

BARD COLLEGE

EMPLOYEE HANDBOOK

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This manual is for the employees of Bard College and its affiliates, including Levy Institute, BGIA, Bard Graduate Center, & the Bard High School Early Colleges of Manhattan, Queens & Newark

(Not intended for the employees of Simon's Rock).

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Welcome Statement

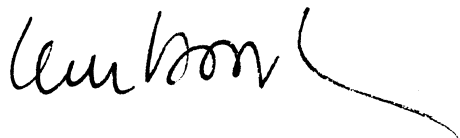
To the Faculty and Staff of Bard College:

On behalf of the college, welcome to Bard. The college prides itself on its commitment to undergraduate education and to scholarship, inquiry, research, and the professional activities of scholars, scientists, and artists. The college is made up of a striking variety of programs, ranging from the Bard High School Early Colleges, three public high school early colleges in New York City and Newark, New Jersey, Smolny College, a cooperative program with the St. Petersburg State University in Russia, to our new campus at Bard of ECLA in Berlin. The heart of the college is the Annandale-on-Hudson campus with its 1900 undergraduates.

This handbook for faculty and staff describes the responsibilities and benefits associated with your work at Bard. Intended for your general information, benefit, and future reference, the handbook outlines the college's employment policies, employee benefits, and workplace guidelines. If you find that this resource does not answer all your questions, the Office of Human Resources will be pleased to assist you.

For decades Bard has been the beneficiary of a dedicated and idealistic staff and faculty. The college welcomes the initiative, loyalty, and commitment to excellence of all of its employees.

Cordially,

A handwritten signature in black ink, appearing to read "Leon Botstein", with a long, sweeping flourish extending to the right.

Leon Botstein
President

Introductory Statement

This handbook, which supercedes all previous personnel guidelines and employee handbooks, is designed to acquaint you with Bard College and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Bard College to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth. Any policy governed by an accepted union contract will supercede that policy within this manual.

Bard College reserves the right to change or rescind any and all of the policies contained herein with or without notice. If, however, such change or rescission affects a term or condition of employment, which is governed by a union contract then in effect, such change or rescission shall be made in accordance with such contract.

Bard College General Information

Bard College offers a vast amount of information concerning the college's history, location, campus maps, student programs, employment opportunities and general college communication through its website at www.bard.edu. Bard College's *Statement on Academic Freedom* and the *Community Standards of Behavior* may also be found at www.bard.edu. In addition, the college's intranet site, Inside Bard (inside.bard.edu), allows staff, faculty and students access to various internal processes, policies and general information. Employees should review and familiarize themselves with these websites and their links to assist them in becoming more familiar with Bard College.

(To find out more about all the Bard programs visit: www.bard.edu/network/)

(Other affiliated websites: www.bard.edu/bhsec and www.bard.edu/bgc)

The Admissions office schedules regular campus tours, which allows students and new employees the opportunity to become more familiar with the campus buildings and surroundings. Tours are scheduled at various times during the week and last 1½ hours. Your placement on the tour must be scheduled in advance through the Admissions Office at ext. 7472.

All employees are required to obtain an identification card. You may be asked to present this card at anytime to identify yourself as a Bard College employee. ID cards may be obtained from the Central Services Department after obtaining a form with your ID number from the Human Resources Department. ID

numbers will only be generated for new employees after pertinent forms are completed with the HR department.

(Not applicable for BHSECs; BGC employees should refer to the BGC onsite identification card process.)

All vehicles utilizing campus-parking facilities on a continual basis must be registered with the Safety and Security Office. Employees are asked to present a valid driver's license, proof of registration and current insurance card from the state in which the vehicle is registered. Issued stickers should be placed on the driver's side rear window. Employees are prohibited from parking in a handicap accessible or reserved parking space unless applicable. Vehicles not registered with Safety and Security or improperly parked may be towed off campus at the owner's expense. Once a tow truck is dispatched, the vehicle's owner and/or operator are responsible for the tow charge whether or not the vehicle is towed. Employees may contact the Safety and Security Department at ext. 7460 for further information.

Nature of Employment

This handbook is intended to provide employees with knowledge of our personnel policies. Employees should familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with Bard College. However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor Bard College is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time. *(Not applicable to tenured faculty.)*

Nothing in this Handbook, nor any policy, benefit, procedure or other provision, implies or shall be construed to imply that this Handbook is or should be considered to be an employment contract for any period of time. This Handbook does not constitute an employment contract and either the employee or Bard College may terminate employment at any time, for any reason, with or without cause.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Bard College will be based on merit, qualifications, and abilities. Bard College does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or any other characteristic protected by law. Bard College will endeavor to make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and employee development.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Director of Human Resources. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action including, without limitation, termination of employment.

Environmental Policy

Bard College strives to provide a healthy and safe environment and to protect the quality of the air, water and land. The college has adopted an environmental policy that calls for reduced consumption, increased recycling, conservation and prevention practices at its sources. All members of the college community are encouraged to incorporate ideals of sustainability into everyday choices including purchasing, transportation, energy and water usage and disposal of waste. The college has a recycling collection program, and the staff is encouraged to sort and collect bottles and cans, cardboard and various paper products.

“Choose Blue to Reuse” Program

Bard College has a reuse program using the BLUE recycling bins, located in each building. The purpose of this program is to reduce Bard’s purchasing costs by reusing office materials (folders, organizing materials, etc.) Employees are asked to place Bard office materials with remaining useful life that the department no longer needs, or you are switching or leaving an office, in the BLUE bin. Bard Office of Sustainability (BOS) collectors will take these to the Salvaged Office Supply (SOS) room in the basement of Brook House for reuse. In return, employees are to use these surplus materials prior to submitting purchasing requests. *(Not applicable to BHSECs & BGC.)*

Cartridge Collection

Bard collects used toner and ink jet cartridges and returns them for reuse and a credit. Employees are to use toner collection boxes located around campus.

Other Environmental Programs

For a description of other programs and additional information, contact the Sustainability Coordinator at ext. 7180 or visit <http://inside.bard.edu/berd/>.

Energy Policy

Bard is committed to a policy of energy efficiency and energy conservation, particularly during this time of rising utility costs, tighter budgets, and, at times, new construction on campus. Specific measures individuals can undertake to promote energy conservation on campus:

- Close windows and doors of conditioned space
- Turn off computers, office equipment, window air conditioners and personal heaters when not in use
- Turn off lights when you will be gone more than 15 minutes
- Enable power management features of personal computers, especially computer monitors (visit the BOS (Bard Office of Sustainability) website to use the power management wizard - <http://inside.bard.edu/berd/>)
- Restrict use of window AC
- Refrain from using personal heaters

Immigration Law Compliance

Bard College is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Bard College within the past three years, or if their previous I-9 is no longer retained or valid. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Disability Accommodation

Bard College is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities competitive employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Bard College will endeavor to make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability, unless doing so will result in an undue hardship to the college.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, and lines of progression and seniority lists. Leave of all types will be available, if eligible, to all employees on an equal basis.

Bard College is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Bard College will follow any state or local law that provides qualified individuals with disabilities greater protection than the ADA. This policy is neither exhaustive nor exclusive. Bard College is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Employment Applications

Bard College relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Background Checks

The college recognizes the importance of maintaining a safe workplace with employees who are honest, trustworthy, qualified, reliable, and nonviolent, and do not present a risk of serious harm to their coworkers or others. For purposes of furthering these concerns and interests, the college reserves the right to investigate an individual's prior employment history, personal references, and educational background, as well as other relevant information that is reasonably available to the college. The college may review an applicant's or an employee's credit report and record of criminal convictions, if any. In the event that a background check is conducted, the college will comply with the federal Fair Credit Reporting Act and applicable state laws, including providing the job applicant or employee with any required notices and forms. Consistent with these practices, job applicants or employees may be asked to sign certain authorization and release forms. Consistent with legal requirements, the college reserves the right to require job applicants or employees to sign the forms as requested as a condition of employment.

Employment Categories

It is the intent of Bard College to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Bard College.

Each employee is designated as either NON EXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and

state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed after state and federal criteria have been met and written notification by the Bard College Human Resources Department has been received. In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work in a budgeted position requiring a minimum of 35 hours per week for 52 weeks per year. Generally, they are eligible for Bard College benefit package, subject to the terms, conditions, and limitations of each benefit program.

