for active employees. After the six months, an Extension of Benefits coverage may be elected for a period based on eligibility. The College will reimburse the faculty member for his/her individual coverage. Family Extension of Benefits coverage is at the faculty member's expense. The rate will be adjusted whenever the rate for active employees' changes. Faculty meeting the eligibility requirements for retiree medical coverage are eligible for coverage under the Retiree Health Plan. Faculty not eligible for the Retiree Health Plan who have at least 10 years of service at the time of the disability, are a current participant in the health plan at the time of disability, are not eligible for participation in another employer sponsored group health plan, may continue coverage as long as they pay the full monthly premium.

#### **4.2.6. COLLEGE RETIREMENT PLAN**

Saint Mary's College sponsors and maintains the Saint Mary's College Defined Contribution Retirement Plan under Code Section 403(b), to which eligible employees can voluntarily make pre-tax elective deferrals and the College will make discretionary employer contributions on behalf of plan participants.

##### **4.2.6.1. ELIGIBILITY**

Full-time faculty members include tenured or tenure-track faculty. Adjunct professors/instructors/lecturers and visiting professors are excluded from participation in

the plan.

#### 4.2.6.2. CONTRIBUTIONS

4.2.6.2.1.1. As a participant, employees can elect to make a voluntary pre-tax contribution based on their compensation each pay period.

4.2.6.2.1.2. For an eligible participant, the College will make a contribution to the plan on your behalf through December 31, 2021. Effective on or after January, 1, 2022, the College will make a discretionary matching contribution to the plan on behalf of a faculty member who has satisfied the eligibility provisions. The contribution will be based on a matching formula.

#### 4.2.6.3.

4.2.6.3.1. During a sabbatical leave, the College continues its contribution on the basis of the amount of salary actually paid.

#### 4.1.1.1. VESTING

4.1.1.2. An Eligible faculty member who becomes a participant for purposes of discretionary employer contributions prior to June 1, 2021 shall be immediately vested in the College discretionary contribution.

4.1.1.3. An eligible faculty member who becomes a participant for purposes of discretionary employer contributions on or after June 1, 2021, shall be vested in the College discretionary matching contribution and discretionary nonelective contribution upon completing three (3) years of service with the College.

#### 4.2.6.3.2.

More detailed information on these plans and participant contribution and investment fund choice options can be obtained from the Office of Human Resources or by contacting TIAA-CREF directly. See summary plan description.

### **4.2.7. SOCIAL SECURITY: FEDERAL INSURANCE CONTRIBUTIONS ACT**

Faculty members of the College are automatically covered by the Federal Insurance Contributions ACT (FICA). The College pays one-half of the current tax charged by the program and the faculty member pays the other half through payroll deductions. The amount of tax is regulated by federal law.

### **4.2.8. EDUCATIONAL BENEFITS FOR UNDERGRADUATE STUDIES**

Full-time faculty are eligible for both employee educational benefits and family educational benefits at Saint Mary's College. Tuition benefits are also available for dependents attending Saint Mary's College, the University of Notre Dame, and other accredited academic institutions participating in available tuition exchange programs offer by the College. Detailed policies and procedures regarding program specifics and the application process are available on the Saint Mary's portal or by contacting the Office of Human Resources.

### **4.2.9. MOVING EXPENSES AND MOVING ASSISTANCE**

#### 4.2.9.1. EXPENSES

At the time of initial appointment, the College will pay a maximum of \$5,000 toward moving expenses. This money may be used for anything which the Internal Revenue Service allows

as a moving expense deduction. Receipts for all claimed expenses must be submitted to the Office of Human Resources after the move is completed.

### **4.3. BENEFITS: RETIRED FACULTY**

#### **4.3.1. RETIREMENT POLICY**

Policies regarding retirement will be found in the section on Termination of Service.

#### **4.3.2. BENEFITS**

4.3.2.1. The following benefits accrue to emeritus faculty and retired tenured faculty at retirement:

4.3.2.1.1. TIAA-CREF – At retirement, TIAA-CREF and Social Security, which had been benefits, takes the place of salary. Faculty members may obtain help in their planning from TIAA-CREF, the Social Security Administration, and from the Office of Human Resources.

#### 4.3.2.1.2. LIBRARY PRIVILEGES

4.3.2.1.2.1. Library privileges as faculty will continue at both the Cushwa-Leighton Library and the Hesburgh Library.

4.3.2.1.2.2. Emeriti faculty are eligible for a faculty carrel on the second floor of the Library if one is available. Faculty carrels are assigned by semester or summer period and must be renewed if more extended use is requested.

4.3.2.1.2.2.1. The priorities for use of these spaces are:

1. Saint Mary's College current faculty members with research needs for a defined period, usually a semester and/or summer.
2. Saint Mary's College faculty members who are on sabbatical leave for the duration of their sabbatical project.
3. Emeriti faculty or retired tenured faculty members who are under contract, for the duration of their letter of appointment period.
4. Emeriti faculty or retired tenured faculty may request renewal each semester or summer so long as the space is actively being used.

4.3.2.1.2.2.2. Carrels are currently equipped with a phone, desk, file cabinet, and chair. Emeriti faculty or tenured retired faculty, who are allocated a faculty carrel in the library are allocated a key only to the individual office space, not the building. They will use their carrel during regular library hours.

#### 4.3.2.1.3. TECHNOLOGY

4.3.2.1.3.1. Emeriti faculty may continue to have access to and use the College email system and network services.

4.3.2.1.3.2. The emeritus or tenured retired faculty member may request to retain her/his college-owned computer (desktop or laptop). Depending on the age of the computer, the emeriti faculty member may be asked to buy it at a reasonable cost from the College (since the College would ordinarily repurpose younger computers to other spaces on campus). User ID, email and network access currently available to faculty will also be retained.

4.3.2.1.4. DISCOUNTS

Discounts at events, bookstore, and dining hall continue.

4.3.2.1.5. EDUCATIONAL BENEFITS

The spouses and unmarried, dependent children of retired faculty members are eligible for the same undergraduate educational benefits for which they were eligible on the date of the faculty member's retirement if the faculty member had at least 8 years of service with the College. An exception to this is that the tuition exchange programs are not available to retired faculty.

