

# Employee Handbook



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**\*SECTION 1. WELCOME**

Welcome to the College of St. Catherine! Your talents and energy will make valuable contributions to the College and to the services we provide for students. We hope you find that the College will provide opportunities for you to grow and advance in your career.

At the College of St. Catherine, we require good performance and a good team attitude of all our employees. We don't want to deny anyone opportunities or benefits on the basis of any characteristics other than appropriate occupational qualifications. At the College of St. Catherine (often referred to simply as "CSC," "St. Kate's" or "the College"), we want everyone to be healthy and safe. It is our responsibility to provide you with a workplace that meets state and federal standards for safety.

We hope this handbook will help you feel welcome at CSC. But no employee handbook can answer every question. If you have a question or a concern, please speak up. Don't hesitate to consult your colleagues and supervisors. We believe you will enjoy your work and your relationships with other employees and students here. The College of St. Catherine is happy to have you, and we want our College to be a good place for you to work.

This handbook will inform you about the College's history, mission, and practices. It will provide some information on safety and employment practices and policies, as well as the benefits provided to you and the conduct expected of you. Please read this handbook carefully, and refer to it when questions arise. The College's policies, benefits and rules as explained in this handbook may be changed when the College deems it necessary. A current electronic copy will be accessible on the CSC web site ([www.stkate.edu](http://www.stkate.edu)) and copies of this handbook will be available in the Human Resources Office.

The College of St. Catherine, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this handbook at any time. No changes in any benefit, policy or rule will be made without due consideration of the mutual advantages, disadvantages, benefits, and responsibilities such changes will have on you as an employee and on the College of St. Catherine, nor will they be made without notice to you.

No one, other than the president of the College of St. Catherine, may alter or modify any of the policies in this handbook. The handbook may not be the final word in all cases. Individual circumstances may call for individual attention. No statement or promise by a supervisor or department head may be interpreted as a change in policy, nor will it constitute an agreement with an employee. Should any provision in this employee handbook be found to be unenforceable and invalid, such finding does not invalidate the entire handbook, but only that provision.

This handbook applies to all College of St. Catherine administrators and staff, and faculty for those sections marked by an asterisk (\*). The Faculty Constitution and Bylaws governs faculty members in matters other than those marked by an asterisk in this handbook. Staff members covered by a bargaining unit agreement should consult their bargaining unit agreement for matters that are covered by those agreements, in which cases, the bargaining unit agreements govern.



**\*SECTION 2. ACKNOWLEDGEMENT FORM**

Please read the following statements and sign below to indicate your receipt and acknowledgment of the College of St. Catherine Employee Handbook. A signed original copy of this agreement page must be given to the Human Resources Office to be placed in your personnel file.

- I have read, understand and accept the Mission (3.3) and Vision (3.4) of the College of St. Catherine and will work to uphold the principles contained within those statements.
- I have received and read a copy of the College of St. Catherine Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the College of St. Catherine.
- I understand that my employment is terminable at will (4.15.a), either by myself or the College of St. Catherine, regardless of the length of my employment or the granting of benefits of any kind.
- I understand that no contract of employment other than “at will” has been expressed or implied, and that no circumstances arising out of my employment will alter my “at will” employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and the president of the College of St. Catherine.
- I have read and understand the College of St. Catherine policies regarding harassment (7.4 & 7.5)
- I have received a copy of the College of St. Catherine Alcohol and Drug Policy (5.5.g), which contains the requirements for complying with the Drug Free Schools and Communities Act and the Drug Free Workplace Act. I have read and understand the policy, and agree to abide by its terms and conditions.
- I have received a copy of the College of St. Catherine Information Technology Use and Monitoring Policy (6.4.k). I have no expectation of privacy in anything I create, store, send, or receive on the computer or other College communication systems. I understand the College has the right, but not the duty, to monitor any and all aspects of the College’s computer or other College communication systems.
- I am aware that, during the course of my employment, confidential information about students, financial or personal information related to employees or students, or other related information may be available to me. I understand that this information may not be disseminated by me or used outside of the College of St. Catherine’s premises, nor may I disseminate confidential information to anyone inside the College who does not have an employment-related reason to know such information, except to conform to legal requirements. (6.4.f)
- I understand that, should the content of this handbook be changed in any way, the College of St. Catherine may require an additional signature from me to indicate that I am aware of and understand any new policies.

My signature below indicates that I have read and understand the above statements and have received a copy of the College of St. Catherine Employee Handbook.

Receipt and Acknowledgement of the College of St. Catherine Employee Handbook

\_\_\_\_\_  
Employee Printed Name

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



### **\*SECTION 3. COLLEGE HISTORY, GOVERNANCE AND STRUCTURE**

This section of the handbook outlines CSC history, our values and vision, as well as our organizational structure and decision-making bodies.

The College of St. Catherine is a comprehensive, Catholic college for women founded and sponsored by the Sisters of St. Joseph of Carondelet, St. Paul Province. The College offers baccalaureate degrees for women and an array of degree, certificate and professional continuing education programs for associate, masters and non-degree seeking women and men.

#### **\*3.1 HISTORY OF THE COLLEGE OF ST. CATHERINE**

The College of St. Catherine was founded in St. Paul in 1905 by the Sisters of St. Joseph of Carondelet, under the leadership of Mother Seraphine Ireland and her brother, John Ireland, Archbishop of St. Paul and Minneapolis. The sisters named the college for St. Catherine of Alexandria, a fourth-century Egyptian lay philosopher. By challenging the leading intellectual and political leaders of the day, Catherine was martyred for her bold demonstration of wisdom and intellectual prowess, but not before her detractors marveled at the breadth of her knowledge and wisdom.

In 1916, the College of St. Catherine earned accreditation by the North Central Association of Colleges and Secondary Schools. In the fall of 1937, the *Phi Beta Kappa* Council granted a charter to the College of St. Catherine, making St. Catherine's the first Catholic institution in the United States to be recognized by *Phi Beta Kappa*. These achievements demonstrated that attainment of the Sisters' vision to set the College apart through its rigorous liberal arts curriculum was an attainable goal.

The Minneapolis campus of the College of St. Catherine was founded in 1887 by the Sisters of St. Joseph as St. Mary's School of Nursing. Expanding its curriculum to include a broad array of two-year and certificate programs in nursing and allied health, the School of Nursing became St. Mary's Junior College in 1964. In 1986, the College of St. Catherine acquired St. Mary's Junior College. The college's connection to St. Mary's School of Nursing makes St. Catherine's the oldest health-care educator in Minnesota.

Today, the College of St. Catherine is the largest Catholic college for women in the United States. In 1998, the College embraced a vision that returned full circle to the vision which inspired the College's founders: *to be the world's pre-eminent Catholic college educating women to lead and influence*. A strategic plan set the College on a firm course toward attaining that vision and, today, CSC is a multi-faceted institution serving more than 4,700 students on campuses in St. Paul and Minneapolis. The College offers bachelor's degrees in the liberal arts and professional fields for women in both full-time day and weekend formats. The College also offers professional certificates; degrees at the associate's, bachelor's and master's levels; and a broad spectrum of continuing education opportunities. In all its programs, St. Catherine's offers students from diverse backgrounds a spiritual and ethical grounding that prepares them for leadership in their personal and professional lives, enabling graduates to make significant positive impact on the communities they serve.

The College of St. Catherine is proud of its history and heritage. We are happy to welcome you and encourage you to celebrate our history as we prepare for our centennial commemoration and enter our second hundred years.

#### **\*3.2 THE SISTERS OF ST. JOSEPH OF CARONDELET**

The Sisters of St. Joseph of Carondelet, St. Paul Province are the founders and sponsors of the College of St. Catherine. The College of St. Catherine embraces the core values of the Sisters of St. Joseph of Carondelet (the "CSJ's"):

- Education and liberation of women
- Excellence
- Education for women's leadership and social responsibility
- Faithfulness to the Catholic traditions of intellectual pursuit, social justice, and sacramental and ritual life.

### **\*3.3 THE COLLEGE OF ST. CATHERINE STATEMENT OF MISSION**

The College of St. Catherine is an important expression of the corporate mission of the Sisters of St. Joseph. The College mission stands independent of the mission of our sponsor, but is fully consistent with it. Everyone who works at the College of St. Catherine must support the mission of the College and work toward accomplishing it in accordance with her/his position responsibilities. The following is the statement of mission:

The College of St. Catherine educates women to lead and influence. Founded by the Sisters of St. Joseph of Carondelet in 1905, the College integrates liberal arts and professional education within the Catholic traditions of intellectual inquiry and social teaching. Committed to excellence and opportunity, the College engages students from diverse backgrounds in a learning environment uniquely suited to women. Education at the College of St. Catherine prepares graduates to demonstrate ethical leadership grounded in social responsibility.

### **\*3.4 THE VISION OF THE COLLEGE OF ST. CATHERINE**

The vision of the College is *to be the world's pre-eminent Catholic College educating women to lead and influence.*

### **\*3.5 THE LEARNING COMMUNITY**

The education of students stands at the center of our history, our values, our mission, and our vision. Students are the focus of all our endeavors. The College depends on you, along with other members of the College community, to contribute toward creating a thriving learning community. Teaching and learning are interdependent processes relying on good communication, decision-making, and accountability that reach across disciplines, campuses, and roles. The creation and daily maintenance of a vital learning community enables the college to express its central values effectively, thus providing outstanding learning experiences for our students.

### **\*3.6 CATHOLIC IDENTITY OF THE COLLEGE OF ST. CATHERINE**

Throughout the history of the College of St. Catherine, we have been dedicated to our Roman Catholic heritage and identity. In light of the rich and diverse history of the Church and the vision of the Second Vatican Council, we affirm aspects of that identity that are particularly appropriate to higher education. From the Church's intellectual tradition, which has equated the search for truth with true liberation, we value an open atmosphere of critical inquiry, cross-cultural studies and interdisciplinary teaching. From the Church's social tradition, with its consistent commitment to the poor and outcast, we value and reach out to those marginalized by our society and churches, and in particular, we seek to promote women's leadership. From the Church's sacramental tradition, which has emphasized ritual, symbol and the use of material things as a sign of grace, we value the integration of the material and spiritual, and the use of creative rituals for prayer and celebration. From the tradition that has stressed both communal participation and the worth of the individual; we value dialogue, respect for diversity and the nurturing of personal conscience. From the call of Jesus himself, that all should be one (John 17:21), we value interfaith dialogue and collaboration among all faiths.

Drawing on those traditions, we seek to promote, through our student services, campus ministry, administration, faculty and staff, a common search for wisdom and the integration of our daily lives

and work with our spirituality. Without being exclusive of other ecclesial and spiritual traditions, we will continue to ask ourselves how our Catholic heritage enhances the people we serve and the well-being of our planet.