ACADEMIC YEAR employees are those who are regularly scheduled to work in a budgeted position during the academic calendar, July 1st through June 30th. Generally, they are eligible for Bard College benefit package, subject to the terms, conditions, and limitations of each benefit program. (*BHSECs: Academic Year is September 1st through June 30th*)- These employees are also called '10 month Employees' & must work a minimum number of hours to qualify for the benefit program (1300 hours).

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work in a budgeted position less than the full-time work schedule, but at least 14 hours per week. Regular part-time employees are eligible for some benefits sponsored by Bard College subject to the terms, conditions, and limitations of each benefit program.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Bard College is appropriate. Bard College has established the introductory period to be 90-calendar days, initiating on the first day of employment.

CASUAL employees are those who work less than 13 hours per week or those who work at the convenience of the college and the employee. Casual employees retain that status unless and until notified of a change. While casual employees receive all legally mandated benefits (such as workers' compensation insurance, New York State Disability Insurance and Social Security), they are ineligible for all of Bard College other benefit programs.

TEMPORARY employees are those who are hired seasonally, as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in

employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance, New

York State Disability Insurance and Social Security), they are ineligible for all of Bard College other benefit programs.

Job Descriptions

Bard College makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duty and responsibility section, a supervisory responsibilities section and a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required).

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Director of Human Resources if you have any questions or concerns about your job description.

Conflict Resolution Procedure

In many cases, employment related issues are a misunderstanding or the result of poor communication that can be resolved by both parties through additional discussion and agreement. As a member of the college community, you are encouraged to bring employment-related issues to your manager. If your manager is unable to resolve the issue, you may contact the Director of Human Resources to assist in resolving the issue. Any employee having an issue has the right to be heard and may expect a fair resolution without the fear of reprisal.

Business Ethics and Conduct

The successful business operation and reputation of Bard College is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Bard College is dependent upon our students' trust and we are dedicated to preserving that trust. Employees owe a duty to Bard College and its students' to act in a way that will merit the continued trust and confidence. Bard College will comply with all applicable laws and regulations and expects its administrators, faculty and staff to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your manager and, if necessary, with the Director of Human Resources for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Bard College employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action including, without limitation, termination of employment.

Open-Door Policy

Bard College recognizes that employees will have suggestions for improving the workplace, as well as complaints about the workplace. The most satisfactory solution to a job-related problem or concern is usually reached through a prompt discussion with your manager.

If you do not feel comfortable contacting your manager or are not satisfied with your manager's response, submit your complaint or suggestion in writing to the Director of Human Resources. The Director of Human Resources will review your written submission and provide you with a final resolution.

While the college provides you with this opportunity to communicate your views, understand that not every complaint can be resolved to your satisfaction. Even so, Bard College believes that open communication is essential to a successful work environment and all employees are free to raise concerns without fear of reprisal.

Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Bard College wishes the college to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Director of Human Resources for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of Bard College. Business dealings with outside firms, contractors or vendors should not result in unusual gains for those firms. Unusual gain refers to, without limitation, bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Bard College business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an executive-level administrator of Bard College, as soon as possible, the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Bard College does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Bard College.

Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with Bard College. All employees will be judged by the same performance standards and will be subject to Bard College's scheduling demands, regardless of any existing outside work requirements.

If Bard College determines that an employee's outside work interferes with performance or the ability to meet the requirements of Bard College as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to continue its employment with Bard College. Outside employment that constitutes a conflict of interest, or engagement in a conflict of interest in the course of outside employment, is prohibited and is cause for immediate termination of employment and other disciplinary action. Bard College reserves all legal and equitable rights and remedies in the event of a conflict of interest, which violates the terms of this policy.

Job Posting and Employee Referrals

Bard College provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all job openings are posted on www.bard.edu/employment, although Bard College reserves its right to not post a particular opening.

To be eligible to apply for a posted job, employees must have performed competently for at least 6 months in their current position. Employees who have a written warning on file, or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit a resume and cover letter to Human Resources listing job-related skills and accomplishments. The candidate's cover letter should detail qualifying attributes received from current experiences with Bard College, and prior work experience and/or education.

Bard College recognizes the benefit of developmental experiences and encourages employees to talk with their managers about career plans. Managers are encouraged to support employees' efforts to gain experience and advance within the organization. An applicant's manager may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Bard College also encourages employees to identify friends or acquaintances that are interested in employment opportunities and refer qualified outside applicants for posted jobs. Employees should not make commitments or oral promises of employment. An employee should submit the referrals, resume and/or completed application form to the Human Resources Department for consideration.

Access to Personnel Files

Bard College maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases and other employment and benefit records. Personnel files are the property of Bard College and access to the information they contain is restricted. Generally, only managers and administrators of Bard College who have a legitimate reason to review information in a file are allowed to do so. Employees who wish to review their own file should contact the Director of Human Resources. With reasonable advance notice, employees may review their own personnel files in the Human Resource office and in the presence of a Human Resources staff member.

Personal Data Changes

It is the responsibility of each employee to promptly notify Bard College of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, beneficiary changes, individuals to be contacted in the event of an emergency, educational accomplishments, and other such

status reports should be accurate and current at all times. If any personal data has changed, notify the Human Resources Department immediately.

Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Bard College uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Bard College may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Employees who are promoted or transferred within Bard College must complete a secondary introductory period of the same length with each assignment to a new position. Any significant approved absence will automatically extend an introductory period by the length of the absence. If Bard College determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period. Satisfactory completion of the Introductory Period should not be construed as creating a contract or guaranteeing employment for any specific duration.

In cases of promotions or transfers within Bard College an employee who, in the sole judgment of the administration, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and Bard College needs. Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification. During the initial introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance, New York State Disability Insurance and Social Security. However, they may not become eligible for other benefits until they have achieved a satisfactory completion of their introductory period.

Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. This communication is to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance evaluations are an ongoing process and employees will meet with their supervisors periodically.

Salary Administration

Bard College is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area. Compensation for every position is determined by several factors, including the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. Bard College periodically reviews its salary administration program and restructures it as necessary.

Employees should bring their pay-related questions or concerns to the attention of their managers, who are responsible for the fair administration of departmental pay practices. The Director of Human resources is also available to answer specific questions about the salary administration program.

Timekeeping

Accurately recording time worked is the responsibility of every nonexempt and exempt employee. Federal and state laws require Bard College to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their workday, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Lunch hours are offered as unpaid time. Overtime work must always be approved before it is performed. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action including, without limitations, termination of employment. It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. Time records should be kept on forms provided by the college. *(BGC also maintains a time clock process. Refer to BGC management for further details.)*

Exempt employees must accurately record the use of their vacation, personal and sick time. This record must be maintained on a time sheet (available from the payroll office) and submitted to Payroll on a monthly basis. Employees designated as 'Executives' must report their time used to Payroll at the end of each quarter, March, June, September & December. Upon leaving the College, eligible employees will be paid out unused vacation time, provided they have a record of reporting their time used to Payroll in a consistent manner.

Paydays

It is the policy of Bard College to pay employees by check or similar means such as electronic funds transfer (direct deposit) on a regular basis and in a manner so that the amount, method, and timing of wages comply with any applicable law or regulation. Most non-exempt employees will normally be paid every other Friday following the end of the pay period and exempt employees will be paid on the 15th and the last day of the every month. In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will be paid on the first day of work after the regularly scheduled payday. Employees may, and are encouraged to, have their pay directly deposited into a financial institution of their choice if they provide advance written authorization to Human Resources. Employees will receive an itemized statement of wages when Bard College makes direct deposits. Union employees may have a different pay schedule from other non-exempt employees.

Administrative Pay Corrections

Bard College takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Payroll Administrator or Human Resources so that corrections can be made as quickly as possible.

Pay Deductions

The law requires that Bard College make certain deductions from every employee's compensation. Among these are, but not limited to, applicable federal, state, and local income taxes. Bard College also must deduct Social Security and Medicare taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Bard College matches the amount of Social Security taxes paid by each employee.

Bard College offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your pay check or how they were calculated, you may contact the Payroll Coordinator or Human Resources for assistance.