4.3.2.1.6. COLLEGE ID AND ACCESS – Current identification cards will be retained and updated with appropriate access.

4.3.2.1.7. PARKING – Parking privileges will be retained.

4.3.2.1.8. PHONE LISTING – Listing in online directory will continue unless otherwise requested.

4.3.2.2. The following benefits are to be determined by the Division Director:

4.3.2.2.1. STAFF SUPPORT – Staff support may be available on a limited basis, as long as resources are available.

4.3.2.2.2. SUPPLIES – Supplies, if available (e.g., letterhead to write references for students).

4.3.2.3. The following additional benefits accrue to emeritus faculty and tenured retired faculty who are under contract (i.e. sign a letter of appointment as an adjunct faculty or for non-teaching duties).

4.3.2.3.1. SPACE – Office space, lab space, studio space, as determined by the Associate Provost.

4.3.2.3.2. BUILDING ACCESS – Access to the building in which office space resides (except Cushwa-Leighton Library).

4.3.2.3.3. PRINTING AND COPYING – Printing and photocopying in department.



4.3.2.3.4. PHONE – Access to phone in department.

4.3.2.3.5. STAFF SUPPORT – Staff support from department assistant for contracted task.

4.3.2.3.6. STORAGE – Storage space on campus, if needed for contracted task.

4.3.2.3.7. ELECTRONIC FILES – Maintenance of electronic files on H drive.

#### **4.4. BENEFITS: FACULTY MEMBERS ON LEAVE**

##### **4.4.1. SABBATICAL LEAVES AND OTHER LEAVES WITH SALARY**

###### **4.4.1.1. BENEFITS**

Faculty members on sabbatical leave and those on other leaves with salary, continue their participation in all of the benefit programs of the College at a level based upon their annual contracted salary. For purposes of medical and dental insurance and educational benefits, these faculty members are treated in the same manner as full-time active faculty. The College's contribution to TIAA-CREF will be based on 10% of the actual salary paid during the sabbatical leave.

###### **4.4.1.2. SERVICES AND FACILITIES**

Faculty members on sabbatical leaves and those on other leaves with salary may retain their offices and retain access to supporting services (secretary, telephone, duplicating, etc.) with the understanding that consideration is given to those who replace them in their teaching.

##### **4.4.2. LONG-TERM LEAVES WITHOUT SALARY**

###### **4.4.2.1. BENEFITS**

Faculty members who are on long-term leaves without salary for professional growth, research activities, or for health or personal reasons, are normally not eligible for continuation of benefits.

###### **4.4.2.2. SERVICES AND FACILITIES**

Faculty members on leave without salary may negotiate with their Division Director and the Provost on the services and facilities that will be available to them.

#### **4.5. CONDITIONS OF EMPLOYMENT**

##### **4.5.1. TEACHING LOAD**

4.5.1.1. The normal course load for faculty is 18 load credits per year, which is roughly equivalent to 3 courses per semester. The Associate Provost, after consultation with the division through its director, determines the actual number of courses, credit

hours, amount of studio, laboratory, or classroom time, and class size requirements for faculty. The Associate Provost tries to ensure that faculty teaching loads are distributed as evenly as possible.

4.5.1.2. The teaching loads of faculty members are reduced in various circumstances. Although these reductions are stated in terms of courses, they are interpreted in the same way as the basic requirement. Division Directors receive a one course reduction each semester. Sources outside the College and the College Faculty Development Program may also fund reduction in teaching load. It is the responsibility of the division to integrate load reductions into its program. Other faculty members are not expected to carry additional teaching responsibilities to accommodate load reductions.

#### **4.5.2. TRAVEL POLICY: PROFESSIONAL CONFERENCES**

##### **4.5.2.1. EXPENSE COVERAGE**

The College encourages attendance at and participation in professional meetings in the belief that both the College and the faculty member benefit.

Every faculty member is entitled to an annual expense allowance for professional meetings. The College pays full expenses up to a limit of \$1,200 if the faculty member participates in the program (e.g., by delivering a paper, chairing a session, serving as a formal discussant on a panel, serving as a member of a formal council or committee), and one half of the expenses up to a limit of \$400 for attendance at a meeting. If a faculty member attends a professional meeting as an officer of the College, or to recruit faculty, the College pays all expenses.

##### **4.5.2.2. TRAVEL ARRANGEMENTS AND VOUCHERS**

The necessary arrangements due to one's absence are made with the approval of the Division Director.

To obtain travel funds, the faculty member completes the "Travel Request Form" available from the Provost Office at least two weeks prior to departure. If a faculty member is participating in the program, a copy of the program or other evidence of participation must accompany the request. The form is submitted to the department chair who approves full or half expenses. The chair sends the form to the Provost for review and, if approved, forwards the form to the Business Office which will issue a cash advance of up to \$200. The faculty member may opt not to receive an advance payment.

At the conclusion of a trip, faculty members resubmit to the Provost Office the "Travel Request Form" with receipts and an accounting of all expenses. Faculty members receiving prepayment of travel expenses must reimburse the College if expenses were less than estimated.

#### **4.5.3. TRAVEL REIMBURSEMENT POLICY**

4.5.3.1. Advanced Approval – All College related travel requires an Employee Travel

Expense Report form indicating advance approval by the appropriate department supervisor prior to the travel date. Any exceptions to this rule need prior written approval of the division Vice President, the President, or the Vice President for Finance and Administration.

4.5.3.2. Transportation – Travelers are encouraged to compare all of the costs associated with each mode of transportation and select the one that is the most costeffective. While traveling on College Business in any vehicle, the driver and passengers must comply with all applicable laws, including the wearing of seat belts. Travelers should also avoid the use of cell phones while driving.

4.5.3.2.1. Authorized Drivers – College drivers are defined as those persons, at least 18 years of age, including all College authorized officers, members of the Board of Trustees, faculty, staff, students, or volunteers from the using department. Drivers using leased vehicles must be at least 21 years of age; drivers using vans and buses must be at least 25 years of age.