### **\*3.7 VISION FOR LEADERSHIP DEVELOPMENT**

The College of St. Catherine is committed to the development of effective, ethical leaders. Through study, practice and life experience, individuals have opportunities to enrich the knowledge, refine the skills and clarify the attitudes essential for responsible action. In varied roles and settings, the College of St. Catherine leader:

- lives a commitment to the values of justice and caring;
- acts from a strong self-concept;
- thinks critically and creatively;
- communicates and interacts effectively within groups;
- takes risks willingly;
- exercises power appropriately;
- articulates a positive sense of direction;
- evokes hope.

Although focused on students, the College's vision for leadership development inspires employees as well.

### **\*3.8 GOVERNANCE AND ADMINISTRATION OF THE COLLEGE OF ST. CATHERINE**

The College of St. Catherine's organizational chart is included as Appendix A to this handbook. You may wish to refer to it as you read the next section, which describes in more detail the College's administrative structure. The chart may be revised at any time by the president. Ask your supervisor for your division's organizational chart.

The college embraces a collegial philosophy and practice of college governance that respects the authority, rights, responsibilities, and competence of each person and group at the College of St. Catherine. The preferred practice at the College is that decisions are made at the level nearest where implementation takes place. Some decisions require higher authority. Following are descriptions of some of the decision-making structures and bodies of CSC.

#### **\*3.8.a Board of Trustees**

The Board of Trustees governs the College of St. Catherine. The Sisters of St. Joseph (CSJs) have delegated governing authority for the College to the Board of Trustees, but reserve to themselves the approval of matters that substantially affect the mission, existence, and/or disposition of significant College assets. One-third of the Board membership must be vowed members of the Sisters of St. Joseph of Carondelet.

The Board recommends individuals for appointment as trustees to the Sisters of St. Joseph, appoints the president with the approval of CSJs, and delegates to the president authority to administer the College's affairs.

The Board of Trustees meets four times yearly in both plenary and business sessions. Plenary session agendas are topical in nature and focus on important college issues and matters likely to require Board of Trustees action. Up to thirty discussants participate in the Plenary Session with the Trustees. Discussants include faculty members, members of the staff and administration, as well as students and are chosen according to the plenary agenda topic. Observers from the college community attend the plenary session on a space-

available basis. You may be invited to participate as a discussant in a plenary session. In any case, we encourage you to volunteer for an observer spot.

Trustees and members of the President's Cabinet attend the Board business meetings. Following each meeting of the full Board, the president sends a general memorandum to the College community detailing the actions of the Board. Proposed Board actions come to the full Board through the Board committees, which conduct meetings throughout the year. Faculty members serve as non-voting members on all but the Executive Committee, Committee on Trustees, and the Subcommittee on Financial Audit. Established committees of the Board of Trustees include:

- Executive Committee
- Academic Affairs Committee
- Student Affairs Committee
- Council on Resources
  - Committee on Finance
    - Subcommittee on Audit
    - Subcommittee on Investments
  - Committee on Faculty and Staff Welfare
  - Committee on Plant and Technology
- Committee on Trustees
- Development Committee
- Committee on Communications, Marketing and Enrollment.

**\*3.8.b PRESIDENT OF THE COLLEGE**

The president is the chief executive and administrative officer of the College. The Board of Trustees delegates to the president authority to direct the academic, fiscal and other activities of the college. The president may delegate responsibility for decision-making in major functional areas to the vice president with overall management responsibility for that area.

**\*3.8.c THE PRESIDENT'S CABINET**

The President's Cabinet includes members of the college's senior administration, each responsible for one or more major areas of college life. Each department ultimately reports to one of them. In turn, the vice presidents may assign responsibility to department heads as appropriate. Decisions that affect more than one office are ordinarily made through collaboration among affected offices and other administrators or faculty members as appropriate. Decisions that impact the entire college community, those which will have broad impact across a significant number of departments, and those that involve substantial investment of college resources are made by an appropriate group of Cabinet members, by the entire senior administration acting as the President's Cabinet, or by the president herself.

The Cabinet meets regularly and, at the discretion of the president, invites faculty and staff members to participate in discussions when the agenda suggests it would be appropriate. Your supervisor can tell you which senior administrator represents your division.

<i>President of the College</i>	Chief executive and administrative officer of the College with authority for all college administrative and educational services, programs and activities.
<i>Vice President for Academic Affairs</i>	Senior academic officer responsible for undergraduate, graduate and continuing education; academic programs and services; the leader of and Dean of the Faculty the college faculty. In the absence of the president, assumes the responsibilities of the president.
<i>Vice President for Student Affairs</i>	Senior student affairs officer responsible for services to students on both campuses; academic development, enrollment of non-traditional students and student retention, financial aid, counseling, career development, residence life, athletics, and campus ministry.
<i>Vice President for Finance and Business Operations</i>	Senior financial and business officer responsible for College financial and business affairs including budget, human resources, legal affairs, risk management, investments, purchasing, physical facilities and grounds, computer services, bookstore, food services and Department of Safety and Security. Treasurer of the College Corporation.
<i>Vice President for Development and External Relations</i>	Senior development and external affairs officer responsible for fundraising, corporate, and foundation relations; external and community relations; communications, marketing, and advertising; and the O'Shaughnessy Auditorium.
<i>Special Assistant to the President on Admissions</i>	College administrator responsible for recruitment and admission of day undergraduate students.
<i>Executive Assistant to the President</i>	Secretary of the College Corporation and secretary to the Board of Trustees. Provides senior staff support to the President and Cabinet.

#### **\*3.8.d COLLEGE COUNCIL**

The College Council advises the president and Cabinet on matters of college-wide importance, acts as a consultative body on pending college decisions, and serves as a forum for discussion among all constituent groups of the College. Members of the College Council accept responsibility to serve as important vehicles for communication within their various spheres of influence.

Members include the president, vice presidents, deans, associate deans, leaders of the faculty, leaders of the student body (one representative each from undergraduate day, graduate, weekend, and two-year programs), a Sister of St. Joseph of Carondelet employed at the College, several major department heads (e.g., Computing Services, Facilities Management, Communications, Institutional Research) and at-large members appointed by the president. The executive assistant to the president staffs these quarterly meetings.

#### **\*3.8.e FACULTY OF THE COLLEGE**

The faculty as a body has jurisdiction over the content of the College curriculum and participates in the governance of the College through the Faculty Council, through its own committees and through membership and participation on various College-wide and Board of Trustees Committees. The faculty's internal governance structure is delineated within the Faculty Constitution and Bylaws. Sections in this handbook that are marked with an asterisk (\*) apply to all faculty members as well as to staff and administrators.

Planning, implementation, and evaluation of the educational objectives of the College are undertaken by faculty committees dedicated to these purposes as well as through meetings of department heads, convened and chaired by the academic deans. Descriptions and membership of faculty governance and committee structure are included in the Faculty Constitution and Bylaws.

**\*3.8.f COLLEGE ADMINISTRATIVE AND SUPPORT STAFF**

College administrators and staff support the educational mission of the College. To foster cross-department and college-wide communication, the College inaugurated the Staff Participation Circles. Designed to encourage meaningful discussions between and within the staff and College administration, the Circles provide a way for staff to advise the administration regularly on key areas such as budget needs, space and equipment requirements, staff development, compensation, benefits, and related employee needs. Facilitated by staff members, the director of human resources and often an external facilitator, Staff Participation Circles offer employees opportunities to participate in meaningful working groups focused on important college goals. You are strongly encouraged to participate in one of these groups. Staff Participation Circles meet three times per year at various times to allow all members of the staff to participate.

**\*3.8.g COLLEGE-WIDE COMMITTEES**

The president of the College, or a vice president after consultation with the president, may convene college-wide committees to advance the work of the College. Such committees may be standing or ad hoc. At the discretion of the president, members of the College community may be elected or appointed to serve on such committees. Below are some examples of current College committees.

**\*3.8.g.1 College Committee on the Budget**

The president presents her annual College budget to the Finance Committee of the Board of Trustees, Council on Resources, and the full Board of Trustees for approval. In preparation for budget approval, cost center administrators prepare expense and revenue proposals as appropriate, which are then reviewed by the appropriate vice president (or deans in the case of academic budgets). The vice presidents review all departmental budgets in their respective areas and recommend spending priorities. Budget committee members review revenue and expense budgets and collectively decide how available college funds should be allocated. The president reserves the right to articulate spending parameters for compensation increases and any other item before the budget process begins and such parameters may be altered only with the president's approval. When the Budget Committee members agree upon a budget, they present it to the president who, upon acceptance, presents it to the Finance Committee of the Board for their recommendation to the Council on Resources and Board of Trustees.

Budget Committee members are expected to adopt an institutional perspective during the process of budget preparation. Budget committee members include the vice president for finance and business operations (chair), the College budget manager, five elected faculty members, one academic affairs administrator, one student affairs administrator and two or three at-large members, including at least one representative of the staff. Budget Committee members may not serve on another college or faculty committee responsible for advocacy around compensation issues.

**\*3.8.g.2 Enrollment Management Matrix (EMM)**

This college-wide committee articulates policy and recommends programs to enhance the admission and retention of students in the college's academic programs.

Committee members includes the vice president for student affairs (chair), the directors of admissions and financial aid, the controller, one academic dean, representatives of offices

and departments delivering direct service to students, the chair of the faculty, the director of the Core Curriculum, up to four additional faculty members, and student representatives.

**\*3.8.g.3 Other College Committees**

The president may appoint volunteers or elected members for various ad hoc college committees attending to college wide business. Examples of such committees include the Higher Learning Commission Self-Study Committee; the Strategic Planning Core Group, Centennial Committee, and search committees for major college officers. Members may include administrators, faculty, staff, trustees and students.

## SECTION 4. YOUR EMPLOYMENT AT THE COLLEGE

This section conveys general information about employment at the College and some specific employment policies of which you should be aware.

To ensure equality and fair treatment, and to conform to state and federal law, the College follows these guidelines and expects employees to comply with certain regulations. More specific information can be found in consultation with your supervisor or with Human Resources.

At the time you are hired, you receive an employment classification. It is important for every employee to know her/his employment classification because it denotes eligibility or ineligibility for benefits.

\*All employees (other than temporary and on-call) are assigned an FTE (full-time equivalent) ratio. FTE's are calculated by dividing the number of hours that the employee works by the total number of hours in a year of fulltime employment, or 2,080. The resulting number is used for salary and benefit calculations. Assigned FTEs may be changed only with the prior approval of the vice president for finance and business operation. FTE equivalents for faculty members are normally calculated on the basis of course load.

### EXEMPT EMPLOYEES

The Fair Labor Standards Act (FLSA) exempts certain employees from its minimum wage and over-time provision. Exempt employees are not eligible for overtime and receive a bi-weekly salary.

### NON-EXEMPT EMPLOYEES

Non-exempt employees are paid by the hour for hours worked and are eligible for overtime of time and one-half regular pay for time worked over 40 hours in a work week. Non-exempt employees are covered by the Fair Labor Standards Act.

Both exempt and non-exempt staff employees are classified in the following ways:

**Regular full-time** employees work at least 1,560 (.75 FTE) hours during the year (either twelve months or a shorter stipulated period). These employees are eligible for benefits.