Work Schedules

The normal work schedule for all full-time employees is 7 hours a day, 5 days a week. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

BGC considers security and maintenance non-exempt employees work week to be 8 hours a day, 5 days a week.

Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked and will be paid on any hours worked over 40 hours per week at a rate of 1 1/2 times the regular rate. Time off on sick leave, personal time, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action including, without limitations, possible termination of employment.

Emergency Closings

At times, emergencies require the closing of a work facility. When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. In cases where weather conditions are poor, but do not warrant the closing of the college, employees who fail to report for work must use a personal or vacation day. If an employee does not have any time available, the employee will not be paid for the day. Contact the Director of Human Resources if you have additional questions.

Employee Benefits

Eligible employees at Bard College are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law. Benefits eligibility is dependent upon a variety of factors, including employee classification.

BHSECs: Benefits eligibility for Bard High School Early Colleges faculty on the Bard College payroll, requires being employed at one of the BHSEC campuses on a half-time, or greater than half-time, schedule during the entire academic year during which benefits are sought. Half time is defined as a minimum of two and a half days in attendance at one of the BHSEC campuses for the entire academic year and teaching of two full-credit (3 or more credits) courses at a BHSEC each semester. Benefits eligibility assumes a contract extended by Bard College for both semesters of the BHSEC academic year during which benefits are sought. Those hired for a single semester at BHSEC, regardless of the time fraction, are not eligible for benefits.

Human Resources will identify the programs for which you are eligible. Some benefit programs require contributions from the employee. The descriptions of the benefits provided in this handbook are necessarily brief. Full descriptions of each benefit plans are available through the Human Resources Department. We urge that you read the complete description of each benefit before making benefit choices. The following benefit programs are available to eligible employees:

- Supplemental Retirement Plan
- Retirement Plan
- Bereavement Leave
- Educational Financial Assistance
- Nursery School
- Health Insurance
- Dental Insurance
- Short and Long Term Disability
- Flexible Spending Account (*Medical & Dependent Care*)
- Commuter Benefit Plan
- Paid Holidays
- Employee Assistance Program
- Vacation Benefits
- Sick Time/Personal Time
- Family Leave
- Jury Duty/National Guard
- Life Insurance

- Supplemental Life Insurance
- Supplemental Child Care (*Bard College Union Faculty only*)

Vacation Benefits

Vacation time off with pay is available to regular full-time and regular part-time employees, working a minimum of 1300 hours per fiscal year, to provide opportunities for rest, relaxation, and personal pursuits. The amount of paid vacation time employees receive each year increases with the length of their employment, and accrues as shown in the following schedule:

EXEMPT EMPLOYEES

Years of Service	Vacation Time
Between the date of hire and June 30th Days are accrued at the rate of 1.25 days/ month	None
In the 1st full fiscal year Includes vacation days accrued from the date of hire through the previous June 30 th	0 –15 days, based on hire date
In the 2nd thru 4th fiscal years 12 months x 1.25 days/month	15 days
In the 5th fiscal year Based on the blend of old (1.25) and new (1.67) accrual rates	15-20 days, based on hire date
In the 6th thru 9th fiscal years 12 months x 1.67 days per month	20 days
In the 10th fiscal year Based on the blend of old (1.67) and new (2.09) accrual rates	20-25 days, based on hire date
In the 11th fiscal year and beyond 12 months x 2.09 days/month	25 days

NON-EXEMPT EMPLOYEES

Years of Service	Vacation Time
Between the date of hire and June 30th Days are accrued at the rate of .834 days/ month	None
In the 1st full fiscal year Includes vacation days accrued from the date of hire through the previous June 30 th	0 –10 days, based on hire date
In the 2nd thru 4th fiscal years 12 months x .834 days/month	10 days
In the 5th fiscal year Based on the blend of old (.834) and new (1.25) accrual rates	10-15 days, based on hire date
In the 6th thru 9th fiscal years 12 months x 1.25 days per month	15days
In the 10th fiscal year Based on the blend of old (1.25) and new (1.67) accrual rates	15-20 days, based on hire date
In the 11th fiscal year and beyond 12 months x 1.67 days/month	20 days

PART- TIME EMPLOYEES

Years of Service	Vacation Time Based on normal hours worked
Between the date of hire and June 30th Days are accrued at the rate of .834 days/ month	None
In the 1st full fiscal year Includes vacation days accrued from the date of hire through the previous June 30th	0 –10 days, based on hire date
In the 2nd thru 4th fiscal years 12 months x .834 days/month	10 days
In the 5th fiscal year Based on the blend of old (.834) and new (1.25) accrual rates	10-15 days, based on hire date
In the 6th thru 9th fiscal years 12 months x 1.25 days per month	15 days
In the 10th fiscal year Based on the blend of old (1.25) and new (1.67) accrual rates	15-20 days, based on hire date
In the 11th fiscal year and beyond 12 months x 1.67 days/month	20 days

Temporary, seasonal, casual, faculty or employees working less than 12 months are not eligible for paid vacation time. No vacation time may be taken until after successful completion of the employee’s first *fiscal* year of employment. Vacation time is therefore banked & available for use on July 1 each year.

Managers should ensure that all employees take their vacation time each year. Vacation time may not be carried over into the following fiscal year, except with approval of management and the Human Resources Director or Senior Management. In rare cases when vacation carry-over is approved, this time must be taken within the first two months of the following fiscal year. You must request vacation as far in advance as possible. Vacations will be scheduled so as to provide adequate coverage of job and staff requirements. Management will make the final determination in this regard. If a recognized holiday falls during an eligible employee's paid absence (such as vacation), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. Vacation will not be given during unpaid leaves of absence or other periods of inactive service. Any abuse of vacation time may lead to disciplinary action including, without limitation, termination of employment.

(BGC employees may carry over up to 10 days of vacation into the next fiscal year, 5 of those days must be used by August 31st.)

If you resign or are terminated from the college, you are eligible to receive pay for unused accrued vacation unless you:

- Have less than six months of service;

- Do not give two weeks working written notice;
- Cause your own discharge by misconduct as determined by the Human Resources Director; or
- Act in a manner detrimental to the college after the resignation is submitted.

Holidays

Bard College will normally grant holiday time off to all employees on the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day (July 4)
- Labor Day (*Requires annual review and approval by Bard Senior Management; offered as a BGC permanent holiday*)
- Thanksgiving & the day after Thanksgiving
- Holiday break (Days between Christmas and New Year's) (*Actual dates will require an annual review and approval by Bard Senior Management*)
- Holidays will be posted annually on the Human Resources website

These holidays are determined and approved by Senior Management. Bard College will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification.

Non-union hourly employees who are designated 'essential personnel' will not automatically be granted the above holidays as time off, but may be granted them upon advance request if the needs of the college permit.

Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Holiday pay will not be used in the calculation for overtime. Employees will not be allowed to add vacation or personal time onto the Holiday break for an extended vacation. Any abuse of holiday time may lead to disciplinary action including, without limitation, termination of employment.

Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees (*only those normally scheduled to work on that day*)

If a holiday falls on a weekend day, it is usually observed on the preceding Friday or the following Monday. Holiday observance will be announced in advance. If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Non-union hourly employees scheduled to work or called to work on a Bard approved paid holiday, will be compensated at twice (2 times) their hourly rate for the number of hours worked. Any hours remaining of the holiday will be paid at their regular rate of pay. For example, employee “A” has a standard work-day of 7 hours and is asked to work for three hours on an official paid holiday. Employee “A” will be paid twice the hourly rate for the three hours worked for Bard, and regular holiday pay for the remaining 4 hours.

Workers Compensation Insurance

Bard College provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses must inform their manager and Human Resources immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Sick Leave Benefits

Regular full-time employees, who have successfully completed their introductory period, are eligible for accrued sick leave of 1.25 days per month, and may be carried over into the next fiscal year up to a maximum of 45 days. Paid sick leave must be used in 1-hour increments. An eligible employee may use sick leave benefits for an absence due to his or her own illness/injury/doctors appointment, or that of a child, parent, or spouse/domestic partner of the employee.

Part-time benefits eligible employees are eligible to receive any accrued sick leave of 1.25 days per month based on a normal workweek schedule, and may be carried over into the next fiscal year up to a maximum of 45 days.