4.5.3.2.2. Drivers of College vehicles are required to have a current, valid Indiana or other State driver’s license, with no suspensions. Drivers of buses must have a commercial driver’s license (CDL). A photocopy of the valid driver’s license is retained by the Purchasing Department. Driving records of all drivers of College use vehicles are subject to verification by the College through State Departments of Motor Vehicles.

4.5.3.2.3. Rented Vehicles – Travelers may be reimbursed for a rented vehicle and for gasoline purchases while on official College business. College guidelines do not provide for reimbursement for luxury vehicles. The College has contracted for the rental of automobiles and vans. The College has a business account and receives discounts on all rentals. The Purchasing Department should be contacted to arrange for the rental vehicle. Rentals obtained through the Purchasing Department should be noted as “College Vehicle” on the Travel Expense Report.

Travelers using commercial transportation (i.e., air, train, or bus) may be reimbursed for a rented vehicle and for gasoline purchases while on official College business in conjunction with the commercial transportation. Prior approval of your division Vice President, the President, or the Vice President for Strategy and Finance is required.

4.5.3.2.4. Personal Vehicles – Personal vehicles may be used for a particular trip or with prior written approval of your divisional Vice President. A traveler who uses a personal vehicle will be reimbursed at 80% of the authorized current federal rate, which will be updated annually, for the actual driving distance.

4.5.3.2.5. Airfare – Travelers may be reimbursed for the lowest, non-stop coach class airfare and are encouraged to take advantage of advance reservations discounts. Travelers are also encouraged to consider discounts for extending the trip to include a Saturday night stay. The cost of additional meals and lodging resulting from the extended stay, however, must be weighed against

the savings realized from the discounted airfare. The traveler should include a statement regarding the cost comparison and potential for savings by extending the trip.

4.5.3.2.6. Ground Transportation to/from Airports – A traveler using a personal vehicle may be reimbursed for the mileage to/from the air terminal, but the reimbursement may not exceed the mileage using the workplace as the point of departure/return. Airport parking charges are a reimbursable expense. If the traveler is not able to leave his/her vehicle at the airport, mileage for two round-trips will be reimbursed for the traveler’s drop-off and pick-up, along with reasonable short-term parking charges.

4.5.3.2.7. Other Transportation Expenses – For travel between business locations, travelers are encouraged to choose the most cost-effective means of ground transportation available and will be reimbursed for shuttles, taxis, local mass transit, and reasonable charges for limousine services based on comparable modes of transportation. Other reimbursable transportation expenses include parking, bridge, highway, and tunnel tolls.

#### 4.5.3.3. Travel Meals

4.5.3.3.1. Reimbursable Meals – Meals incurred while traveling on College business will be reimbursed to the traveler on a per diem basis only when overnight travel takes place at a rate based on the Federal Standard Meal Allowance. Contact the Accounts Payable Department for current rates. Tips and gratuities must be covered with the per diem funds. Meals that are included in a conference fee are not reimbursable.

4.5.3.3.2. Non-Reimbursable Meals – When the business travel does not include an overnight stay and a traveler’s meal does not qualify as a “Business Meal” (see below), the meal is defined by the IRS as “personal.” Personal meals do not qualify for reimbursement under these guidelines.

4.5.3.4. Business Meals – Business meals, entertainment, and other business-related expenses that occur during travel will be reimbursed at the actual cost provided that: 1) the expense was incurred as part of the ordinary and necessary College Business; 2) the expenditure was not lavish or extravagant; and 3) there was a substantial business discussion during, directly before, or directly after the meal or event. These meals or events must include at least one non-College employee to be considered business-related. The traveler must include the following documentation: 1) the original itemized receipt; 2) names and affiliations of attendees; and 3) the business purpose of the meeting meal or event. If a business meal is claimed, then the traveler will not be reimbursed the per diem for that particular meal.

4.5.3.5. Lodging – Travelers will be reimbursed at the actual reasonable single room rate; including applicable taxes, for College business that is conducted more than 50 miles from campus. The appropriate supervisor determines reasonableness of the lodging rates. If the traveler is attending a conference, it is appropriate to stay at the hotel that is hosting the conference. If the hotel requires prior financial commitment (e.g., prepayment for one night or credit card guarantee), the traveler is responsible for

notifying the hotel of a cancellation and will not be reimbursed for the penalty, if he/she fails to make the cancellation notification. The traveler's supervisor may approve an exception if the failure to notify the hotel of the cancellation is due to extenuating circumstances beyond the traveler's control.

4.5.3.6. Other Reimbursable Expenses – Travelers may also be reimbursed for actual reasonable telephone, copying, computer connection, and other business costs. Registration fees necessary to attend a conference or meeting are also reimbursable.

4.5.3.7. Non-reimbursable Items – Personal expenses will not be reimbursed by the College and should not be reported on the Travel Expense Report. Non-reimbursable items include (but are not limited to):

1. Alcoholic beverages
2. Personal entertainment expenses (e.g., airline headsets, movies, tours, sporting events)
3. Traffic fines, parking tickets and court costs
4. Lost and overweight baggage
5. Personal auto repairs, personal credit cards and annual fees, personal telephone charges
6. Insurance for rental vehicles
7. Medical expenses
8. Additional life insurance
9. Meals associated with trips that have no overnight stay

4.5.3.8. Prepayments and Cash Advances

4.5.3.8.1. Travel advances should be requested using the Employee Travel Expense Report form at least two (2) weeks prior to the date when an advance is needed. The maximum amount of an advance will be \$200 per trip.

4.5.3.8.2. The advance check is written the Thursday closest to the date of departure. Purchase Orders, College credit cards, check requests, or personal credit cards should be used to reserve hotel rooms and to pay for registration fees. Some states waive the state tax on the room charge for non-for-profit organizations. A separate tax-exempt form pertaining to the College may be needed and can be obtained from the Business Office. Reimbursement for use of a personal car will be made after the trip when the actual expense report is completed and should not be requested as part of an advance.

4.5.3.9. Reporting and Documentation of Expenses – The traveler may request reimbursement for travel-related expenses by completing the Employee Travel Expense Report. The Employee Travel Expense Report should be forwarded to the signature authority for the account being charged or the traveler's supervisor for their review, approval, and signature. The approved Employee Travel Expense Report should be submitted to the Accounts Payable Office with ten (10) business days of the completion date of the trip.