**Regular part-time** employees are scheduled to work between 1,040 and 1,559 hours per year (.50 – .74 FTE) (either twelve months or a shorter stipulated period). These employees are eligible for some benefits.

**Regular limited part-time** employees scheduled to work fewer than 1,040 hours per year (less than .50 FTE). These employees are not eligible for most benefits.

**Temporary** employees are hired for a specific period of time, not exceeding twelve months. These employees are not eligible for most benefits.

**On-call** employees are hired on a "need only" basis when a department requires back-up or extra staff. On-call employees are paid by the hour for hours worked.

There is no guarantee that any "regular", "limited", "temporary", or "on-call" position will continue for any length of time. Any position may be eliminated at any time at the discretion of the College.

### 4.1 ORIENTATION

The College of St. Catherine offers a formal employee orientation program. The formal orientation includes information about the history and mission of the College; review of this handbook; consultation regarding benefit options, information about the college's programs and students, and other matters related to your employment here such as computer training, location of offices, among others. The orientation program is normally conducted once per month.

In addition to your college-wide orientation, your supervisor will orient you to your position and to your department.

#### **\*4.2 PERSONAL DATA/PERSONNEL FILES**

At the time of hire, the College will ask you for some personal data. This information is essential for many purposes, including benefit administration, insurance notices, mailing information to your home and contacting friends or family in case of emergency. The Human Resources Department should be promptly notified of any changes in your:

- Address and telephone number;
- Marital status (including legal separation);
- Legal change in name;
- Dependents;
- Changes in beneficiaries;
- Person to notify in case of emergency.

Employment information regarding any past or present employee is not disclosed to any outside party, except as specifically authorized by the College administration.

As permitted by law, you are entitled to review your personnel file. Requests to review a personnel file should be directed in writing to the Human Resources Department.

#### **4.3 JOB DESCRIPTIONS**

We maintain a job description or position description questionnaire (PDQ) for each position at the College. You should receive a job description at or near your time of hire. Although a well defined job description for the position is given at the time of hiring, the policy at St. Catherine is to keep the staff work assignments and schedules as flexible as possible. Since there may be periods during which workloads in some departments vary in quantity, it is expected that employees will willingly accept other duties that may be assigned from time to time as the need arises.

#### **\*4.4 SALARIES AND WAGES**

The College of St. Catherine has developed policies aimed toward offering wages and salaries comparable to those of other employees with similar levels of responsibility at the College or at colleges like St. Catherine. Our wage and salary policy is designed to attract and retain the best-qualified people available, given available College resources.

You are employed by the College of St. Catherine and will be carried directly on our payroll. No employee may be paid directly out of accounts payable, petty cash or any other such fund for work performed. The employee's regular supervisor and Human Resources must approve payment for work outside one's regular duties in advance.

Employees shall not be eligible for any benefits, rights, or privileges beyond the actual last day worked.

#### **4.5 HOURS OF WORK**

Business hours may vary by department as determined by workload and student requirements, among other things. Individual work schedules are assigned and may change from time to time to provide for smooth College operations. All employees must be in attendance during scheduled work time.

The regular workweek is 8:00 a.m. to 4:30 p.m., Monday through Friday. Any changes in the assigned work time and all time off during work time, regardless of reason, must be approved by the employee's supervisor. The College may, at its discretion change the regular work hours on a temporary or permanent basis.

Non-exempt employees should arrive early enough to be at their workstations at their scheduled starting times, but not so early as to create overtime, unless their supervisor approved the early arrival in advance. Non-exempt employees should leave work promptly after their quitting time, unless overtime is pre-approved by their supervisor.

#### **4.6 BREAKS/REST PERIODS**

Full-time, non-exempt employees are allowed one 15 minute paid rest break for each four hours of work.

Breaks are included in your lunch period if you take a one-hour lunch period. Normally these rest breaks will be scheduled in mid-morning and mid-afternoon as determined by your supervisor. The half-hour lunch period is unpaid.

If you work in a department where breaks are not directly assigned or if you are an exempt employee, please coordinate your break or lunch times with your colleagues and supervisor to maintain adequate coverage at all times. Return to work on time at the end of any break or lunch period.

#### **4.7 TIME CARDS**

All non-exempt, hourly-paid employees must keep an accurate record of all time worked by recording time on a time card. You have the responsibility for keeping an accurate record of the number of hours you have worked.

Employees who keep time records must personally record their time when they arrive for work, at the beginning and end of any rest or meal period longer than 15 minutes, and when they leave work at the end of their workday. You must also record your time at the beginning and end of any period of time away from work on personal business or for any other reason.

You must sign all time records. If you need to make changes on the time card, you should ask your supervisor to initial these changes. No one may record time on another employee's time card, allow another employee to record time on hers or his time card or falsify time records. Such actions may result in disciplinary action up to and including termination.

You are paid for scheduled hours that are recorded on your time cards. You must complete your time card, get your supervisor's signature, and turn in the time card to Payroll before the Monday noon deadline. Missing the deadline may mean not having a paycheck on payday.

#### **\*4.8 PAYCHECKS**

Paychecks for exempt staff, faculty and non-exempt employees are distributed by inter-campus mail to either individual post office boxes or to the departmental post office box on the St. Paul campus. Minneapolis Campus Dean's Office Assistant distributes paychecks to employees on the Minneapolis campus. If a paycheck is sent to an employee's bank via direct deposit, an earnings statement will be distributed.

Non-exempt employees are generally paid every other Friday for all time worked through the previous Saturday. Non-exempt employees must submit an approved timecard by the last day of each pay period before the Monday noon deadline to receive a check on the following Friday. Non-exempt employees on the St. Paul campus submit timecards to Payroll (F-05). Non-exempt Minneapolis campus employees submit their timecards to the Reception Office.

Exempt staff employees and faculty are paid every other Friday, alternating with the non-exempt paydays.

Income taxes, Social Security tax (FICA), Medicare, insurance premiums, annuity contributions and other required and authorized deductions are deducted from employee paychecks. You should notify Payroll of any errors in your paycheck or of any changes in your deductions.

**\*4.9 DIRECT DEPOSIT**

The College offers a direct deposit option for all employees (excluding student workers). Each payday, the College will automatically deposit your pay directly into the bank account of your choice (checking or savings). This is a timesaving benefit for you and a cost-saving option for the College. If you have questions about the process or would like to apply, please contact Human Resources for information. Should you opt for direct deposit, you will receive an earnings statement via intercampus mail each payday.

**4.10 OVERTIME PAY**

The College complies with all applicable laws governing the payment of overtime. Where applicable, overtime is paid to non-exempt employees at the rate of one-and-one-half times the regular rate of pay all hours worked in excess of forty hours per week.

All employees are expected to work overtime when necessary. Any scheduled overtime must have prior supervisory approval. Payment of overtime will be based on actual hours worked. Non-productive time (e.g., holidays, vacation, or sick leave) will not be included in the calculation of overtime.

**4.11 HOLIDAY PAY**

Non-exempt employees required to work on College-designated holidays receive holiday pay plus pay for all hours worked. Only the number of hours actually worked are used in determining if overtime pay is due for that week. To receive holiday pay, all employees must work the scheduled day before and after a holiday, unless the absence is approved. Upon hire, regular full-time (1.0 – .75 FTE) and regular part-time (.74 – .50 FTE) employees are eligible for holiday pay based on FTE. Temporary and on-call employees and employees who work less than .50 FTE do not receive holiday pay.

**4.12 PERFORMANCE REVIEWS**

Your personal contributions to serving students well and to efficient College operations are critical to the success of the College of St. Catherine. The College considers a number of factors in assessing performance, including but not limited to:

- Quantity and quality of work
- Dependability
- Attendance and punctuality
- Personal conduct
- Initiative
- Written and oral communication skills as appropriate
- Interpersonal communication skills
- Technical and/or professional competence appropriate to your job.

Performance may also be a factor in employment decisions such as promotion, transfer, and layoff.

As a general rule, full-time, regular employees engage in a performance review annually. If a written evaluation is provided, employees are expected to sign the evaluation form as an indication that the review has been discussed with them. Satisfactory performance reviews do not alter the employment-at-will relationship.

**4.13 JOB OPENINGS**

Openings for exempt and non-exempt positions generally are posted on the bulletin board outside of the Human Resources office at the St. Paul campus, on the bulletin board next to the mailroom at the Minneapolis campus, and on the Human Resources web site. Positions that are filled through

a promotion, reclassification, or transfer will not be posted. Internal candidates may apply for job openings and will be given appropriate consideration for available openings, depending on their qualifications. Applications are available from Human Resources.

Internal applicants, regular employees of the College, must have been in their current position for at least six months before applying and cannot have any recent, significant disciplinary memos in their personnel file. Applicants should understand that hiring supervisors will use an applicant's current supervisor as a performance reference. All internal applicants are encouraged to discuss job opportunities within the College with their immediate supervisor. Employees who have questions regarding the hiring process may contact the Human Resources Department.

Student employees may not apply as internal candidates for job openings.

The College of St. Catherine may consider a former employee for re-employment. Such applicants are subject to the usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with the College of St. Catherine and must have provided appropriate advance notice of their intention to terminate their employment.

#### **\*4.14 EMPLOYMENT OF RELATIVES**

Members of an employee's family may be considered for employment. However, relatives generally are not eligible for employment in any position or assignment where the workplace relationship could result in one relative supervising another or where the employment could pose a security risk or employee morale problem, as determined by management. "Relative" means spouse, parent, sibling, child, grandparent, grandchild, in-laws, stepparent or stepchild, aunt, or uncle. Persons living in the same household as the employee are also subject to this guideline.

#### **4.15 SEPARATION FROM EMPLOYMENT**

##### **4.15.a Employment at Will**

Employment with the College is at-will. This means that employment may be terminated with or without cause or with or without notice at any time at the option of either the employee or the College. The College is not required to provide an employee with notice or warning of performance or other work-related problems before terminating her or him.

##### **4.15.b Resignation**

Non-exempt employees who choose to resign from the College are requested to give at least two weeks' written notice to the College. Exempt employees are requested to give three to four weeks written notice. This enables the College to make satisfactory transition arrangements.

##### **\*4.15.c Employment Status at the Time of Separation and/or Rehire**

A separated employee who is re-employed later will be treated as a new employee. The date of eligibility for benefits will be determined as of the re-employment date.

##### **4.15.d Return from Leave of Absence**

Employees who are able and prepared to return to work at the expiration of a leave of absence, but for whom no position is available, and employees who are unable to return to work at the expiration of a leave because of continuing disability, may be released from their employment by the College, consistent with applicable law. Similarly, when an employee is expected back at work after a leave of absence ends, but who does not report for work on the designated return date is deemed to have voluntarily terminated employment.

**4.15.e Exit Interview**

Departing employees normally engage in an exit interview, either with her/his direct supervisor, a vice president in charge of that area or with the director of human resources. Vacation pay, continuation of group insurance coverage, forwarding addressees, return of College property, as well as any employee concerns and other issues may be discussed during the interview.

**\*4.15.f Suspension**

Suspension is temporary removal of an employee from her/his position because of performance deficiency or violation of College policy or conduct code.