Employees who are unable to report to work due to illness or injury should notify their manager before the scheduled start of their workday. The manager must also be contacted on each additional day of absence. Bard College reserves the right to require proof of illness if an employee is absent for three or more consecutive days due to illness or injury. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence. For any extended medical leave, an employee will be required to provide proof of medical clearance and ability to perform the essential functions of their job before the employee returns to work.

Unused sick leave benefits will be allowed to accumulate to a maximum of 45 days for full time and part time employees. Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence including, without limitation, absences for routine medical, dental, diagnostic or hospital appointments, which are excluded from sick leave, but may be covered by personal leave. At the time all sick days are used, earned vacation days may be used in lieu of sick days, or the time lost will be deducted from the employee's paycheck.

It is your responsibility to apply for any disability benefits, through the Human Resources Department, for which you may be eligible as a result of illness or disability, including New York State Disability Insurance, workers' compensation insurance, and/or any short-term disability insurance benefits for which you qualify.

Your sick leave benefits will be fully integrated with other benefits available to you (holiday, vacation, personal) so that at no time will you be paid more than your regular compensation. Any abuse of sick time may lead to disciplinary action including, without limitation, termination of employment. Employees will not accrue sick leave during unpaid leaves of absence. Accumulated sick time will not be paid to employees at termination of their employment from Bard College.

Personal Leave

On successful completion of your introductory period, regular full time employees may use up to 5 of their accumulated sick leave days per year as personal days. If not taken, these 5 days will revert back to sick days. Except in emergencies, requests for personal leave should be made at least one day in advance. Bard College reserves the right to deny any request. Employee will not accrue personal leave during an unpaid leave of absence.

Part time benefit eligible employees, who have successfully completed their introductory period, may use up to 5 of their accumulated sick leave days per year as personal days based on their current workweek schedule. Personal leave must be taken in 1-hour increments with permission of management. Except in emergencies, requests for personal leave should be made at least one day in advance. Bard College reserves the right to deny any request. Employee will not accrue personal leave during an unpaid leave of absence. These personal days will be adjusted according to their work-week schedule, i.e. if you work 25 hours per week (5 hours per day), you would be eligible for 5 personal days at 5 hours per day.) If not taken, these 5 days will revert back to sick days. Any abuse of personal time may lead to disciplinary action including, without limitation, termination of employment.

Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Regular full-time employees will be paid 5 days bereavement leave for spouse or life partner, child or parent; 3 days for sibling, grandparent or in-law; and 1 day for any other family member. Additional time may be granted upon request but such time will be charged to vacation, personal time or may be taken without pay in the event that benefit time is not available. Bereavement pay is calculated based on the base pay rate at the time of absence.

Jury Duty/National Guard

Bard College encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees
- Regular part-time employees

You must notify your manager and the Human Resources Department of the need for time off for jury or witness duty as soon as a notice or summons from the court or a subpoena is received. You will be required to provide verification from the court clerk confirming your service as a juror. When an employee is called to serve on jury duty, the college will pay the difference between any jury fee and the employee's regular pay. Salary is continued in full, based on your normal workweek schedule. The employee will be required to endorse reimbursement check for the jury fee to the Finance Department. Either Bard College or the employee may request an excuse from jury duty if, in Bard College judgment, the employee's absence would create serious operational difficulties. Bard College will continue to provide health insurance benefits for the full term of the jury duty absence.

Leaves of absence for other civic duties, such as National Guard service, should be planned ahead of time and discussed with the employee's supervisor as early as possible. This leave will be taken without pay. Employees who are on military leave may elect to continue health and dental benefits at their own expense in accordance with applicable laws, codes, rules and regulations.

Leaves of Absence

Bard College may grant a leave of absence in certain circumstances. You should notify your manager and the Director of Human Resources Department in writing as soon as you become aware that you may need a

leave of absence. The college will consider your request in accordance with applicable law and the colleges leave policies. You will be notified whether your leave request is granted or denied. If you are granted leave, you must comply with the terms and conditions of the leave, including keeping in touch with your manager or the Human Resources Department during your leave, and giving prompt notice if there is any change in your return date.

You must not accept other employment or apply for unemployment insurance while you are on a leave of absence. Acceptance of other employment while on leave will be treated as a voluntary resignation from employment at the college. Upon return from a leave of absence, you will be credited with the full employment status that existed prior to the start of the leave. You may be eligible to continue your medical insurance coverage during your leave under the provisions of COBRA. The Human Resources Department is able to give you additional information on this subject.

You may be required to use accrued vacation concurrently with an unpaid leave of absence. Sick leave benefits may be used during occupational medical leave. Any vacation or sick leave payments will be coordinated with any state disability, workers' compensation, or other wage reimbursement benefits for which you may be eligible so that at no time will you be paid more than your regular compensation.

Family and Medical Leave (FMLA)

Regular employees who have completed at least one year of continuous service and have worked at least 1,300 hours during that year are eligible to take advantage of the provisions of the Family and Medical Leave Act of 1993. This act gives the employee the right to up to twelve weeks (60 working days) of leave without pay in the following situations:

- The birth or adoption of a child, or the initiation of foster care
- The need to care for the serious health condition of a spouse, domestic partner, child, or parent
- A serious health condition sustained by the employee which leaves the employee incapable of performing the functions of the job

The term serious health condition means an illness, injury, impairment, or physical or mental condition involving either inpatient care or continuing outpatient care by an authorized health provider. The college reserves the right to request certification from the health provider as a condition for granting medical leaves.

When the need for the leave is foreseeable, the employee must provide written notice to the college at least thirty days prior to the date that leave is to begin, if possible. Employees who have accumulated paid sick leave may use this time to be paid for up to thirty days of the family or medical leave (more if they are disabled during this time). All benefits the employee was eligible for prior to the leave will continue for as long as they are on an approved FMLA leave (not to exceed the maximum of 12 weeks).

During the period of FMLA of twelve (12) weeks or less, the college will maintain employees health insurance coverage on the same basis as if he/she were still working. Whether employees are paid or not, they must continue to make timely payments of their share of the premiums for such coverage. Failure to pay premiums within (30) days of when they are due may result in a lapse of coverage. During unpaid leave, premiums for other benefit coverage's (e.g. life, LTC, etc.) will be covered by the college during an employees leave and the amount(s) paid will be deducted from the employees wages upon returning to work.

Ordinarily, COBRA regulation will be applied if an employee fails to return to work at the end of a combined total of twelve (12) weeks of leave or if an employee's medical insurance coverage lapses for non-payment of premiums. The college shall be entitled to recover the insurance premium paid to maintain such coverage during the period of leave pursuant to FMLA if the employee fails to return from such leave after the period of leave has expired, for a reason other than (a) the continuation, recurrence or onset of a serious health condition that entitles the employee to leave under the applicable provisions of FMLA or (b) other circumstances beyond the control of the employee.

Military Leave

Regular full-time and part-time employees are eligible for leave without pay upon entering military service. Employees may be entitled to reemployment rights and retention of full seniority benefits for all prior service upon reemployment under the Uniformed Services Employment and Reemployment Rights Act, the NYS Military Law and the Sailors and Soldiers Civil Relief Act. Employees will need to bring military service orders to management for review prior to commencement of leave.

Employees who are on military leave may elect to continue health and dental benefits at their own expense in accordance with applicable laws, codes, rules and regulations. As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in termination of employment.

Benefits Continuation (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified dependents the opportunity to continue health insurance coverage under Bard College's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirement.

Under COBRA, the employee or dependent pays the full cost of coverage at Bard College's group rates plus an administration fee. Bard College provides each eligible employee with a written notice describing rights

granted under COBRA when the employee becomes eligible for coverage under Bard College's health insurance plan. The notice contains important information about the employee's rights and obligations.

Educational Assistance

Not applicable to BGC and BHSECs

Bard College recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within Bard College.

Bard College will provide educational assistance to all regular benefit-eligible employees, full-time and part-time employees working a minimum of 1300 hours per year, who have completed at least 6 months of satisfactory service. Eligible employees may take up to two courses per semester, for credit or as auditors, in the Bard College undergraduate program without charge provided that space is available after all paying students have registered. Regular tuition is charged for courses taken in the graduate programs. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course. Spouses of all employees are welcome to enroll in undergraduate and graduate programs at regular tuition rates.