4.5.3.9.1. The following documentation is required to substantiate expenses for

reimbursement:

1. Air/Rail/Bus – Original passenger receipt or e-ticket printout
2. Lodging – Original itemized hotel bill (including telephone calls) providing proof of payment
3. Car Rental – Original rental agreement providing proof of payment
4. Business Meals/Entertainment – Original receipt plus names of the individuals present, business affiliations, business purpose of the meal meeting, and the date/place of the meeting
5. Travel Meals (per diem) - No receipts required
6. Conference/Registration fee (if not prepaid) – Original receipt showing proof of payment
7. Travel Expenses (other than the above) – Exceeding \$25 per expenditure require receipts

4.5.3.9.2. Claims for reimbursement of expenses not covered by these guidelines or exceptions will be returned to the traveler. Upon written recommendation of the traveler's division Vice President and appropriate justification, the President (or his/her designee) has the sole authority to approve reimbursement not covered by or exceptions to this policy.

4.5.3.10. College Issued Cell Phones – A College issued cell phone is to be used for College Business only. Employees have an obligation to use College issued cell phones in a responsible, informed, and safe manner and observe all applicable laws or regulations. Employees using College issued cell phones are responsible for securing them. Losses shall be reported immediately to the Director of Purchasing. Employees may be held liable for lost, stolen, or damaged College issued cell phone equipment. Using a College issued cell phone while operating a motor vehicle is prohibited. Employees should move their vehicle from the travel portion of the roadway when using their cell phone.

#### **4.5.4. COLLEGE VEHICLES**

##### **4.5.4.1. AUTHORIZED DRIVERS**

4.5.4.1.1. College drivers are defined as those persons, at least 18 years of age, including all College authorized officers, members of the Board of Trustees, faculty, staff, students, or volunteers from the using department. Drivers using leased vehicles must be at least 21 years of age; drivers using vans and buses must be at least 25 years of age.

4.5.4.1.2. Drivers of College vehicles are required to have a current, valid Indiana or other State driver's license, with no suspensions. If required by law, drivers of buses must have a commercial driver's license (CDL). A photocopy of the valid driver's license is retained by the Purchasing Department. Driving records of all drivers of College use vehicles are subject to verification by the College through State Departments of Motor Vehicles.

##### **4.5.4.2. OPERATION OF COLLEGE VEHICLES**

- 4.5.4.2.1. All drivers who operate College leased vehicles must comply with all policies, procedures, rules, and instructions covering the use of College leased vehicles. The driver must obey all traffic laws at all times. Failure to obey the Law of the Land may disqualify a driver from future use. Any traffic citations or fines are the responsibility of the driver involved.
- 4.5.4.2.2. All College Vehicles are non-smoking vehicles with no exceptions.
- 4.5.4.2.3. Cell Phone may not be used while driving except with hands-free accessories.
- 4.5.4.2.4. It is the driver's responsibility to ensure the use of seat belts by all vehicle occupants.
- 4.5.4.2.5. Drivers of College vehicles are personally responsible for vehicles operated by them. Should damage result through misuse or gross negligence, the operator may be required to make restitution to the College.
- 4.5.4.3. PASSENGERS – Passengers are limited to those persons who are properly authorized to participate in College functions with a driver traveling on official business. “Properly authorized” includes driver's spouse, students, or guests of the College whose presence as a passenger is directly related to the driver's official business. This section of the policy also applies to other College vehicles such as golfcarts and mules.
- 4.5.4.4. PROCEDURE TO PICK UP AND RETURN A LEASED VEHICLE
- 4.5.4.4.1. Location – Keys and the rental agreement will be picked up from and returned to Security at the Security Building. College vehicles may not be taken to a person's residence for a next day departure or late return unless prior written approval has been obtained from their Department Head/Chair and provided to the Purchasing Department. The vehicles are parked in the Senior Parking Lot on the corner of Madeleva Drive and McCandless. Vehicles may be picked up from the Senior Lot and should be parked in this lot upon return.
- 4.5.4.4.2. Driver Inspection – The driver of the vehicle should inspect the vehicle before driving it. The vehicle should be checked visually to assure that the tires are in good condition, the side-view mirror is usable, and that it has a gas cap, a spare tire, and a jack. The brakes, lights, and other controls should be tested for proper working conditions.
- 4.5.4.4.3. Care of the Vehicle – The vehicle must be returned in the same condition it was received. Drivers should ensure that the vehicle is clean and that all trash and debris are disposed of prior to returning the vehicle to its assigned parking lot. A cleaning fee may be assessed. The vehicle must be

returned with a full tank of gas. If the gas tank is not full, the department will be charged for the gas plus a refueling fee.

4.5.4.4.4. A Rental Agreement will be issued with each vehicle when it is picked up. Upon return, the Rental Agreement must be returned to Security or the Purchasing Department along with the keys and credit cards.

#### 4.5.4.5. LIABILITY INSURANCE

Liability insurance is provided for authorized College drivers to operate College vehicles on official College business.

The College reserves the right to recover from a driver the amount expended to provide the defense and/or pay a settlement or final judgment, if it is shown while performing official business for the College, the driver acted fraudulently or with intentional malice causing bodily injury, wrongful death, or property damage.

The College is not responsible for any items left in unattended vehicles.

#### 4.5.4.6. REPORTING VEHICLE ACCIDENTS

For the purpose of safety and loss risk analyses, all accidents involving College use vehicles must be reported immediately to the nearest police department, the College's Insurance Company, and the College's Business Office. All accidents are to be reported within 24 hours, even if another vehicle is not involved or there are no apparent injuries or property damages. Helpful instructions for reporting accidents are provided on the back of the rental agreement.

#### 4.5.4.7. DEPARTMENT RESPONSIBILITIES

A department which has permanently assigned vehicles is responsible for scheduling and maintaining its assigned vehicles. The department is responsible for enforcing all rules, policies, and guidelines relating to the vehicles as stated herein. Failure to do so may result in the suspension of vehicle privileges.