The president may suspend any member of the College community for a serious reason that may endanger the welfare of the individual, the members of the college community, or the College itself. The president may specifically authorize a vice president to suspend.

Suspensions may be with or without pay, depending on the circumstances. If you have questions or would like to discuss a suspension, please contact the Human Resources Department.

**4.15.g Involuntary Termination**

Involuntary termination is the permanent removal of an employee from her/his position. The following non-inclusive list outlines reasons that may lead to involuntary termination:

- Neglect or unwillingness to perform assigned duties.
- Conduct or job performance inconsistent with accepted professional or moral standards
- Incompetence or ineffective service
- A felony conviction
- Tardiness/absenteeism
- Unacceptable quantity or quality of work
- Refusal to accept or uphold the mission of the College
- Violation of College policy.

Involuntary termination may occur with or without prior warning to the employee or prior discipline, as deemed appropriate in the sole discretion of the College, in accordance with applicable laws and agreements. Faculty guidelines concerning notice apply to faculty.

If you have questions or would like to discuss an involuntary termination, please contact the Human Resources Department.

**\*4.15.h Voluntary Termination**

Any employee who is absent without properly notifying the College, or who is absent for three days without notice to the College, or who fails to comply with any condition of leave of absence, or who fails to report to work on or before the expiration of a leave, will be deemed to have resigned, consistent with applicable law.

**\*4.16 REFERENCES/REQUESTS FOR INFORMATION**

Employment information regarding any past or present employee may not be disclosed to any outside party, except as specifically authorized by the College administration. Questions concerning

employment should be directed to Human Resources.

The Communications Department and specifically designated administrative personnel are responsible for all releases to news media, and for responding to inquiries from communication media (press, radio, television, etc.). Any such requests must be referred to the Communications Department or specifically designated administrative personnel. No statement that involves the College, its policies, students or personnel, may be released verbally or in writing without clearance by the director of communications and/or authorized administrative authorities, nor should any employee make a statement to the press and, by identifying her/himself as an employee of the College, imply that a personal statement is an official statement or position of the College.

**\*4.17 WAGE ASSIGNMENTS AND GARNISHMENTS**

If a wage assignment or garnishment is received, state law requires that the College accept it and process it in the legally prescribed manner. This involves withholding the required amount from each paycheck until the debt is paid. Minnesota law requires the College to report information on all new employees to the state. If ordered to do so, the College must begin withholding from paychecks for child support.

**\*4.18 EMPLOYEE BENEFITS**

In addition to receiving a wage or salary, you may be eligible to receive other benefits. The benefits program described in this handbook represent a very large investment by the College of St. Catherine and we trust that you will utilize the program's advantages according to their design and purpose. A good benefits program not only contributes to the loyalty of long-time capable employees, it also helps to attract talented newcomers. The College periodically reviews the benefits program and makes modifications as appropriate. Benefits are provided to bargaining unit members in accordance with their contracts.

Outlined below is a brief summary of the types of employee benefits currently available at the College. It is not intended to, nor is it to be interpreted to, create an express or implied contract,

covenant, promise, or representation between the College and the employee. These benefits are subject to change at any time at the discretion of the College. In the event of any discrepancy between the benefits outlined below and the plan itself, the plan will govern. Any questions about employee benefits should be directed to your supervisor or the Human Resources Department.

Eligibility for benefits is determined by employee classification.

**Exempt, full-time employees (.75-1.0 FTE)** are eligible to participate in the following benefit programs: medical insurance, dental insurance, life insurance, disability insurance, defined contribution retirement plan, vacation days, holidays, sick days, and tuition remission. Some of these benefits apply to full-time faculty (.75-1.0 FTE) as well.

**Non-exempt, full-time employees (.75-1.0 FTE)** are eligible to participate in the following benefits: medical insurance, dental insurance, life insurance, disability insurance, defined benefit retirement plan, vacation days, holidays, sick days, and tuition remission.

**Exempt, part-time employees (.50-.74 FTE)** are eligible to participate in the following benefit programs: medical insurance, dental insurance, defined contribution retirement plan, vacation days, and sick days. Some of these benefits apply to part-time faculty (.5-.74 FTE) as well.

**Non-exempt, part-time employees (.50-.74 FTE)** are eligible to participate in the following benefit programs: medical insurance, dental insurance, defined benefit retirement plan, vacation days, and sick days.

**Limited part-time employees (.1-.4 FTE)** are not eligible for most benefits.

**Temporary full-time and temporary part-time employees** are not eligible for most benefits. This includes adjunct faculty.

**On-call employees** are not eligible for most benefits.

**\*4.18.a Flexible Spending Accounts**

The College currently offers what are commonly called "Flexible Spending Accounts" for eligible employees. You have an opportunity annually to divert a portion of your pre-tax College income toward certain health care and child care expenses, as allowed by current federal law. This opportunity allows you to pay for expenses you would regularly incur using pre-tax dollars, which lowers your taxable income and increases your discretionary income. Details may be obtained at the Human Resources office.

**4.18.b College-designated Holidays**

College offices are closed on the following days: New Year's Day, Martin Luther King's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, and Christmas Day. In addition, there will be one floating holiday designated annually. Any additional days which may be authorized occasionally, at the sole discretion of the president, are not considered official college holidays. Faculty observe those holidays that occur during the academic year.

Human Resources maintains a holiday schedule on their website. Generally, when a holiday falls on Sunday, the following Monday is observed as a non-working day; when a holiday falls on Saturday, the preceding Friday is usually observed as a non-working day. Employees must be at work or on an excused absence both on the day before and the day after the holiday to receive holiday pay.

Regular full-time (1.0 - .75 FTE) and regular part-time (.74 - .50 FTE) employees receive pro rata holiday pay based on their FTE. Temporary and on-call employees; and employees who work less than .50 FTE do not usually receive holiday pay.

**4.18.c Vacation**

Vacation time accrues bi-weekly for exempt employees based on FTE and bi-weekly for non-exempt employees based on the number of hours in the employee's usual workweek. Employees with FTE of .50-.99 FTE, accrue pro rata vacation benefits. Generally, temporary employees, on-call employees and limited part-time employees at less than .50 FTE do not accrue vacation time.

From the date of hire through the first year of employment, full-time non-exempt employees receive five days (or 40 hours) of vacation each six months. This amounts to 10 days annually.

Full-time exempt staff employees receive seven-and-one-half days of vacation each six months. This amounts to 15 days annually.

Vacation may not be used or paid until after six months of employment.

After the first year of service, vacation will accrue at the rate of one additional day for each succeeding year of continuous service up to a maximum of 20 days (or 160 hours) for non-exempt staff and 25 days (or 200 hours) for exempt staff. When an employee changes status from non-exempt to exempt, vacation begins to accrue as if the employee had held an exempt position from the date of hire.

**Examples of Vacation Accrual**

• **Exempt – 1st year:**

1.0 FTE 15 days x 8 hours x 1.0 FTE = 120 hours  
 60 hours available at 6 months;  
 4.61 hours additional each bi-weekly pay period through first year

.75 FTE 15 days x 8 hours x .75 FTE = 90 hours  
 45 hours available at 6 months;  
 3.46 hours additional each bi-weekly pay period through first year

• **Non-Exempt – 1st year:**

1.0 FTE 10 days x 8 hours x 1.0 FTE = 80 hours  
 40 hours available at 6 months; 3.07 hours additional each pay period thereafter.

.75 FTE 10 days x 8 hours x .75 FTE = 60 hours  
 30 hours available at 6 months; 2.3 hours additional each pay period thereafter.

Employees are encouraged to take vacation time during the year that it is earned. Employees may accumulate up to ten days over the maximum number of days to which they are entitled in a calendar year if their work schedule does not permit them to take all their vacation time in that year. Any vacation in excess of this amount is forfeited and does not accrue or carryover to the following year. Thus, vacation days should be scheduled in order to avoid losing them.

**Examples of Vacation Maximums**

Exempt – 2nd year: 1.0 FTE  
 16 days x 8 hours x 1.0 FTE = 128 +80 hours = 208 hours max.

Non-Exempt – 5th year: .75 FTE  
 14 days x 8 hours x .75 FTE = 84 +80 hours = 164 hours max.

Non-exempt employees report vacation time used on their timecards. Exempt employees report the time that they have taken bi-weekly in hours on a computer-generated sheet sent to Human Resources. Paid holidays that occur during an employee’s vacation will not be considered vacation time taken.

The employee’s supervisor must approve all vacation time in advance so that work schedules may be arranged. Supervisors approve vacation schedules of their employees so as to maintain continuous and efficient service to students, colleagues and the public. In the event of conflicting vacation requests, vacation will generally be granted on a first come, first-served basis consistent with work-load requirements.

Employees are paid for earned and unused vacation when leaving employment with the College. Except at time of separation from the College, there is no pay in lieu of vacation. Employees may not borrow from future vacation time.

**\*4.18.d TUITION REMISSION BENEFITS**

**\*4.18.d.1 Tuition Remission Benefits for Employees**

To be eligible for any tuition remission program, you must be employed by the College of St. Catherine prior to the start of the course. Only full-time (.75 FTE or greater) employees are eligible for this benefit. Bargaining unit employees should check their contracts for eligibility. Employees at both campuses are eligible to take classes at either campus.

The following programs on both campuses are available for tuition remission:

- Bachelor's Degree Program (Day and Weekend College)
- Certificate Programs
- MA, Theology
- MA, Organizational Leadership
- MA, Nursing
- MA, Education
- MA, Occupational Therapy
- Continuing Education Non-Credit Courses (at 50%)
- Associate Degree Programs.

There are no tuition remission benefits for employees taking classes at other colleges or universities. Tuition remission at the college only covers the above listed programs.

All tuition remission for employees taking classes will be 100% for Associate/Bachelor's/ Certificate/Master's courses or 50% on a space available basis for Continuing Education non-credit courses. Up to 32 credits per academic year (Sept. - Aug.) are allowed for undergraduate classes. Up to 18 credits per fiscal year (June-May) are allowed for graduate classes. Employees taking additional courses pay in full for the extra classes.

Employees wishing to receive tuition remission benefits must apply for all applicable federal and state financial aid. If you have questions, please contact the Financial Aid Office. The amount of tuition remission granted is reduced by the amount of federal or state aid awarded. All employees receiving tuition remission benefits will be monitored for satisfactory academic progress according to financial aid guidelines. No additional remission benefits will be allowed for failure to maintain satisfactory progress. If you drop a course you must follow the college's procedures for dropping otherwise the course will be counted toward your 32 credits for that year.

Applications for tuition remission must be filed for courses at the College of St. Catherine. Applications may be picked up at and returned to the Human Resources Office. The deadline for submission of completed remission applications to Human Resources is on or before the last day to add a class. The College will deny tuition remission benefits to any applicant who submits the form after the last day to add a class.

Eligibility for tuition benefits in no way guarantees admission to the college nor obligates the Admission Office to automatically accept employees for admission. Admission to the College does not guarantee admission to a specific program.