Employees must receive their manager approval for any absences from work to attend classes. Employees are expected to make up any work hours missed due to their enrollment in any undergraduate & graduate classes. Permission forms are available from the Office of Human Resources in order to participate in courses.

Tuition Remission

After one complete year of service, benefit eligible employees may apply to enroll their dependent children at the college and Simon's Rock undergraduate programs as part-time or full-time students. To qualify as "dependents," employee's children must be of college age, unmarried and have no dependents of their own. Dependents are expected to meet the same selectivity standards of admission as all other students. All available financial aid sources must be sought and it is the responsibility of the employee to secure these funds when available. Remaining tuition costs are waived. Fees for room, board, books, lab, application fees and other student fees are the responsibility of the dependent or the employee. Dependents should apply through the Admission Office, and eligibility will be confirmed through the Office of Human Resources once the dependent has been accepted.

Tuition Exchange

Bard College participates in a tuition exchange scholarship program with other member institutions across the country. After three years of continuous employment, benefit-eligible employees may apply to enroll dependents to receive tuition assistance or waiver for undergraduate programs at participating institutions. To qualify as “dependents,” employees’ children must be of college age, unmarried and have no dependents of their own. These scholarships should not be considered a fringe benefit. The scholarships are competitive awards and family members eligible for the program are not guaranteed an award. Applications open each November through February. Contact the Office of Human Resources for applications, and visit <http://www.tuitionexchange.org> for participating schools.

Abigail Lundquist Botstein Nursery School

Benefit eligible employees may enroll dependent children, age three to five, in the Abigail Lundquist Botstein Nursery School, located on the Bard College campus. The school operates from September through May. Space is limited and is subject to the terms and conditions specified in the policies of our Nursery School program. Interested employees should contact the Nursery School Director at ext. 7480 for enrollment information.

The Children’s Center

In addition to the Abigail Lundquist Botstein Nursery School, the Bard College campus offers the young children of the Bard Community the Bard College Children's Center. The Children's' Center is intended to help parents meet their needs for child-care during working hours throughout the year. The center operates through a charged tuition and fundraising. Contact should be made directly to the Children's Center Director for fee specifics and scheduling availability on ext. 7444.

Managerial and Staff Development

The policy of the college is to provide opportunities for the management and staff to attend meetings, conferences, and other educational sessions that provide desired training, depth of understanding in technical areas, or ideas helpful to the development or operation of the college. The college will normally pay the necessary training costs and provide managerial and staff training time. Management approval to attend these training opportunities is required. Approval consideration includes the department’s ability to manage effectively with the employee’s absence and available funds.

Health Insurance

Regular full-time and part-time employees, working a minimum of 1300 hours per fiscal year in a budgeted benefits-eligible position, are eligible to receive health benefits on the first of the month after 30 days of employment, subject to all terms and conditions of the agreement between Bard College and the insurance carrier. A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the section *Benefits Continuation (COBRA) policy* for more information. Employees are required to contribute a percentage of their pay through payroll deduction to the cost of their chosen health benefit package. This percentage may vary each year & will be posted on the Office of Human Resources website during the open enrollment period (& in hard copy). Bard College reserves its right to amend or terminate coverage of health insurance. There is no guarantee that such coverage shall remain in effect in the future.

Bard College will pay 50% of the individual health insurance premium, as a supplement to Medicare, for any eligible employee, regular full-time and part time employees working a minimum of 1300 hours per fiscal year, retiring after 10 years of service. Part-time employees who work 13,000 hours total hours over the lifetime of their career at Bard College are also eligible for this benefit. This coverage has no end date and will continue as long as payments are made in a satisfactory manner. If coverage is terminated, it cannot be reinstated.

Dependent Coverage

For the purposes of determining health benefit eligibility, dependents are:

1. Spouses
2. Children to the end of the calendar month that they attain age 26
 - Children are defined as: your children or step children, legally adopted children, children in accordance with qualified medical child support order for whom the employee is the proposed adoptive parent and who is dependent on the employee during the waiting period prior to the adoption being final.
3. Unmarried children of any age who are unable to work or support themselves because of mental illness, developmental disability or mental retardation as defined in the New York State Mental Hygiene Law, or because of a physical handicap. A physician must certify the disability.
4. Domestic partner of the same sex. Contact the Human Resources Department for specific details of domestic partner eligibility/coverage and to receive the Affidavit of Domestic Partnership that must be completed along with the appropriate application for benefits. Additional tax liability may apply. It is recommended that you consult your tax advisor for further information.

Adding or Removing Dependents

Dependents can be added to health insurance at these times only:

1. After successful completion of the employee's introductory period at Bard College, or any of our affiliates;
2. Open enrollment period - Bard College holds an annual open enrollment period during which all employees have the opportunity to change from one health plan to another or to add dependents. The open enrollment period is for changes taking effect at the beginning of the Plan Year, July 1.
3. Life Status Change – Dependents may be added within 30 days of a life status change. Life status changes include:
 - Birth or adoption
 - Marriage/ divorce
 - Death of a spouse/domestic partner
 - Spouse/domestic partner loses employment and/or benefits

Dental Insurance

Regular full-time and part-time employees, working a minimum of 1300 hours per fiscal year in a budgeted benefits-eligible position, are eligible to receive health benefits on the first of the month after 30 days of employment, subject to all terms and conditions of the agreement between Bard College and the insurance carrier. This plan allows both employees and family members up to \$1,500 per Plan Year in coverage for preventive, basic and major dental treatments. Bard College reserves its right to amend or terminate coverage of dental insurance. There is no guarantee that such coverage shall remain in effect in the future.

Employee Assistance Program

Bard College offers an Employee Assistance Program (EAP) to all employees and their families. The EAP, available to all permanent employees at the time of their hire, provides access to free, confidential help with a range of personal and family issues. In addition, the EAP provides referral and case management for other work/life needs such as childcare, elder care and debt counseling. The EAP is available 24 hours a day/7 days a week for crisis intervention and during regular business hours for counseling appointments.

Flexible Spending Account

After successful completion of your introductory period, eligible employees, regular full-time and part-time employees working a minimum of 1300 hours per fiscal year, may participate in the Flexible Spending Accounts Program (FSA), subject to all terms and conditions of the agreement between Bard College and the FSA Program Administrator. Employees can reduce taxes by electing a Medical/Dental Spending Account and/or Dependent Care Assistance Spending Account for dependent day-care costs for unreimbursed medical and dental expenses for your family and/or an Individual Insurance Spending Account for insurance premiums you pay for yourself or your children.

Through payroll deduction, you may contribute up to \$2,500 into a Medical FSA, up to \$5,000 for a Dependent Care FSA and up to the amount you would pay for individual insurance premiums. The reductions, taken each pay period over a calendar year, will be credited to the Spending Accounts maintained by Bard for your benefit. As you receive medical/dental, dependent care, or individual insurance expenses, your Spending Accounts may be used to reimburse you for these costs, and will not be subject to federal or state or Social Security taxes.

Authorization is required for Bard College to deduct these funds from your pay. After your enrollment, you may use these accounts to reimburse you for the cost of services that are provided after the date of your enrollment and during the remainder of the calendar year. The account will remain open for 90-days after the close of the year (June 30th) to pay for these expenses for services provided within the Plan Year. Funds remaining in your FSA up to \$500 at the end of the 90-day period (September 30th) may be rolled over into the new Plan Year. Any funds in excess of \$500 will be forfeited. Careful consideration should be made as to how much to contribute to these accounts. No exceptions can be made due to IRS regulations.

Commuter Benefit Plan

After successful completion of your introductory period, eligible employees, regular full-time and part-time employees working a minimum of 1300 hours per fiscal year, may participate in the Commuter Benefit Plan. The Commuter Benefit Plan is an IRS plan that allows employees to set aside monthly pre-tax dollars from their pay to pay for parking or mass transit expenses in relation to commuting to and from their work place. Eligible employees, participating in this account may carry over any unused amount into the next calendar year. Election for this benefit may be changed monthly, if necessary. To receive reimbursement, claim forms must be completed and submitted within 180 days after you incur the service. This benefit is limited to specific transportation services, please contact the Office of Human Resources for additional information.