#### 4.5.4.8. MISUSE OF COLLEGE VEHICLES

Misuse of any College vehicle may result in disciplinary action. The following is a list of guidelines constituting misuse:

1. Driving without Authorization
2. Driving without a valid Driver's License



3. Allowing an unauthorized person to drive a College vehicle
4. Driving recklessly, not obeying traffic laws
5. Falsification of vehicle forms
6. Failure to comply with the Vehicle Usage Policy

#### 4.5.4.9. USE OF PERSONAL VEHICLES FOR OFFICIAL COLLEGE BUSINESS

Each Vice President has the responsibility for authorizing persons to drive privately owned vehicles to conduct official College business. Important: If a personal vehicle is used for College business, the vehicle owner's insurance is primary in the event of an insurance claim. Mileage for use of personal vehicles will be reimbursed at 80% of the authorized current federal rate, which will be updated annually, for the actual driving distance.

**VIOLATION OF THIS POLICY MAY RESULT IN THE SUSPENSION OF THE DRIVER'S PRIVILEGES TO OPERATE A COLLEGE VEHICLE.**

Questions regarding policy guidelines on the use of College vehicles on College business should be directed to the Purchasing Department.

#### **4.5.5. TRAVEL POLICY: SUPPLEMENTARY**

In addition to funds for travel to professional conferences, there are some additional funds available for other types of faculty travel. The arrangements for traveling and the rules for spending money are the same as for professional travel, except that the "Travel Request Form" is submitted to the administrative officer from whose budget the travel is paid.

##### 4.5.5.1. INSTRUCTION-RELATED TRAVEL

Faculty members may also take students on trips which are part of courses or which are of educational benefit to the students. The College may subsidize the faculty member's expenses in these cases. The College may also subsidize the expense of faculty members when College courses must be taught off-campus (e.g., in hospitals) or when field work must be supervised (e.g., practice teaching). Such expenses are included in a department's budget.

##### 4.5.5.2. FACULTY RECRUITMENT

Faculty may also travel to recruit new faculty, to represent the College at meetings of educational organizations, to speak to chapters of the Alumnae Association, or to aid the College's development effort. The expense of such travel is covered through the budget of the administrative office involved: in the first two cases by the Provost Office, in the third through the Alumnae Office, in the last by the Development Office.

#### **4.5.6. FACULTY OFFICES**

The College strives to provide each full-time faculty member with a private office. Part-time faculty members often share offices with each other. Each office is equipped with a computer, desk, telephone, chair, and filing cabinet. Additional equipment such as desks lamps, bulletin boards, blackboards, and bookcases are sometimes available. Faculty members consult their Division Director to obtain the furniture and equipment they need.

#### **4.5.7. STAFF OR ADMINISTRATIVE SERVICES**

Ordinarily, several departments share the services of one staff or administrative assistant. The departments which share a staff or administrative assistants work out a fair allocation of the secretary's time and a priority of the jobs to be done. Staff or administrative assistants are generally responsible for typing departmental reports, class syllabi and examinations, class materials, letters of recommendation and professional letters, reports and material for College committees on which faculty serve, and manuscripts of professional work. Staff or administrative assistants should not be asked to do personal work on College time (e.g., typing the final copy of a dissertation).

#### **4.5.8. SUPPLIES AND SERVICES**

Each department maintains its own stock of supplies for academic and professional purposes. Provision for supplies is made through the department operating budget which is prepared by the department chair after consultation with the department members to anticipate expenses for the coming year. Budget expenditures are supervised by the department chair to ensure that the department stays within its overall budget and that each faculty member of the department has fair access to available supplies and services.

#### **4.5.9. MAIL SERVICE**

All faculty members are assigned a mailbox in the buildings in which their offices are located. Mail is distributed twice per day, Monday through Friday. Professional mail requiring postage is charged to department operating budgets. To facilitate this, all unstamped mail should have a department designation. Intercampus mail service to Notre Dame is provided at no charge.

#### **4.5.10. PRINTING SERVICE**

Because facilities for printing vary by department and building and because the policies respecting their use vary by budget and department and are subject to change, faculty members should consult their department chair about the use of those facilities.

#### **4.5.11. PROFESSIONAL LIABILITY COVERAGE**

Faculty are covered by the College's Liability Policy for errors or omissions, bodily injury, personal injury, or property damage for which they are held to be legally liable as a result of performance of their duties as officers of instruction. This coverage includes all teaching related activities as well as activities undertaken as a member of the Board of Trustees, of the College, Academic Leadership Council, College councils, or College committees.

In cases involving legal action, an attorney selected by the insurance company will represent the interests of the faculty member. The College is not responsible for legal action that may accrue from other professional activity; e.g., suits for plagiarism or harm caused in the course of personal research.

#### **4.5.12. LIBRARY PRIVILEGES**

Faculty members are granted extended borrowing privileges at the Cushwa-Leighton Library. Books and other library materials checked out by a faculty member must be returned or renewed annually at the time determined by the Circulation and Fulfillment Manager and at other times by the Manager's request. Such a request is made when someone else wishes to borrow the item, or when materials are required for inventory or other library purposes. A full description of current faculty privileges and library regulations may be found on the Library's web page.

Notre Dame faculty may use the library collection with the use of their faculty identification card. Scholars officially visiting the College enjoy the same privileges as regular faculty; an application for use of the library should be made to the Library Director.

Study carrels in the Library are available for assignment to faculty members engaged in research and writing, or on sabbatical. Assignments are generally made for one term or one year at a time, depending on the length of the research project or sabbatical leave. Faculty may contact the Library Director for information about availability of carrels.

Faculty may reserve a variety of meeting rooms for collaborative study, learning and meetings using Campus and Community Events' online reservation system.

Saint Mary's faculty members also enjoy borrowing privileges at the University of Notre Dame Hesburgh Libraries. Detailed information about using the collections at the Hesburgh Library can be obtained at its circulation desk.

Faculty at Saint Mary's have borrowing privileges at the other supported libraries of the Private Academic Library Network of Indiana (PALNI), which is accessible via the Cushwa-Leighton

Library's online catalog. Books may be requested from any other participating PALNI library and are usually delivered to campus in three to five days.

The use of local public libraries is based on residency.