Tuition remission benefits are available for tuition only and do not cover payment of any fees such as application fees, required deposits, student activity or student center fee, course and service fees, and other costs (e.g. graduation processing fee, labs, individual music lessons, late application fees, non-credit physical education). Remission benefits are not applicable to programs that involve payment to another institution or agencies such as study abroad or other special programs.

Employees are generally expected to take courses outside of regular working hours. Department heads may accommodate employees in their efforts to continue their education provided that the department's workload will not be adversely affected. Approval to attend classes

during work hours is discretionary with the department head who has the final authority to grant time off to attend classes. Employees requesting a leave of absence for fieldwork or clinicals must obtain approval from her/his supervisor. In some cases, leaves of absence may not be possible due to College needs. Departmental operations have priority and will take precedence over any classes scheduled during work hours. Supervisors are encouraged to approve weekend and evening classes that do not ordinarily conflict with work hours. Other options include:

- allowing employees to make up time lost for classes;
- allowing employees to use vacation time for classes;
- allowing employees to take off time without pay for classes.

The undergraduate program on the St. Paul campus grants B.A. /B.S. degrees to women; men are able to register for classes as associates, for second majors, or graduate degrees. Men may take classes in a non-degree seeking baccalaureate program.

Currently, tuition remission benefits for graduate classes are generally considered taxable income.

#### **\*4.18.d.2 Tuition Remission Benefits for Spouses and Dependents**

Dependents and/or spouses of full-time, non-union employees (.75 FTE or greater) are eligible for this benefit immediately upon the employee's hiring. Bargaining unit employees should check their contracts for eligibility and contact Human Resources regarding applicability of benefits for themselves, their spouses and/or dependents. The remission benefit is a 75 percent (75%) tuition discount after financial aid is applied.

Dependents must be seeking Associate or B.A. degrees. Spouses need not be degree seeking to take courses at the College of St. Catherine. Spouses or dependents may also attend one of the other Associated Colleges of the Twin Cities (ACTC) member colleges (Augsburg College, Hamline University, Macalester College and the University of St. Thomas) for baccalaureate programs only. ACTC member colleges may have additional restrictions. Employees have the responsibility to check with other ACTC schools on these restrictions. Some waiting periods may apply.

Tuition remission for dependents and spouses is not available for non-credit or Master's programs. Dependents who have already earned a baccalaureate degree are not eligible for tuition remission.

Dependents are considered to be a biological child, adopted child or stepchild. At all ACTC colleges and universities, dependents must be unmarried and have earned a high school diploma or GED. At ACTC colleges and universities, dependents can take classes up until they are 24 years of age. At St. Catherine's, dependents of CSC employees who have matriculated before age 23 and have been continuously enrolled, may continue to take classes at CSC after age 24 until they have earned a baccalaureate's degree. Spouses are defined as the legal marriage partners of employees. Marital status is determined as of the first day of class.

Dependents and/or spouses may receive remission for 32 credits per academic year. Dependents must be full-time students carrying at least 12 credits. Spouses may be part-time or full-time students.

Applications for tuition remission must be on file and may be picked up and returned to the Human Resources Office. The College will deny tuition remission benefits to any applicant who submits the form after the last day to add a class.

Dependents and/or spouses have the responsibility to check with the other ACTC colleges for their application deadlines.

Eligibility for tuition remission benefits in no way guarantees admission to the College nor obligates the Admission Office to automatically accept dependents and/or spouses for admission.

Tuition remission benefits are for tuition only and do not cover payment of fees of any kind such as application fees, required deposits, student activity and student center fees, course and service fees, and other costs (e.g. graduation processing, music labs, individual music lessons, late application fees, and non-credit physical education). Remission benefits are not applicable to programs that involve payment to another institution or agency such as study abroad or special interim programs.

Dependents and spouses must complete a financial aid application, available from the Financial Aid office, each year. Remission is reduced by all federal, state or third party grants or college scholarship or grant funds. The combination of college merit scholarship funds and remission funding must not exceed tuition costs. Awards that are provided in exchange for services, such as resident or graduate assistants, will be paid as compensation and will not reduce the remission benefit.

#### **\*4.18.d.3 Catholic College Cooperative Tuition Exchange**

The College of St. Catherine is a member of the Catholic College Cooperative Tuition Exchange Program, an organization of 63 colleges across the country. Most colleges offer a 75% tuition benefit to eligible employees of member institutions, but some offer more. Each college limits the number of participants, so it is important to apply early. Tuition remission benefits vary by institution, so it is important to contact the Human Resources department for information if you are interested in these programs or view information at [www.CCCTE.org](http://www.CCCTE.org). Popular choices in the Midwest include St. Mary's (Winona), St. Norbert's, St. John's, and College of St. Benedict.

#### **\*4.18.d.4 Council of Independent Colleges Tuition Exchange Program**

Under the council of Independent Colleges Tuition Exchange Program, dependents of full-time CSC employees are eligible for 100% tuition benefit at over 300 participating colleges. A list of colleges can be found at [www.CIC.edu](http://www.CIC.edu). Other Minnesota participants include Augsburg College, Concordia-Moorhead, Northwestern College, and St. John's University. Each college only accepts a limited number of students a year for this program.

#### **4.18.e Leaves of Absence**

In general, leaves must be requested in advance in writing and require the approval of your immediate supervisor and the Human Resources Department. The exact reason for the leave and its anticipated length must be included in the written request. You are expected to return to work upon the expiration of the leave as granted. If prevented from returning as agreed, you must notify your supervisor in writing at least two weeks prior to the scheduled return date to secure written permission for an extension of the leave. Failure to report back to work on or before the expiration of a leave may be considered voluntary termination. The College usually attempts to place employees who have taken a leave in the same or similar position (if available) upon return from leave, but does not guarantee it.

Insurance benefits will usually end on the last day of the month in which the leave begins unless you elect to continue the insurance as provided by law. To continue insurance coverage, you must pay the full insurance premium, including both the College's and your share

on the first day of each month. In addition, you must submit a completed insurance continuation form to the Human Resources Department prior to the start of the leave.

Working for another employer or becoming otherwise gainfully employed during a leave of absence without the express written approval of the College may be considered voluntary termination.

If local, state, or federal laws require a leave of absence under circumstances other than those provided in this handbook, it is the policy of the College to comply with applicable legal requirements.

Temporary and on-call employees are usually not eligible for leaves of absence.

#### **4.18.e.1 Sick Leave**

Regular full-time employees accrue paid sick leave at the rate of one 8-hour day for every month worked. Regular employees, who are at least .50 FTE and through .99 FTE, accrue sick leave on a pro rata basis. Employees may accumulate up to a maximum of 60 days of paid sick leave. Sick leave accumulated above 60 days is forfeited. Upon termination, employees will not be paid for their accrued but unused sick leave.

Sick leave is to be used in the event the employee is unable to work due to the employee's own illness, injury or other medical condition. Sick leave may be used as part of a Family Medical Leave Act leave, Sick or Injured Child Care leave and as otherwise required by applicable law. Sick leave may also be used for routine dental or medical appointments, FMLA leave and/or parental leave. Employees may be required to provide a physician's statement regarding their medical condition and indicating that a physician saw the employee and why the employee was not able to work. The college reserves the right to request that employees who are repeatedly absent for illness or injury be examined by a physician chosen by the College.

Reporting and record keeping for sick leave is similar to the procedure described similar to the procedure described under the Vacation section. Employees should call the supervisor as soon as they are aware of impending absence. In cases where this is impossible, a friend or family member may call.

Unnecessary use of sick time or using sick time for unverified illness and injury may result in disciplinary action up to and including termination.

\*If an employee is disabled for more than the amount of available sick leave and if the employee has purchased short term disability insurance or is eligible for long term disability insurance, payments may be made in accordance with the terms of such insurance. Short-term disability benefits, if purchased by the employee, usually begin on the 8th day of a non-occupational injury or illness. All accrued sick leave must be used before short-term disability is paid. Long-term disability benefits usually begin after 90 calendar days of disability. Long-term disability payments are coordinated with other benefits such as workers' compensation. Part-time employees who work less than .75 FTE are not eligible for short-term disability insurance or long-term disability insurance. To qualify for either type of disability insurance, the employee's disability must be verified by a medical doctor and approved by the appropriate disability insurance carrier.

#### **\*4.18.e.2 Sick and Injured Child Care Leave**

Employees who work .5 FTE or above may use their sick leave benefits when requesting leave for a sick or injured child. For such reasonable periods as the employee's attendance

with the child may be necessary, on the same terms that employees are able to use sick leave benefits for their own illness or injury.

“Child” means an individual under 18 years of age or an individual under age 20 who is still attending secondary school. This sick childcare leave may run concurrently with family or medical leave.

This policy applies only to sick leave benefits payable to the employee from the college’s general assets. “Personal sick leave benefits” do not include short-term disability, long-term disability or other salary continuation benefits.

#### **\*4.18.e.3 Funeral/Bereavement Leave and Acknowledgement of Death**

You are eligible for a leave of absence for up to five days with pay for the purpose of making funeral arrangements or attending the funeral of a spouse, parent, or child. Two days are available for siblings, grandparents, grandchildren, in-laws or members of your household. One additional day may be granted if travel of 250 miles or more is required.

In the event of the death of a College employee’s close family member, the Human Resources Department should be notified so the College may respond appropriately. Department heads and individuals who become aware of deaths of employees, former employees or family members of are asked to inform Human Resources as soon as possible. Human Resources will notify the College community.

#### **\*4.18.e.4 Family and Medical Leave**

Regular full-time employees and part-time employees with at least 12 months of employment and at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave may be eligible for a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period. The applicable 12-month period is a “rolling” 12-month period measured backward from the date an employee uses leave under the Family and Medical Leave Act (FMLA). Leave may be taken for one or more of the following reasons:

- the birth of the employee’s son or daughter
- the placement of a son or daughter with the employee for adoption or foster care
- to care for the employee’s spouse, son, daughter, or parent who is incapacitated by a “serious health condition”, as defined by law
- “serious health condition”, as defined by law, that makes the employee unable to perform the functions of her or his position

A “serious health condition” usually requires either inpatient care or an absence of more than three days while under continuing treatment by or under the supervision of a health care provider or a chronic or permanent medical condition.

The employee must follow the usual and customary requirement for requesting a long term leave of absence, including completing a leave of absence request form and giving at least 30 days’ written notice, where possible. The completed form must indicate why a leave of absence is needed and the anticipated duration of the leave of absence (including starting date and return date).

If an employee requests a leave for the serious health condition of the employee, or the employee’s spouse, child, or parent, the employee must submit a Certification of Health Care Provider on a specified form (generally within 15 calendar days of the College’s

request). The College may require a second and third opinion in certain cases. The employee may also be required to provide reasonable documentation or a statement of family relationship to support a request for family leave.

The employee may be required to make periodic reports regarding hers or his status and intent to return to work. The College may also require the employee to submit subsequent re-certifications, as permitted by law, and if requested, the employee usually must provide the re-certification within 15 calendar days after the request.