Life Insurance/AD & D

Life insurance offers you and your family important financial protection. Bard College provides a basic life insurance plan of \$10,000 for eligible employees, regular full-time and part-time employees working a minimum of 1300 hours per fiscal year. Employees may also purchase supplemental life insurance, spouse life insurance and dependent children life insurance.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

Short-Term Disability

Bard College provides a short-term disability (STD) benefits plan, which coordinates with NYS Disability Insurance, to eligible employees, regular full-time working 4 consecutive weeks and part-time employees working 25 days of consecutive employment, who are unable to work because of a qualifying disability due to an injury or illness. Employees are required to use their sick leave benefit for the first 7 consecutive calendar days of the disability. The STD benefit will then pay 50% of your weekly average pay, with a maximum of \$170.00 per week, for a 26-week period. This benefit will be paid subject to all terms and conditions of the agreement between Bard College and the insurance carrier. Disabilities arising from pregnancy or pregnancy-related illness are treated the same as any other illness that prevents an employee from working. Under no circumstances will an employee ever receive more than 100% compensation. Sick time may be used in conjunction with this benefit. Contact Human Resources for further information.

Long Term Disability

After successful completion of one year of service, Bard College provides a long-term disability (LTD) benefit plan, which coordinates with NYS Disability Insurance, to eligible employees, regular full-time and part-time employees working a minimum of 1560 hours per fiscal year, who are unable to work after time restrictions of Short Term Disability (STD) coverage ceases. A Long Term Disability benefit of 60% of your monthly salary will be paid up to a monthly maximum of \$6000. This benefit will be paid subject to all terms and conditions of the agreement between Bard College and the insurance carrier. Under no circumstances will an employee ever receive more than 100% compensation.

Retirement Plan

College Contributed Retirement Plan

Bard College is a participating institution with TIAA/CREF (Teacher Insurance and Annuity Association-College Retirement Equities Fund). All regular employees who work 1,000 hours per year or more are eligible based on the terms of the plan. After successful completion of two years of continuous service, employees are eligible to receive 10% of their salary. Plan specifics may be obtained from the Human Resources Department or, if applicable, in the most recent accepted union contract.

Although college representatives do not offer pension investment advice, questions with respect to the investment and management of an individual's retirement plan are to be made in direct consultation with a TIAA/CREF representative.

The Office of Human Resources will contact you when you are eligible to enroll. However, your failure to choose your investment options on this account, may lead to loss of monetary gain on the funds contributed by the college. This benefit will be paid subject to all terms and conditions of the agreement between Bard College and TIAA/CREF. The Human Resources website has full details of the TIAA-CREF retirement account contracts.

Employee Contributed Supplemental Retirement Plan

Immediately upon your hire, all employees are eligible to participate in a tax-deferred Supplemental Retirement Annuity Plan. Participant may contribute pre-tax funds through payroll deduction each pay period to a maximum annual limit set by the Internal Revenue Service. Plan specifics may be obtained from the Office of Human Resources.

Other Benefits

In addition to the benefits listed in this handbook, Bard College offers to its employees other benefit opportunities. Contact the Human Resources Department for specifics on each of the following programs:

- Bookstore Discount
- Stevenson Gymnasium
- Concerts, Lectures & Events
- Library Privileges
- Outside discounts

Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, Bard College expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft, sale, or inappropriate removal or possession of college property
- Theft or inappropriate removal or possession of personal property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs

- Employee fraternization with students
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace while on duty, or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or employee-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, on the campus
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, mail or e-mail systems, or other employer-owned equipment
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Unsatisfactory language or gestures

Employment with Bard College is at the mutual consent of Bard College and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

Confidentiality

Information about Bard College, its employees, suppliers, and vendors is to be kept confidential and divulged only to individuals within the college with both a need to receive and authorization to receive the information. If in doubt as to whether information should be divulged, err in favor of not divulging information and discuss the situation with management.

All records and files maintained by the college are confidential and remain the property of the college. Records and files are not to be disclosed to any outside party without the express permission of management. Confidential information includes, but is in no way limited to: financial records; personnel and payroll records regarding current and former employees; the identity of, contact information for, and any other account information on members, vendors, and suppliers; inventions, programs, trade secrets, formulas, techniques, and processes; and any other documents or information regarding the college's operations, procedures, or practices. Confidential information may not be removed from college premises without express authorization.

Any employee for the purpose of furthering current or future outside employment or activities or for obtaining personal gain or profit may not use confidential information obtained during or through employment with the college. The college reserves the right to avail itself of all legal or equitable remedies to prevent impermissible use of confidential information or to recover damages incurred as a result of the impermissible use of confidential information.

Gifts

Employees must decline or return any gift or gratuity valued in excess of fifty dollars (\$50) from any member, vendor, supplier, or other person doing business with the college. In doing so, explain that the college prohibits employees from accepting gifts or gratuities to ensure that business decisions, transactions, and services are provided on an objective and professional basis.

Sexual and Other Unlawful Harassment

Bard College is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe and individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your manager. If the manager is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Human Resources Department at ext. 7245. You can raise concerns and make reports without fear of reprisal or retaliation. An off campus representative is also available through the SEXUAL HARRASSMENT HOTLINE at 1-888-323-4198. Representatives will provide information or investigate your complaint promptly.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Director of Human Resources so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Consensual Relations

The College strongly discourages amorous or sexual relationships between faculty members and students, administrators and students, and staff members and students. Although the College recognizes that adults, including young adults, may make choices regarding personal relationships, amorous or sexual relationships between students and faculty, administrators or staff raise serious concerns about conflicts of interest, validity of consent, and preferential treatment, jeopardizing a student's educational program, as well as the learning environment for all students. These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks.

Faculty and staff engaged in such relationships should be sensible to the constant possibility that they may be placed unexpectedly in a position of responsibility for the student's instruction or evaluation. Individuals

who hold positions of power put both themselves and the College at risk when they engage in such relationships. Risks may include loss of professional standing with colleagues and students, allegations and charges of sexual harassment, disciplinary action by the College, and legal liability. A faculty member, administrator or staff member who is involved in an amorous or sexual relationship with any student must make the relationship known to his or her divisional chair, dean or supervisor and must cooperate fully in making alternative arrangements for the supervision, evaluation, teaching, grading or advising of the student and/or assist in making such arrangements for the future. Failure to do so can result in disciplinary action ranging from verbal warning to dismissal.

Workplace Violence

Workplace violence are acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect the college or that occur on any of Bard College properties. This prohibition against threats and acts of violence applies to all persons involved in college operations, including, but not limited to, Bard College personnel, casual workers, temporary employees, and anyone else on Bard College property or conducting college business off college property. Violations of this policy, by any individual, may lead to disciplinary and/or legal action as appropriate including, without limitation, termination of employment.

This policy is intended to bring Bard College into compliance with existing legal provisions requiring employers to provide a safe workplace; it is not intended to create any obligations beyond those required by existing law.

Workplace violence is any intentional conduct that is sufficiently severe, offensive, or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends, and/or property such that employment conditions are altered or a hostile, abusive, or intimidating work environment is created for one or more Bard College employees. Workplace violence may involve any threats or acts of violence occurring on college premises, regardless of the relationship between the college and the parties involved in the incident. It also includes threats or acts of violence that affect the business interests of the college or that may lead to an incident of violence on college premises. Threats or acts of violence occurring off college premises that involve employees, agents, or individuals acting as a representative of the college may also constitute workplace violence. Specific examples of conduct that may constitute threats or acts of violence under this policy include, but are not limited to, the following:

- Threats or acts of physical or aggressive contact directed toward another individual;
- Threats or acts of physical harm directed toward an individual or his/her family, friends, associates, or property;

- The intentional destruction or threat of destruction of college property or another employee's property;
- Harassing or threatening phone calls;
- Surveillance;
- Stalking;
- Veiled threats of physical harm or similar intimidation; and
- Any conduct resulting in the conviction under any criminal code provision relating to violence or threats of violence that adversely affects the college's legitimate business interests.

Workplace violence does not refer to occasional comments of a socially acceptable nature. These comments may include references to legitimate sporting activities, popular entertainment, or current events. Rather, it refers to behavior that is personally offensive, threatening, or intimidating.