## **4.6. GENERAL INFORMATION: FACILITIES, SERVICES, AND POLICIES**

### **4.6.1. ADOPTION ASSISTANCE**

4.6.1.1.ELIGIBILITY – Full-time faculty with one year of service are eligible for this benefit.

For the plan to pay benefits, the adopted child must be less than sixteen years of age when the petition for adoption is filed. If a petition for adoption is not filed on behalf of the child before age sixteen, the plan administrator, at his/her discretion may recognize other acts or proceedings before age 16 in connection with adoption instead of the requirement for a petition.

4.6.1.2.BENEFIT AMOUNT – The plan can reimburse up to \$2,000 in covered expenses for each adopted child. Reimbursement is received when the child has been lawfully placed in the home and appropriate documentation has been provided.

4.6.1.3.COVERED EXPENSES – following covered expenses are reimbursed by the plan if they are reasonably related to the adoption of the child:

1. medical, surgical, and hospitalization expenses related to the pregnancy of the natural mother of the child, or related to the birth of the child;
2. court fees;
3. expenses for legal services of a licensed attorney;
4. fees payable to a competent government agency for filing a legal document;
5. other legal expenses reasonably related to the adoption process;
6. fees paid to a child welfare, placement, or other agency authorized to assist in the adoption;
7. other expenses approved by the plan administrator.

#### **4.6.1.4. EXPENSES NOT COVERED**

1. expenses incurred before one is eligible for the plan;
2. expenses in excess of a reasonable amount;
3. amounts paid, directly or indirectly, to a person for the placement, adoption, or care of a child if the person may not lawfully receive such payment for services.

#### **4.6.2. ANGELA ATHLETIC & WELLNESS COMPLEX POLICIES**

Faculty have access to athletic venues for recreational use during regular operational hours. Facilities on campus also include outside tennis courts, elevated indoor track, and state-of-the-art fitness equipment. Additional fitness classes are available for a nominal fee. Visit the website for more information about membership and policies:

<https://www.saintmarys.edu/athletics/angela-athletic-wellness-complex>.

#### **4.6.3. BANKING**

Both 1st Source Bank and the Notre Dame Credit Union have ATM's on campus. A branch of 1st Source Bank is located in the Student Center. Call a representative of either institution for account information and benefit of participation.

#### **4.6.4. BOOKSTORE AND CONVENIENCE STORE**

The Saint Mary's College Shaheen Bookstore maintains school supplies, office, art and drawing supplies, cosmetics, magazines, cards, and textbooks. Faculty members are entitled to a 20% discount on most items. Textbooks are not discounted. In order to receive a discount, family members must be accompanied by the faculty member.

The Saint Mary's College Convenience Store stocks cold pop, munchies, candy and ice cream, and many other convenience items. Munch money is accepted in the convenience store but merchandise is not discounted. Hours are posted in the Student Center entryway and at the stores. The Notre Dame Bookstore is also available to faculty members with Saint Mary's identification cards entitling them to a 20% discount on most items.

#### **4.6.5. CARD ACCESS SECURITY SYSTEM**

Many of the College's residential buildings also include teaching or administrative space. To enhance the safety afforded students in the residential areas, the College has invested in an automated Card Access Security System. In general, access to certain areas of a building and access via the tunnel system between buildings is controlled by the Card Access Security System.

All students are issued an Access Card with their student ID card. In addition, all full-time College employees (administrators, faculty, and staff) who have a job-related need to gain access frequently to the restricted areas may request an Access Card. An Access Card can be requested via the "Access System Request Form" from the Security Department after first getting approval of one's department head. A fee is charged for lost Access Cards. Employees are cautioned to control responsibly for their Access Card to ensure that residence halls remain safe.

#### **4.6.6. CHANGE IN PERSONNEL INFORMATION**

Faculty members are strongly encouraged to report to the Office of Human Resources changes in the information originally reported in their vitae. Changes of address, telephone number, marital status, or additional education should be reported.

#### **4.6.7. CHAPEL AND CHURCH FACILITIES**

Liturgies on Saint Mary's College campus are offered in several locations throughout the academic year.

4.6.7.1. Holy Cross Hall is located on the first floor of Holy Cross Hall and accommodates approximately 250.

4.6.7.2. Le Mans Hall Chapel is located in the center of the third floor. The three-story chapel accommodates 300 people.

4.6.7.3. The Church of Loretto is located on the southwest corner of the campus. It belongs to the Sisters of the Holy Cross. This church accommodates approximately 550.

Liturgy schedules are published each semester by the Campus Ministry Office and distributed to all departments. Specific scheduling questions should be directed to Campus Ministry.

#### **4.6.8. CHILDREN OF FACULTY ON CAMPUS**

Because of potential safety hazards and the possible disruption of work, the children of faculty members must be supervised while on campus.

#### **4.6.9. COLLEGE PUBLICATIONS**

*The Observer* which is published daily by the student community of Saint Mary's College and the University of Notre Dame is available on campus. Faculty members also receive the *Courier*, the alumna quarterly and *Chimes*, an on-line publication of student and faculty members' literary work.

#### **4.6.10. COUNSELING SERVICES: COLLEGE ASSISTANCE PLAN**

The Saint Mary's College Employee Assistance Plan is a confidential, professional service, designed to help College faculty and staff in times of personal crisis. The program assists the

identification and treatment of problems, whether emotional, financial, legal, alcohol, drug, or family related. Once the problem has been identified, the person is referred to an appropriate program. The College Assistance Plan is available to all full-time College faculty, staff, and their families. For further information on this program, call the Office of Human Resources.

#### **4.6.11. CULTURAL EVENTS AND THE CULTURAL EVENTS CALENDAR**

A list of concerts, lectures, plays and other events which occur throughout the year is available on the SMC Web site. Saint Mary's College sponsors an annual Performing Arts Series. Discounted tickets are available to the Saint Mary's Community. Tickets and detailed information relevant to these events can be obtained through the Box Office located in O'Laughlin Auditorium.

#### **4.6.12. DINING FACILITIES**

Faculty members are eligible to use the facilities of the Dining Hall and the 1844 Grill in the Student Center. Contact the Dining Hall for the hours of operation and special discount opportunities available to employees.