During an FMLA leave, the employee must pay the employee's share of premiums to maintain any health benefits under the College's group health plan. The employee must contact the Human Resources Department to make arrangements to pay the premiums. Failure to pay the premiums as required may result in termination of the employee's, and any dependents', health benefits.

In the case of planned medical treatment, the employee must consult with the Human Resources Department and make reasonable efforts to schedule the leave so as not to disrupt unduly College's operations.

In the case of intermittent or reduced schedule leave, the appropriate health care provider must advise the College upon request why such leave is medically necessary and of the schedule for treatment. In this instance, again, the employee must attempt to work out a schedule that meets the College's needs without unduly disrupting the College operations consistent with the advice of the employee's health care provider.

Employees who qualify for FMLA leave must provide the College with reasonable notice of any changed circumstances that may affect the leave within two business days of the changed circumstances.

Prior to returning from an FMLA leave for the employee's own serious health condition, the employee may be required to submit a health care provider's release to return to work. Failure to provide the release may delay the employee's return to work.

Employees returning from an FMLA leave may be eligible for reinstatement. However, reinstatement may not be granted in certain circumstances, including "key" employees, or in the case of job elimination or other situations. "Key employee" is defined as a salaried FMLA- eligible employee who is among the highest paid ten percent of all employees employed by College within 75 miles of the employee's work site.

When the employee knows that she or he may be eligible for FMLA leave, the employee should contact the Human Resources Department for the appropriate forms which need to be completed. This policy is intended to comply with the Family and Medical Leave Act (FMLA) and the terms and provisions of this policy are used as defined by the Family and Medical Leave Act and applicable law.

**\*4.18.e.5 Parental Leave**

Regular employees who work .5 FTE or above in her or his job classification for a year immediately preceding a request for parental leave, and who are natural or adoptive parents in connection with the birth or adoption of a child, are eligible for an unpaid leave of absence of up to six weeks. The leave must begin within six weeks of the birth or adoption; however, in cases where the child must remain in the hospital longer than the mother, the leave may begin within six weeks after the child leaves the hospital.

The leave must be requested at least two weeks in advance if possible. The parental leave will be reduced by any period of paid disability leave. This parental leave may run concurrently with a Family and Medical Leave Act leave.

Employees returning from a parental leave are reinstated to the same or a comparable position at the same rate of pay they received when the leave commenced, in accordance with state law.

**\*4.18.e.6 School-related Activities Leave**

Regular employees who work .5 FTE or above are eligible for an unpaid leave of absence of up to a total of 16 hours in a twelve-month period to attend school related activities, related to the employee's child, if the activities cannot be scheduled during non-work hour. Pre-kindergarten regular and special education programs are covered by this policy. When the need for the leave is foreseeable, the employee must provide reasonable notice prior to the leave and must make a reasonable effort to schedule the leave so as not to disrupt the operations of the College. The leave need not be paid, but the employee may request to use accrued paid vacation for these hours.

**\*4.18.e.7 Military Leave**

Employees who are a member of the Uniformed Services of the United States (including the National Guard or other reserve units) are granted unpaid leaves of absence, in accordance with state and federal law, to perform duty on a voluntary or involuntary basis under competent authority, including active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty. Any employee performing such duties should request a leave of absence from their supervisor within a reasonable time before the leave is to begin, if possible. The College may require proof of military service.

Regular, full-time employees who are on leave to perform such duties may receive the difference, if any, between their military pay and their regular College pay for up to two weeks a year for an annual period of duty. Employees may choose to use any accumulated vacation time for all or part of the military leave.

Employees who render service as a member of the civil air patrol on the request and under the authority of the state or any of its political subdivisions may be eligible for a leave. The College may require verification of the civil air patrol call. The College may deny leave if the leave would unduly disrupt its operations.

**4.18.e.8 Personal Leave**

An employee who would like to take time off for reasons not covered elsewhere in this handbook section may request a personal leave of absence. Either an employee's supervisor, or department head, may grant an unpaid leave of absence for a maximum of two weeks (10 working days), without further approval, subject to the department work schedule.

A personal leave for more than two weeks (10 working days) must be approved by the employee's supervisor, department or division head, and human resources. Whether to grant a personal leave and the length of the personal leave granted are at the sole discretion of the College.

**\*4.18.e.9 Voting Leave**

Employees who are eligible to vote in a regularly scheduled state primary or general election, an election to fill a vacancy in the U.S. Congress, an election to fill a vacancy in the

State legislature, or a presidential primary, may be absent from work for the purpose of voting during the morning of election day, without penalty or deduction from their pay.

**\*4.18.e.10 Bone Marrow Leave**

Employees who work at least twenty hours a week (.50 FTE or greater) may take a paid leave of absence to undergo medical procedures to donate bone marrow. Combined bone marrow leaves may not exceed forty (40) hours. Verification by a physician of the purpose and length of leave may be required.

**\*4.18.e.11 Jury Duty Leave**

In the event you are called for jury duty, the College will permit you to take the necessary time off. You should notify your supervisor immediately. As required by applicable law, employees are given a leave of absence upon presentation of the jury summons for purposes of responding to the summons, serving as a juror, or attending court for prospective jury service.

If you are called for jury duty, you will be paid the difference between your regular pay and jury pay (not to exceed 40 hours in any one week) for up to two weeks, if you are regular or limited-part-time employee. A separate timecard for jury duty should be requested from the Payroll Department. Upon completion of jury duty, you should bring the jury check to Human Resources and endorse it over to the College. You will then be issued a check for your regular salary for the period of jury duty.

Unpaid leave will be granted for jury duty beyond the initial two weeks. Temporary and on-call employees will be given an unpaid leave of absence for all jury duty.

You should notify your supervisor immediately upon being excused from jury duty on any day. Your supervisor will indicate when you should return to work. Non-exempt employees will be paid their regular rate for any hours actually worked while excused from jury duty on any day. Exempt employees will be paid in accordance with applicable law.

**\*4.18.e.12 Professional Development Exchange Leave**

The Association of Colleges of the Sisters of Saint Joseph Exchange program offers full-time exempt employees, with three years of service or more, the opportunity to enrich their professional experience by working a short term, summer, semester or a year at a member campus. The Human Resources Department maintains a list of member colleges. The presidents of both colleges must give approval. The decision whether to approve such an exchange is discretionary with the host college and will depend on the circumstances of the individual, the affected division, and both colleges. Both Colleges will need at least three months notice to facilitate the exchange. Faculty exchange must be approved by the vice president for academic affairs.

The exchange will be for a period of time agreed upon by the participating colleges with salary and benefits paid by the College of St. Catherine. However, the host college could reimburse the College or work out other terms. The employee would be responsible for travel and living expenses, although other arrangements could be worked out with the host college. The opportunity to provide limited consulting services is also available on a short-term (three to seven day) basis. Contact the Human Resources Department for additional information regarding this exchange program.

**\*4.18.f Retirement Benefits**

Before either exempt or non-exempt employees can participate in retirement benefit plans, certain eligibility and participation requirements must be met. These are outlined in a summary plan

description that is distributed by the college to all eligible employees. Each employee should review the summary plan description carefully and discuss any questions they may have with Human Resources. These may change at any time.

#### **\*4.18.f.1 Exempt Employees and Faculty**

Eligible employees currently may contribute five percent (5%) of annual salary on an income reduction (or tax deferred) basis. The College currently matches the employee 5% contribution with eight percent (8%). Generally, exempt employees are eligible to participate in the retirement plan if they are at least twenty-one years of age, have been employed by the College for one year, and have an FTE of .48 or greater. The Teachers Insurance and Annuity Association, the College Retirement Equities Fund, and Fidelity Investments currently provide funding vehicles. Participation in this plan is voluntary, but encouraged.

#### **4.18.f.2 Non-exempt Employees**

Non-exempt employees currently are covered by a defined benefit pension plan that provides eligible employees with retirement benefits. Under this plan, the College contributes to a trust fund an amount necessary to fund pensions for eligible employees. The amount of the benefit depends upon the length of eligible service and annual earnings. The amount of your benefit calculated on the basis of a straight life annuity is equal to your Accrued Benefit on that date. Your Accrued Benefit is equal to the sum of:

- 1.) An amount equal to 1% of your Highest Five Years of Compensation multiplied by your total years of benefit service prior to January 1, 1987, plus
- 2.) For each Plan Year beginning on or after January 1, 1987, an amount equal to 1% of your Compensation for each Plan Year in which you receive a Year of Accrual Service.

**Example:** You are age 65 and have completed 27 Years of Service (12 years of benefit service prior to January 1, 1987 and 15 years of Accrual Service after January 1, 1987.) Your High-Five Average Compensation is \$25,000 and your Compensation for each year since January 1, 1987 has been equal to \$30,000. Your benefit is calculated as follows:

1% x \$25,000 High-Five Compensation	\$250.00
multiplied by 12 years of Accrual Service before January 1, 1987	<u>x 12</u>
	= \$3,000.00

plus

1% x \$30,000 of Your Annual Compensation for each Plan Year	\$300.00
multiplied by 15 Years of Accrual Service since January 1, 1987	<u>x 15</u>
	= \$4,500.00

Your Annual Normal Retirement Benefit (\$3,000+\$4,500)	= \$7,500.00
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Monthly Payment Amount	= \$ 625.00
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#### **\*4.18.f.3 Supplemental Retirement Annuities**

Both exempt and non-exempt employees currently may contribute non-matched funds (tax deferred) to a supplemental retirement annuity account. There is no eligibility requirement. The Teachers Insurance and Annuity Association, the College Retirement Equities Fund, and

Fidelity Investments provide funding vehicles. Employees may withdraw annuity funds before retirement only with proof of financial hardship. Taxes and penalties may apply. Participation in this plan is voluntary. Additional information is available from Human Resources.

**\*4.18.g LENGTH OF SERVICE AWARDS & RETIREMENT AND RESIGNATION RECOGNITION**

Employees receive a service award from the College after each five years of continuing service. These awards honor employees who completed their years of service before September 1 of the honoring year, and are bestowed at the annual year-end picnic.

The College honors retiring employees with a retirement celebration in the spring.

The College also recognizes employees who have voluntarily resigned and given adequate notice with an appropriate farewell celebration, depending upon length of service and position. These celebrations span lunches with supervisors to all-college receptions and are funded by the College, according to approved guidelines. Supervisors should refer to the supervisor's guide available in the Human Resources Department for specifics. Individual employees may indicate a wish to their supervisor to hold a less public event as their personal wishes dictate. College funds may not be used for private events.

**\*4.18.h SOCIAL ACTIVITIES**

The College normally will sponsor an annual all-College picnic at the end of the year and an annual faculty and staff Christmas party. The dates and places will be announced in *the Update* beforehand in order that you can make plans to attend.

**\*4.18.i SEMINARS AND IN-SERVICES**

From time to time, CSC offers training and education programs to enable you to progress in your position. Several times a year, employees are selected to attend various seminars, workshops, or training programs. You will receive a normal paycheck while attending these schools or workshops. All or a portion of the expenses for off-premises training will be paid for by the College, depending on the nature of the course. Check with your supervisor for details. Employees may also be required to attend certain workshops.