Any person who engages in a threat or violent action on college property may be removed from the premises as quickly as safety permits and may be required, at the college's discretion, to remain off college premises pending the outcome of an investigation of the incident.

When threats are made or acts of violence are committed by an employee, a judgment will be made by the college as to what actions are appropriate with respect to that employee, including potential medical evaluation and/or disciplinary action up to and including discharge.

Important Note: Bard College will make the sole determination of whether, and to what extent, the college will act upon threats or acts of violence. In making this determination, the college may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred. No provision of this policy alters the at-will nature of employment at Bard College.

ADA/504 Compliance Committee

Bard College makes every effort to provide accessible facilities and programs for individuals with disabilities. We endeavor to create an inclusive, accessible environment at Bard College. The committee's mission is to plan and monitor the institution's overall compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and other legal directives. The ADA Compliance Committee is responsible for ensuring that the College is in compliance with the obligations imposed on our "places of public accommodation." Each year, the ADA Committee evaluates potential accommodations & recommends projects designed to make the campus more accessible to all.

The ADA Compliance Committee consists of a representative from Student Affairs, Human Resources, from the general community/ employees, Buildings & Grounds, Information Technology, Disability support services, Safety & Security, Faculty representative, 2 student representatives . Members are selected by position and when vacancies occur & length of membership is indefinite. The committee reports its findings to the Vice President for Administration.

The committee is tasked with reviewing researching, conducting surveys, and developing improvements in Bard's accessibility. Responding to public inquiries and provide education and resources related to access issues on all of Bard's campuses. Collaborating with other groups as appropriate. Conducting committee meetings that are open to the public once per year. Notice of the meetings will be posted online prior to the meeting & minutes will be available online on the HR website.

WHISTLE-BLOWER POLICY

BARD COLLEGE is committed to the highest possible standards of ethical and legal conduct. Consistent with this commitment, this Whistleblower Policy aims to provide avenues for employees to raise concerns about suspected misconduct, dishonesty, and fraud and to provide reassurance that employees will be protected from reprisals or victimization for whistle-blowing in good faith.

PROCEDURE

Reporting

Employees and any other person who has a concern relating to suspected misconduct, dishonesty or fraud may make a report. Bard College wants to be informed of all possible problems in these areas.

Concerns of suspected misconduct, dishonesty or fraud may be reported by telephone, email or regular mail, at the employee's or reporter's preference:

Bard College has appointed its Vice President for Administration, Jim Brudvig, as its staff representative to receive reports. Mr. Brudvig may be contacted by telephone at 845-758-7429, by email at brudvig@bard.edu or by regular mail at Bard College, Annandale-on-Hudson, NY 12504. All reports received by Mr. Brudvig, unless resolved by Mr. Brudvig to the satisfaction of the complainant or reporter, will be discussed by Mr. Brudvig with the Chair of the Audit Committee of the Board of Trustees as soon after the report is received as possible.

An employee can contact the Chair of the Audit Committee directly. The current chair of the Audit Committee is David E. Schwab II. Mr. Schwab may be contacted by telephone at 914-945-0580, by email at dauidschwab@prodigy.net or by regular mail at Post Office Box 2524, Briarcliff Manor, NY 10510.

Investigating the Concern

Following the receipt of any complaint, the Audit Committee will investigate each matter so reported and take corrective and disciplinary actions if appropriate.

The Audit Committee may enlist committee members, officers or employees of the College and/or outside legal, accounting or other advisors, as appropriate, to conduct any investigation of complaints regarding financial reporting, accounting, internal accounting controls, auditing matters, or any other form of misconduct, dishonesty, or fraud. In conducting any investigation, the Audit Committee, if so requested, shall use reasonable efforts to protect the confidentiality and anonymity of the complainant.

Further Information

The amount of contact between the complainant and the body investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from the complainant.

Report to Complainant

The complainant will receive a report of the position of the College with respect to his or her concern within thirty days:

- Acknowledging that the concern was received;
- Indicating how the matter has been or will be dealt with;
- Giving an estimate of the time that it will take for a final response; and
- Telling the complainant whether further investigations will follow, and if not, why not.

Document Retention

The Audit Committee shall retain as a part of the records of the Committee any such complaints or concerns for a period of at least seven years.

SAFEGUARDS

No Retaliation

No trustee, officer, employee or other person who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. Any person who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This policy is intended to encourage and enable employees and others to raise concerns within the College prior to seeking resolution outside the College.

Additionally, no employee shall be adversely affected because he or she refuses to carry out a directive which, in fact, constitutes corporate fraud, or is a violation of state or federal law.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the

extent possible, consistent with the need to conduct an adequate investigation. Every effort will be made to protect the complainant's identity.

Anonymous Allegations

Employees are encouraged to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be investigated, but consideration will be given to:

- The seriousness of the issue raised;
- The credibility of the concern; and
- The likelihood of confirming the allegation from attributable sources.

Acting in Good Faith

Anyone filing a complaint shall act in good faith and have reasonable grounds for believing the information reported indicates misconduct, dishonesty, or fraud. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly false will be viewed as a serious disciplinary offense.

DEFINITION OF TERMS

For purposes of this policy, the definition of misconduct, dishonesty, and fraud includes but is not limited to:

- Acts which are inconsistent with written policies of the College
- Theft or other misappropriation of the College's assets
- Misstatements or other irregularities in the College's records
- Incorrect financial reporting
- Misuse of the College's resources
- Illegal activities
- Immoral activities
- Forgery or alteration of documents
- Any other form of fraud

Bard College reserves the right to modify or amend this policy at any time as it may deem necessary.

Attendance and Punctuality

To maintain a safe and productive work environment, Bard College expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Bard College. In the rare instances when employees cannot avoid being late to work or are unable to

work as scheduled, they should notify their manager as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Bard College presents to other employees and visitors. During business hours or when representing Bard College, you are expected to present a clean, neat, and tasteful professional appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. Dress and personal appearance, such as hair, beards and jewelry, must never pose a safety issue as it relates to your job.

Publicity/Statements to the Media

All media inquiries regarding the college and its operations must be referred to the Director of Communication. No employees, unless specifically designated by management, are authorized to make those statements. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the college must first obtain approval from the Director of Communication at ext. 7412. (*Not applicable to BGC and BHSECs & ECLA.*)

Employee Personal Property

Employees should not bring valuables to work. Any item of value should be kept in a secure location. The college assumes no responsibility for the loss, theft or damage of employees' personal property.

No Smoking Policy

Bard College intends to help provide a safe and smoke-free work environment for our students and our employees. With this goal in mind and because of the serious health issues surrounding cigarette smoking today, we are establishing the following policy for existing and future employees of Bard College. We explicitly prohibit the smoking of cigarettes, pipes and other tobacco products in College buildings, College vehicles and while College employees are engaged in their employment. To allow for those employees who do smoke, we will allow smoking only while 25 feet or more from a College building, and only while an employee is on a permitted break from work. A College paid smoking cessation program will be initiated to encourage those employees who do smoke to stop.

Use of College Property

All college property—including, but not limited to, desks, storage areas, work areas, file cabinets, credenzas, computer systems, office telephones, cellular telephones, modems, facsimile machines, duplicating machines, and vehicles—must be used properly and maintained in good working order. Employees who lose, misappropriate, or misuse college property may be personally liable for the replacement or repair of the item and may be subject to discipline, up to and including discharge.

The college reserves the right, at all times and without prior notice, to inspect and search any and all of its property to determine whether any college policy has been violated, or when necessary for purposes of promoting safety in the workplace or compliance with applicable law. These inspections may be conducted during or after business hours and in the presence or absence of the employee.

Use of Phone and Mail Systems

Employees should limit incoming and outgoing local personal telephone calls to your free periods (break and lunch). Employees should practice discretion when making local personal calls and may be required to reimburse Bard College for any charges resulting from their personal use of the telephone or business supplied cell phone, if applicable.

The use of Bard College's pre paid postage and/or stamps for personal correspondence is not permitted.

Operation of Vehicles

Employees driving on college business—whether in a rented vehicle, an employee's own vehicle, or any other vehicle—are not permitted to engage in unauthorized activity or travel. The rental of vehicles for college business is limited to authorized employees. These vehicles must only be used in work-related activities and may not be used for personal business or activities without the express prior approval of management.