#### **4.6.13. EARLY CHILDHOOD DEVELOPMENT CENTER**

Children of the Saint Mary's College community, including faculty and staff members are eligible for enrollment in the Early Childhood Development Center (ECDC) on the campus of Saint Mary's College. During the academic year, children between the ages of three, four, and five years old are eligible to enroll in the ECDC program. The Center operates five days a week from 7:30 a.m. to 5:30 p.m. A hot lunch is provided. A wide variety of part-time schedules are also available; tuition is determined by the schedule chosen. ECDC provides practicum experiences for college students majoring in education, nursing, and psychology. All members of the teaching staff have undergraduate degrees and some have advanced schooling in the field. The Center also offers an eight-week summer day camp program for children between the ages of 3 and 9 years. Registration for the summer and fall is held in the spring of each year. More information can be obtained at the ECDC website at <https://ecdc.nd.edu/>.

The Early Childhood Development Center also offers programs at a facility on the campus of the University of Notre Dame. Please contact ECDC for further information.

#### **4.6.14. HEALTH AND WELLNESS SERVICES**

Access to Health and Wellness Services is limited to students.

#### **4.6.15. IDENTIFICATION CARDS**

Regular full-time and part-time Saint Mary's College faculty members are issued identification cards. These are useful in obtaining services at the College and are necessary for providing for the security of the work environment. The card should be carried by faculty members whenever they are on College property. All faculty members must return I.D. cards to the Human Resources Office when a faculty member service with the College ends.

#### **4.6.16. KEYS**

A faculty member whose job requires keys to College buildings or equipment should keep these keys in a safe place at all times. If keys are lost or found, the department chair should be notified immediately. There is a key replacement fee. To protect the security of College equipment and insure the integrity of the lock system, keys should not be copied or loaned. If a key is lost or found, report it to your supervisor and to the Maintenance and Security Departments. All keys must be returned prior to final clearance from the College. There will be a charge for all lost keys not returned at termination. In the event that the loss of keys requires changing the locks of a building or a section of a building, the cost of the locks and new keys must be reimbursed to the College by the employee.

#### **4.6.17. LADIES OF NOTRE DAME AND SAINT MARY'S**

The Ladies of Notre Dame and Saint Mary's is an organization of wives of faculty and administrators, as well as professional women serving Saint Mary's College and the University of Notre Dame. Dues are \$20.00 a year, and meetings are held regularly during the academic year to promote the social and cultural welfare of its members and to foster friendship within the Notre Dame/Saint Mary's family. The organization offers a variety of interest groups such as Bridge, Gourmet Cooking, Newcomers, and several sports and family activities.

Members are encouraged to give service to both institutions and to the community through several supportive programs. Such programs include UNICEF, and the support of the Friends of the Library at Notre Dame through the Memorial Gift Fund. The Ladies of Notre Dame and Saint Mary's Scholarship Fund provides support to students through the Offices of Financial Aid at both schools.

Kaleidoscope, the newsletter of the Ladies of Notre Dame and Saint Mary's, is published at regular intervals during the academic year. All eligible members receive the first issue of each semester; all issues are sent to active members.

#### **4.6.18. LOST AND FOUND ARTICLES**

Articles lost or found on the campus should be promptly reported to the Security Department.

#### **4.6.19. MORRISSEY LOAN FUND**



The Morrissey Loan Fund advances up to \$3,500 to faculty members, staff, or students to meet unexpected or extraordinary needs. Further information on the Fund is available from the Controller in the Business Office.

#### **4.6.20. MOTOR VEHICLES AND PARKING**

Faculty members may park in authorized parking areas after obtaining a Saint Mary's College parking tag from the Security Department. There is no charge for the tag.

#### **4.6.21. NOTARY SERVICES**

Faculty members are provided with notary services by various staff. The service is available during business hours, subject to other demands on personnel; there is no charge.

#### **4.6.22. POST OFFICE**

The campus Post Office is located on the ground level of Holy Cross Hall. It offers the services of stamp and mail order purchases, mail registry, and parcel post services. Check with the Post Office for the hours of operation.

#### **4.6.23. REMEMBRANCES: ILLNESS OR DEATH**

As a general rule, in the event of the illness or death of a faculty member or staff employee of the College, only one remembrance is to be charged to College budget accounts. This program is administered through the Office of the President. Individuals receiving notification should promptly call the Office of the President where the appropriate arrangements will be made. When reporting, please indicate as much detail about the situation as possible, including hospital location, funeral arrangements, or requests for memorial gifts in lieu of flowers. Departments or offices are not to purchase flowers or memorial gifts from College department or office budget accounts. Individuals or groups may take up a collection for flowers or other gestures for friends and colleagues.

#### **4.6.24. SEXUAL HARASSMENT**

##### **4.6.24.1. POLICY**

Saint Mary's College will not tolerate sexual harassment of its students or employees, nor will Saint Mary's College tolerate unprofessional conduct which leads to sexual harassment.

Sexual harassment may be used to describe a wide range of behaviors. These behaviors are described in the Equal Employment Opportunity Commission Guidelines. Unwelcomed

sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 4.6.24.1.1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education,
- 4.6.24.1.2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or
- 4.6.24.1.3. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment, education, or living environment.

In determining what conduct constitutes sexual harassment, the question will be determined from the perspective of a reasonable person of the gender and position of the person making the complaint.

Saint Mary's College has assigned to the Director of Human Resources the responsibility of becoming familiar with the issue of harassment and providing advice and counsel to employees offended by unwelcome comments or behavior.

#### 4.6.24.2. HOW TO HANDLE OFFENSIVE COMMENTS OR CONDUCT

If a faculty member or member of the staff is faced with comments or conduct of a gender based or sexual nature which are offensive or threatening, the person is encouraged to handle the situation in a direct manner immediately by telling the person calmly, politely, and clearly that the conduct is offensive and that the individual wants it to stop.

If that individual is reluctant to confront the individual directly, the individual may seek assistance by complaining to a person of authority and asking for assistance. A faculty member may complain to a Division Director, chair of the department, the Provost Office, or Director of Human Resources. Any other employee of Saint Mary's College may complain to the Director of Human Resources or head of the employee's department.