If you become aware of a particular seminar that you believe is appropriate for enhancing your skills, please bring it to the attention of your supervisor. Since these seminars are usually offered only at specified times in a geographical area, please be sure to notify your supervisor as far in advance as possible. This way, she/he can attempt to schedule workloads to accommodate your (and/or other employees') desire to attend the seminar when funding is available.

## **\*SECTION 5. MUTUAL EXPECTATIONS – EMPLOYEES AND THE COLLEGE OF ST. CATHERINE**

What can you expect from the College? What does the College of St. Catherine expect from you? Section 5 should answer some of your questions about the reciprocal relationship we want to develop between employees and the College.

### **\*5.1 WHAT YOU CAN EXPECT FROM THE COLLEGE OF ST. CATHERINE**

You can expect the College of St. Catherine to strive to...

- Develop and maintain a work environment and a campus learning community that reflects the values implied in the college mission.
- Select and promote people on the basis of skill, training, ability, attitude and character without discrimination with regard to age, sex, color, race, creed, national origin, ancestry, religion (except where religion is a bona fide occupational qualification), sexual orientation, affectional preference, political belief, or disability.
- Respect individual rights and treat all employees with respect, courtesy, and consideration.
- Make significant effort to recruit individuals from racial and ethnic groups historically underrepresented in higher education.
- Compensate employees in accordance with data regarding salaries and wages for comparable positions at institutions similar to CSC; review wages, benefits and working conditions periodically in order to provide compensation consistent with sound financial practice and levels at comparable institutions.
- Provide paid vacations and holidays, disability and life insurance to eligible employees. Make available medical, dental and retirement benefits retirement and other benefits to eligible employees.
- Develop competent people who understand and meet our objectives, and who accept with open minds the ideas, suggestions, and constructive criticism of other employees;
- Promote employees on the basis of ability and merit, as well as college need.
- Provide employees with opportunities to discuss problems with supervisors or officers of the College, and/or to use established conflict resolution processes;
- Provide attractive, comfortable, orderly, and safe workspaces.
- Inform employees of important information, current projects and events at the College, as well as the College's overall aims and objectives.
- Commit ourselves to continuous improvement in all aspects of College life.
- Assume everyone is trying to do her/his best.

The following are policies or procedures in place to insure a safe, healthy and pleasant working environment.

### **5.2 PARTICIPATION**

Our highest goal is to provide each student with the best possible educational experience. Another goal is that you and every employee will realize your full potential, as well as experience satisfaction in helping the College achieve its educational goals.

We believe the person doing a job is in the best position to think of ways of doing it more easily, efficiently, and effectively. If you think of a better way of doing your job, discuss it with your supervisor.

There are always areas in the College's operation that can be improved. Please give us the benefit of your experience and thoughts. Your contributions, as well as those of others, could expand your own career.

### **\*5.3 INTERNAL COLLEGE COMMUNICATIONS**

The College of St. Catherine has several formal methods of communication, including this employee handbook, email messages, the *Daily Update*, bulletin boards, Staff Circle meetings, newsletters, voice mail, and training sessions. It is your responsibility to read, listen and/or participate as appropriate.

You will receive other information from time to time, including memoranda from College administrators, but there is no regular schedule for distribution of this type of information. The function of each memorandum is to provide you with news and information that will keep you up-to-date on the events at CSC. If you think you are not receiving pertinent information, speak to your supervisor about your concerns.

The Human Resources Department staff will also assist employees with any job-related problems, or offer advice in the areas of compensation, performance, job enrichment, and career advancement.

If you think a decision has been made without taking into account relevant information or the input of appropriate departments or persons, ask about it. Often a personal conversation with your supervisor, another college administrator, or a meeting of several people can clear up the difficulty.

If your department is planning a public event that includes participation of Department of Safety and Security groups or agencies outside of the College, please advise the Communications Department and of your event.

The following St. Catherine publications are communication vehicles available to you:

*The Daily Update* is the campus employee information bulletin published by the College administration both online and in hard copy. It contains information of interest and importance to employees. Employees receive copies each day as they log onto their computers. If you have an item you wish to include in *The Daily Update*, please speak to your department head.

*The Wheel* and *Student Pulse* are the College's student newspapers. They contain information on current campus activities. *The Wheel* is available in various spots around on the St. Paul campus. The *Student Pulse* is distributed on the Minneapolis campus. Periodically, the newsletter editor posts the deadline dates for materials to be included in upcoming issues. While the newspapers are designed primarily for students, employees consider it a helpful source of current news.]

The Communications Department maintains a bulletin board on the lower level of Derham Hall and a display cabinet posting external media publications that feature the College in the entryway at the north end of Derham Hall.

The College website is an excellent source of news and information about the College. Log on at [www.stkate.edu](http://www.stkate.edu).

### **\*5.4 SAFETY AND SECURITY**

#### **\*5.4.a Safety Regulations**

At the College of St. Catherine, safety is given primary importance in every aspect of planning and in performing all activities. We want you to be protected from injury and illness, and we want to minimize the potential loss of service to our students.

The College complies with federal and state OSHA regulations. You must comply with all laws, rules, and regulations regarding safety and report immediately any unsafe conditions, equipment, or practices to your supervisor. You must wear required personal protective equipment. Required guards and other safety devices must be used at all times. You must comply with all fire protection and prevention practices at all times.

All on-the-job accidents or injuries to employees, no matter how small, should be reported immediately to the employee's supervisor. Employees must complete all required reports of injury regardless of how minor the injury may appear to be. Department chairs, directors, managers and supervisors should ensure that employee injuries are treated promptly and the Human Resources Department is notified at x6565.

#### **\*5.4.b Some Important Safety and Security Habits**

- Report to your supervisor if you or a co-worker becomes ill or is injured.
- Know the location of the exits closest to your office or workplace.
- Know the location of all fire pull stations and fire extinguishers, and familiarize yourself with the proper procedure for using them.
- Leave the building immediately when an alarm sounds or when directed to do so by College personnel
- Avoid overloading electrical outlets
- Use flammable items with caution.
- Walk, don't run; take stairs one at a time.
- Ask for help when lifting heavy objects or moving heavy furniture.
- Abide by the smoking policy.
- Keep cabinet doors and file and desk drawers closed when not in use.
- Sit squarely in chairs, especially those that roll or tilt.
- Wear or use appropriate safety equipment as required in your work.
- Avoid "horseplay" or practical jokes.
- Start work on any machine only after safety procedures and requirements have been explained and you understand them.
- Wear appropriate personal protective equipment in designated areas or when working on an operation that requires their use.
- Stack materials only to safe heights.
- Watch out for the safety of fellow employees.
- Use the correct tool for the job, and use it properly.
- Operate motorized equipment only if authorized by your immediate supervisor.
- Remove loose clothing, jewelry or rings before operating machinery.
- Keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.

- Be alert. Be aware of your surroundings.
- When you leave a room that is unlikely to be used any more that day, make sure the door and windows are locked. When you leave the premises, make sure entrances and windows are appropriately locked and secured.
- Keep your purse or other valuables in a locked file cabinet or closet. The College of St. Catherine cannot assume any responsibility for loss or damage to personal property.

#### **\*5.4.c EMERGENCY PROCEDURES**

##### **\*5.4.c.1 Accident or Injury**

If an employee is seriously ill or injured, call **Campus Safety and Security at x8888** and describe the situation. The security dispatcher will call 911, with the exact location of the incident. Security staff will respond immediately. If the injury is work-related, Department of Safety and Security will request that the ambulance be sent to Regions Hospital. In the case of a non-work-related injury/illness, the employee's health insurance will dictate the hospital.

The College strongly recommends that you do not transport injured or ill persons to the hospital. Notify the Human Resources Department of the situation. The Human Resources Department will notify family members. The department head (or designee) will be responsible for maintaining contact with the injured person.

##### **\*5.4.c.2 Fire Emergency**

If you discover a fire, remember **R.A.C.E.**

**R**emove all people from immediately danger.

**A**larm campus by pulling the nearest alarm box and call Department of Safety and Security at x8888 to report the exact location of the fire and type of fire.

**C**onfine fire by closing doors and windows as you leave.

**E**vacuate the building.

Security staff will respond immediately. Fire alarms will alert security officers. Once outside the building, account for all employees in your department and remain in area in order to provide additional information to the Fire Department if necessary. Do not enter the building until directed to do so by a safety and security officer or the Fire Captain.

If you hear a fire alarm, evacuate the building immediately. Once outside the building, account for all employees in your department. Report missing employees to safety and security officer or the Fire Captain.

If you do call 9-911, the Security Office will be alerted to your call.

##### **\*5.4.c.3 Threatening or Violent Situation**

If you observe a threatening or violent situation or suspect that someone has entered the building with a weapon or intent to inflict harm, call Department of Safety and Security immediately at x8888. Security staff will call 911 and respond immediately. Good judgment often suggests that you lock yourself in your office rather than enter the hallways or run from the building. When you reach a security officer on the phone, follow the advice you receive.

**\*5.4.c.4 Bomb Threat**

In the event that a bomb threat is received by telephone, write down the exact message, asking for the bomb's location and time of detonation. Call Department of Safety and Security at **x8888**.

**\*5.4.c.5 Severe Weather Procedures**

All members of the College community should be prepared to react to severe weather situations while on campus. The City of St. Paul will sound warning sirens when the National Weather Service has issued a tornado warning or a severe thunderstorm warning (thunderstorm accompanied by hail and damaging straight-line winds). At the sound of the siren, everyone on campus should seek a place of safety. In most cases, this is the basement or first floor of the building away from the windows. The cessation of the siren is **not** the all-clear signal. Tune into radio station WCCO-AM 830 for continuing information about weather conditions.

**\*5.4.c.6 Emergency Closing Policies and Procedures**

Emergencies such as severe weather conditions, power failure, or fire may require closing of the College administrative offices, classes, and/or public events. Because the College serves as a residential facility for students, it never completely closes. Certain services must be maintained daily. Additional essential services may be determined by members of the President's Cabinet and communicated to employees by their respective department heads.

During emergency closings all employees must adhere to the following emergency closing policies and procedures:

- The College of St. Catherine is closed when a "state of emergency" is officially declared. Alternatively, the president or appropriate college officer may authorize an official closing for serious reasons. When the media reports the College closed, only those employees providing essential services should report to work or remain at work. For safety and security reasons, employees must not enter or remain on the property once the College has been closed for an emergency, unless specifically directed to do so by an appropriate administrator.
- When the College is closed for emergency, all regular employees receive regular pay for those days not worked. Closure of the College for an extended period will result in administrative decisions regarding payroll continuation.
- If severe weather conditions exist and the president decides to close the College during a workday that has already begun, you will be notified as soon as possible by your supervisor. You should leave the campus when the College closes.
- When the college is closed because of emergencies or severe weather conditions, official notification can be obtained by listening to radio station WCCO radio.