All employees authorized to rent vehicles for use in conducting college business must possess a current, valid driver's license and an acceptable driving record. Any employee wishing to operate a company vehicle must have a valid defensive driving certificate. Any change in license status or driving record must be reported to management immediately. From time to time, the college and its insurance carrier may request reports from the Department of Motor Vehicles regarding the license status and driving record of employees whose job responsibilities include driving. In the event that the license status or driving record of any

employee whose job responsibilities include driving becomes unacceptable to management or the college's insurance carrier, that employee may be restricted from driving, reassigned, suspended, or discharged, at management's discretion.

A valid driver's license must be in your possession while operating a vehicle off or on college property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe-driving habits at all times. The college provides employees with parking in non-reserved spaces on a first-come/first-served basis. Some parking spaces may be reserved for disabled drivers, vehicles belonging to the college, or others. The college will not be responsible for any damage to vehicles or their contents while parked on college property. *(Not applicable to BHSECs, BGC & ECLA.)*

Distracted Driver Policy

In order to increase employee safety and eliminate unnecessary risks behind the wheel, Bard College has enacted a Distracted Driving Policy*. We are committed to ending the epidemic of distracted driving, and have created the following rules, which apply to any employee operating a company vehicle or using a company-issued cell phone while operating a personal vehicle:

College employees may not use a hand-held cell phone while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages.

If College employees need to use their phones, they must pull over safely to the side of the road or another safe location.

College employees found breaching this policy while operating College owned vehicles will be subject to disciplinary proceedings.

**Per Presidential Executive Order for Federal Contractors*

Use of Electronic Information Systems

Bard provides electronic information systems for the campus community in order to support the educational mission of the college. These systems serve important needs for our faculty, staff, and students. Electronic mail messages, like telephone and paper mail communications, are private and privileged exchanges deserving protection and security. Bard views with most serious concern any fraudulent action or any

violation of security related to electronic communications and is prepared to take appropriate corrective and punitive actions in response to such behavior.

The rights, freedoms, and responsibilities inherent in the use of electronic information systems are rooted in the declarations of both the Bard College Statement on Academic Freedom and the Bard College Community Standards of Behavior. Therefore, the college expects that the community of people who use electronic information resources will do nothing in that action which infringes upon the rights of others on this campus or elsewhere and will not apply campus information systems in any fraudulent ways. Additional user information should be reviewed at <http://inside.bard.edu/campus/departments/hcrc/policies/>.

Thus, all users agree to the following:

1. College computer facilities will not be used for activities that are in violation of campus, local, state, or federal rules and laws. This includes, but is not limited to:
 - Copyright infringement
 - Theft
 - Vandalism
 - Software piracy (the unauthorized duplication or use of copyrighted software)
 - Media piracy (the unauthorized duplication and distribution of copyrighted text, still image, video, and audio files e.g. MP3)
 - Sending messages that encourage or promote violation of the above or other college, local, state or federal regulations

2. Use of college computer facilities for commercial purposes or personal profit is forbidden with the exception of the publication of scholarly works, which may incidentally provide revenues to the author(s).

3. Users will respect an individual's right to privacy and freedom of expression and will not read, copy, or print material written by others that is not intended for public inspection. Inappropriate use includes:
 - Sending messages in such a way that makes them appear as though they originated from a different person or that deliberately misrepresent yourself or your authority
 - Sending messages that are severely abusive or threaten an individual's safety or for sexual, ethnic, religious, or other unlawful harassment
 - Sending or forwarding chain letters
 - Deliberately flooding a user's mailbox with automatically generated mail
 - Sending mail that is deliberately designed to interfere with proper mail delivery or access

- Attempting to gain access to another person's files regardless of the intent or result
- Broadcasting messages to large numbers without regard to the relevance of the material
- Sending messages or engaging in other conduct intended to suppress or disrupt debate
- Sending messages that are designed to interfere with normal system operation

4. Users will refrain from any activity that threatens the integrity of the computer system at Bard. This includes, but is not limited to:

- Modification of system services and utilities;
- Permitting others to access college resources from outside of Bard;
- Installing any hardware or software that threatens the integrity of the overall campus network, "hacking" or other sabotage;
- Activities that interfere with public access to computer resources.

5. Every user is personally responsible for the integrity of the account assigned to that individual. Usernames are not transferable to other users or publicly distributable without prior authorization from HCRC (Henderson Computer Resource Center).

6. Computer passwords and any other security access information should not be disclosed to anyone who is not authorized to have that information. Managers must see that any computer passwords are changed after an employee leaves the department.

7. The privacy protection afforded to employees does not extend past the employees date of termination.

Violations of these rules will be reported to the appropriate campus judicial body, Faculty, Administrative or Union. Any punitive actions will be determined by that body and could include disconnection from the campus network.

Security

EMERGENCY PHONE # 7777

The Bard College Safety and Security Department is an integral part of the Bard community sensitive to the all employee needs. It is a service-oriented organization that aims to provide a safe environment conducive to learning, living and working while supporting academic, organizational and personal freedoms.

Security Officers and dispatchers are highly trained, proud professionals dedicated to serving the college. Employees should be alert at all times and should immediately report the presence of any suspicious persons to a member of management or security.

*BGC: **EMERGENCY PHONE # 300**; Also, employees and guests are required to sign in and out at the entry of each building.*

Solicitation

Approaching fellow employees in the workplace regarding outside activities, organizations, or causes, regardless of how worthwhile, important, or benevolent, can create unnecessary apprehension and pressures for fellow employees. This conduct is, therefore, inappropriate. The Vice President of Administration prior to any commitment being made should review all external organization requests.

No employee shall distribute or circulate any written or printed material in work areas at any time, during his or her working time, or during the working time of the employee or employees at whom the activity is directed without the express written consent of the Office of Human Resources or the Vice President of Administration.

Health & Safety

The health and safety of employees and others on college property are of critical concern to Bard College. The college intends to comply with all health and safety laws applicable to our business.

To this end, the college must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Any unsafe conditions or potential hazards should be reported to Human Resources, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the college's premises, or in a product, facility, piece of equipment, process, or business practice for which the college is responsible should be brought to the attention of the Director of Human Resources.

Employees, members, vendors, and other guests are not allowed to smoke in college facilities at any time. Smoking is not allowed in work areas, company restrooms, company-owned vehicles or any vehicle used for college business.

Progressive Discipline

The purpose of this policy is to state Bard College's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels. Bard College's own best interest lies in ensuring fair treatment of all employees and in making certain that

disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with Bard College is based on mutual consent and both the employee and Bard College have the right to terminate employment at will, with or without cause or advance notice, management may choose to use progressive discipline at its discretion. Disciplinary action may call for any of four steps - verbal warning, written warning, suspension with or without pay, or termination of employment - depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment. Bard College recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps. While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline. By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Bard College.

Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

Voluntary – If you decide to leave your employment with Bard College, we ask that you give at least two weeks notice. This will give us the opportunity to make the necessary adjustments in our operation. You are required to return all property owned by the college prior to your departure. A monetary charge may be implemented for loss of any college property such as keys, cell phone or equipment.

Involuntary – While the decision to commence employment is consensual, the same is not always true when the time comes to end the employment relationship. As an at-will employer, the college reserves the right to end the employment relationship at any time, with or without cause or notice. In the event your employment is terminated, you are required to return all property owned by the college prior to

your departure. A monetary charge may be implemented for loss of any college property such as keys, cell phone or equipment.

Reduction in Force – While the college hopes to continue to grow and provide employment opportunities, business conditions, member demand and other factors are unpredictable. Changes or downturns in any of these or other areas could create a need to restructure or reduce the number of people employed. In such an event, the college retains full discretion to select which employee(s) will be laid off.

Bard College will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Bard College, or return of Bard College owned property. Suggestions, complaints, and questions can also be voiced. Since employment with Bard College is based on mutual consent, both the employee and Bard College have the right to terminate employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

All reference requests should be directed to the Human Resources Department. No other member of management or employee is authorized or permitted to release references for a current or former employee.

In Closing

Many Bard College policies and employee benefits have been treated only briefly in this Employee Handbook. If you have any questions or would like more information, the staff of the Human Resources Department will be glad to fill in the details for you.