#### 4.6.24.3. NOTIFICATION AND INVESTIGATION

All faculty members, managers, and supervisors are responsible to immediately bring forth any complaint of harassment made by a student or employee, as well as any situation which they observe and believe may violate this policy. This information should be brought to the Director of Human Resources, Provost Office, or Vice President for Student Affairs.

Complaints will be immediately and fully investigated once reported. To the extent feasible, the investigation will protect the privacy interests of all affected parties.

No faculty member, employee, or student who makes a complaint in good faith or participates in an investigation in good faith shall suffer retaliation for being involved. Saint Mary's College will take the necessary action to assure that retaliation does not occur.

#### 4.6.24.4. DISCIPLINE

Any person who is found to have violated this policy shall be subject to prompt and appropriate disciplinary action up to and including termination, as determined by Saint Mary's College.

#### 4.6.24.5. BAD FAITH COMPLAINTS

This policy shall not be used to bring a complaint in bad faith. Disciplinary action shall be taken against any individual found to have brought a sexual harassment complaint in bad faith for an improper purpose.

#### 4.6.24.6. ROMANTIC AND/OR SEXUAL RELATIONSHIPS WITH STUDENTS POLICY

Romantic and/or sexual relationships between an employee and a student are relationships between individuals in inherently unequal positions. No employee shall engage in or solicit a romantic and/or sexual relationship (consensual or otherwise) with a student. Romantic and/or sexual relationships between a student and an employee are forbidden as unprofessional conduct and are in opposition to the Mission of the College. An "employee" includes any College staff, administrator, or faculty. A "student" includes any undergraduate or graduate student. The consensual nature such a relationship does not constitute a defense to a complaint of sexual harassment, sexual assault, or related unprofessional conduct. This policy is not applicable in situations where the employee and the student are legally married.

Any violation of this policy may result in disciplinary action up to and including termination even for a first offense.

### **4.6.25. GENERAL HARASSMENT POLICY**

#### 4.6.25.1. POLICY

Saint Mary's is committed to a work and educational environment in which all individuals are treated with respect and dignity. Each individual has the right to work and study in an

atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment.

Saint Mary's College has developed this policy to ensure that all of its employees and students can work and study in an environment free from harassment, discrimination, and retaliation. Saint Mary's College will make every reasonable effort to ensure that all employees and students are familiar with these policies and aware that any complaint in violation of such policy will be investigate and resolved appropriately.

#### 4.6.25.2. EQUAL EMPLOYMENT OPPORTUNITY

It is Saint Mary's College's policy to ensure equal employment and educational opportunity without unlawful discrimination or harassment on the basis of race, color, religion, gender, national origin, age, disability, or any other characteristic protected by law. Saint Mary's College prohibits any such discrimination or harassment. As part of our Catholic values, Saint Mary's College prohibits discrimination against an employee or student based on sexual or political orientation.

#### 4.6.25.3. DEFINITIONS OF HARASSMENT

Sexual and gender harassment is prohibited and will be handled as discussed in the policy titled, "Sexual Harassment and Related Unprofessional Conduct."

Harassment on the basis of any other protected characteristic is also prohibited. Under this policy, verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, or any other characteristic protected by law violates this policy. As well, harassment because of an individual's sexual or political orientation is prohibited. Harassing conduct includes, but is not limited to the following conduct which is based upon an individual's race, color, religion, national origin, age, disability, sexual or political orientation: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion and that is posted or circulated on campus.

#### 4.6.25.4. INDIVIDUALS AND CONDUCT COVERED

This policy applies to faculty and staff, whether related to conduct engaged in by students, employees, or by an outsider not directly connected to Saint Mary's College (such as an outside vendor).

#### 4.6.25.5. RESPONSIBILITIES OF FACULTY MEMBERS, MANAGERS, AND SUPERVISORS

All faculty members, managers, and supervisors are responsible to immediately bring forth any complaint of harassment made by a student or employee, as well as any situation which they observe and believe may violate this policy. This information should be brought to the Director of Human Resources, Provost Office, or Vice President for Student Affairs. Complaints will be immediately and fully investigated. To the extent feasible, the investigation will protect the privacy interests of all affected parties.

#### 4.6.25.6. REPORTING AND INCIDENT OF HARASSMENT, DISCRIMINATION, OR RETALIATION

Faculty members and employees who believe they are being subjected to harassment may, if they feel comfortable doing so, advise the offender that his or her behavior is offensive and request that it stop. If faculty members are not comfortable doing this, they are encouraged to immediately report the behavior to the Director of Human Resources or to the Provost Office. If any other employee is not comfortable doing this, they are encouraged to immediately report the behavior to the Director of Human Resources or a department manager. Saint Mary's College encourages prompt reporting of all perceived incidents of discrimination, harassment, or retaliation regardless of the offender's identity or position.

Saint Mary's College encourages the prompt reporting of complaints and concerns so that immediate and constructive action can be taken before relationships become irreparably strained. Although no reporting deadlines have been established, early reporting and intervention are the most effective methods of resolving offensive behavior.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and will be subject to disciplinary action. Acts of retaliation should be reported immediately through the same channels as are identified above.

#### 4.6.25.7. RESOLUTION OF COMPLAINT

Appropriate discipline, up to and including termination of employment, will be imposed if an investigation results in a finding the behavior prohibited by this policy has occurred.

False and malicious complaints of harassment, discrimination, or retaliation will not be tolerated: appropriate disciplinary action will be imposed.

#### 4.6.26. SUMMER CAMPS

Saint Mary's offers various summer camp programs for children. For specific details on these programs call the Office of the Director of Athletics and Recreation or the Office of Campus and Community Events.

#### **4.7. PROCEDURES FOR AMENDING FACULTY PERSONNEL POLICIES**

The different parts of this section are under the jurisdiction of various administrative officers and off campus organizations. The Faculty Compensation Committee of the Academic Leadership Council is charged with responsibility for ensuring that that the interests of the faculty members are represented and will be consulted when major changes in these personnel policies are being considered. The Director of Human Resources is responsible for keeping this section up to date.