**\*5.4.c.6 Procedures for Canceling Classes**

If classes are canceled, non-essential offices and all college-sponsored events will also be canceled or closed. The cancellation of events that are contracted by outside groups will follow the cancellation agreement in their contracts.

The vice president for academic affairs and the academic deans or their designees will declare classes canceled for their respective campuses. **NOTE: Canceling classes at one campus does not necessarily mean that classes will be canceled at the other campus.**

The news of canceled classes will generally be announced on WCCO radio (AM 830) and Channel 5 (KSTP). The College switchboard (651-690-6000) will be notified of the closing.

Information is also available by dialing 651-690-8666 for either campus. When listening for announcements, pay careful attention to whether day, evening, weekend, or all classes are announced as canceled.

When classes are canceled, students and faculty need not attend. Make-up sessions will be determined according to respective department/program guidelines. Students and faculty at clinical sites should consult with the appropriate program director or clinical supervisor. When classes are cancelled, offices may or may not close at the sole discretion of the College.

#### **5.4.c.7 Pay Provisions During Emergency Closings**

The following pay provisions for staff employees apply during emergency closings:

- Staff employees whose work schedule begins during an emergency closing will not be required to work and will be paid for their scheduled hours.
- Staff employees who are at work when an emergency closing is declared will be released and paid for their regular scheduled hours.
- Staff employees on an approved vacation or medical leave when a closing is declared will be charged for vacation or medical leave.
- Essential services staff employees must work during emergency closing and will be paid for hours worked during the emergency closing. If your supervisor asks that you remain at work after the College has closed because of severe weather conditions, you will be paid at time and one-half for the remaining hours worked beyond the announced closing time if you are a non-exempt employee.
- Student employees are exempt from these pay provisions. Federal regulations for the current work-study program prohibit payment for any hours not actually worked, regardless of institutional policy.

#### **\*5.4.d IDENTIFICATION CARDS**

Identification cards (ID's) for St. Paul Campus employees are prepared weekdays at the Student Life office, 8:00 a.m. to 4:30 p.m. Employees on the Minneapolis campus may obtain their ID's from the Counseling and Student Development office on the Minneapolis campus. You should obtain a card as soon as possible after you begin employment. Security officers may request that a Faculty/Staff picture ID be presented to access offices, classrooms, or other secure areas. You should carry your ID any time you are on campus. One Faculty/Staff picture ID card is issued to each College employee. The ID, and services afforded by it, are meant for you only. You are responsible for any charges incurred through use and/or misuse of your ID card. You must report a lost or stolen ID card immediately to the Safety and Security Office x6824. There is a \$5.00 charge for replacing lost or stolen ID cards. You must relinquish your ID card at the time of termination.

#### **\*5.4.e KEY ADMINISTRATION**

Requests for keys must be made through the security office. Your supervisor must approve the request. After the key is made, the security manager will notify the requestor to claim and sign for it. The original copy of the key request form is kept on file in the Facilities Management office.

You are responsible for keys assigned to you. Do not lend or pass on a key to anyone for any reason. If you leave the College, all door keys assigned to you must be returned to the security office on or before your last day at the College. Return other keys, such as filing cabinet keys, to your supervisor on your last day of work. Your supervisor and the Safety and Security Department will notify payroll when all keys have been returned.

Loss of keys causes serious security breaches. Installation or changing of any locks without written authorization is prohibited. Key duplication is strictly prohibited. A fee is assessed for each lost key. Additional fees to cover the cost of changing locks may be assessed and other disciplinary action may be taken when appropriate.

#### **\*5.4.f CRIME PREVENTION AND REPORTS**

We would much rather prevent crimes from occurring than react to them after the fact. A primary vehicle for accomplishing this goal is the College's comprehensive crime prevention program based on the dual concepts of eliminating and minimizing criminal opportunities, and encouraging students and employees to be responsible for their own security and the security of others. The information report required by the Student Right-to-Know and Campus Security Act and its amendments is available upon request from the Safety and Security Office or on the College web site. The report contains crime definitions, certain campus crime statistics, reporting procedures, prevention programs, and drug and alcohol policies.

#### **\*5.4.g 24-HOUR ESCORT**

Security officer escorts are on duty 24 hours a day and available anywhere on campus with advance notice. You are encouraged to call for an escort if you are working late or coming to work very early. To arrange for an escort, call Department of Safety and Security at x8888.

### **\*5.5 EMPLOYEE HEALTH AND WELLNESS**

#### **5.5.a Smoking Policy**

The College of St. Catherine is dedicated to providing a healthy and comfortable environment for students, employees and visitors. Therefore, all campus buildings (excluding some residential spaces) are smoke-free.

"Smoking permitted" areas in residential spaces will be determined on a yearly basis by the Student Life Office on each campus. These areas are for the exclusive use of resident students and their guests.

Smoking is not permitted within 20 feet of any building entrance, with the exception of designated outdoor smoking areas. Smoking is not permitted in campus vehicles.

The success of this policy will depend on the thoughtfulness, consideration and cooperation of smokers and non-smokers alike. Everyone shares the responsibility for adhering to and enforcing this policy.

#### **\*5.5.b Hazardous Materials Information & Employee Right-to-Know**

The Federal Hazard Communication Standard and the Minnesota 1983 Employee Right to Know Act is intended to ensure that employees are aware of the dangers associated with hazardous substances, harmful physical agents, and infectious agents in hospitals and clinics that they may be exposed to in their work place. Written information on hazardous substances is readily available on MSDS sheets located within your department, or with the Employee Right-to-Know Hazard Hotline (612-617-0995). For more information, call the Safety/ Security Office at 651-690-6824. Information on harmful physical agents and infectious agents is available in affected departments.

#### **\*5.5.c BLOODBORNE PATHOGENS**

Any employee who may be exposed to body fluids in the course of employment duties will be given protective wear in order to minimize the risk of transmission of communicable disease. Current medical evidence indicates that the actual safety risks created for the transmission of the Hepatitis B (HBV) or HIV (AIDS) viruses are low in the College's normal academic and employment setting. The

College will make available the Hepatitis B vaccination series to all employees who have the potential for occupational exposure. Training is provided at the time of initial assignments to tasks where occupational exposure may occur, and will be repeated within twelve months of the previous training. For more detailed information, contact the Safety and Security Office at x 6824.

**\*5.5.d SERIOUS COMMUNICABLE DISEASES**

An employee who has a communicable disease (e.g., tuberculosis, chicken pox) transmittable through ordinary daily contact and which poses a significant risk to the health or safety of others or limits the employee's ability to perform her or his job, should contact the director of human resources.

**\*5.5.e INFECTIOUS WASTE**

The College of St. Catherine has an infectious waste management plan. The plan is designed to ensure that all infectious waste is disposed of in a safe manner, avoiding any risk to employees. For more information, contact Safety/Security Office at x6824.

**\*5.5.f HAZARDOUS WASTE**

To comply with the federal and state right-to-know laws, and as an effective loss control/risk management program, the College has adopted a Hazard Information/Right to Know and Emergency Medical Response Program. The program provides for emergency response to chemical spills and other chemical emergencies, as well as immediate access to toxicology and medical information. If you work with hazardous chemicals, you will receive medical examinations and consultation with a licensed physician at no cost to you and without loss of pay. For general information about hazardous waste, contact the Safety/Security Office at x6824.

**\*5.5.g ALCOHOL AND DRUG POLICY**

The College of St. Catherine recognizes that alcohol and drug use can create health, safety, social and legal problems. CSC is committed to maintaining a safe and healthy work and educational environment, free from the unlawful use of alcohol and drugs. We are also committed to complying with the requirements of the Drug Free Workplace Act of 1988 (DFWA) and Drug Free Schools and Communities Act of 1989 (DFSCA).

The DFSCA requires the College certify that it has adopted and implemented a drug and alcohol policy as a condition of receiving federal funds. This policy is distributed in writing to each student and employee and is reference in Appendix B.

This policy also contains requirements for complying with the DFWA. CSC conducts a biennial review of its alcohol and drug program to determine its effectiveness, implement needed changes and insure that disciplinary sanctions are consistently enforced.

**\*5.5.g.1 Standard of Conduct:**

The unlawful or unauthorized possession, use, consumption, sale, or distribution of illicit drugs and/or alcohol by College of St. Catherine students and employees on CSC's property or as part of the College's activities is strictly prohibited. This policy applies to all full-time and part-time students and all full-time and part-time employees, including faculty, administration, exempt and non-exempt staff, union employees, and any student employees or interns.

**\*5.5.g.2 Disciplinary Sanctions:**

Employees who violate this policy will be subject to appropriate disciplinary action that may include, but is not limited to, counseling, mandatory participation in an appropriate rehabilitation program, a warning, probation, suspension, discharge, and referral to the proper law enforcement authorities for prosecution.

**\*5.5.g.3 Drug and Alcohol Counseling:**

The Counseling Center on St. Catherine's St. Paul campus (690-6805), the Counseling and Student Development Office on the Minneapolis campus (690-7830), and the CSC Health and Wellness Center (690-6714) provide professional help and referral for students concerned about alcohol or drug use.

Employees may voluntarily request assistance in dealing with drug or alcohol issues. The cost of treatment may be covered by health insurance benefits.

Other local and national available sources for assistance and counseling include:

**First Call for Help Hotline (651) 224-1133**

This hotline can provide information on counseling agencies, outpatient and inpatient treatment facilities for adolescents and adults, evaluation and referral information and educational information

**AA Central Office (651) 227-5502**

Referral number for AA groups in the Twin Cities

**Alanon Intergroup (651) 771-2208**

Referral number for Alanon groups in the Twin Cities

**Chrysalis (612) 871-0118**

Center for Women – chemical dependency treatment program

**Hazelden Metro Line (800) 257-7800**

Chemical dependency treatment services

**Fairview-University Hospitals (612) 672-5060**

Chemical dependency services

**Narcotics Anonymous (952) 939-3939****Women For Sobriety (651) 224-0328****Substance Abuse Treatment Line (800) 662-HELP**

The treatment line is a 24-hour information and referral service provided by the U.S. Department of Human Services. Free materials on drug use are also distributed upon request.

**\*5.5.g.4 Compliance with Drug Free Work Place Act:**

In order to comply with the requirements of the Drug Free Workplace Act of 1988 (DFWA), CSC prohibits the unlawful manufacture, distribution, dispensation, possession or use of controlled substances by employees on college premises, or while conducting college business off of the College premises. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

Employees must report for work on time and in an appropriate mental and physical condition for work and to remain in that condition during the day. Employees must, as a condition of employment, abide by the terms of this policy and report any criminal convictions under a criminal drug statute for violations occurring on or off college premises while conducting college business. A report of a conviction must be made within five days of conviction.

Within thirty days after receiving notification that an employee has been convicted under any criminal drug statute for a violation occurring in the workplace, the College will either take disciplinary action against such employee, up to and including termination, or will

require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or appropriate agency.

**\*5.5.g.5 Procedures for Alcohol Use at Events Sponsored by College**

If you are planning a college event where alcohol will be served and any student will be in attendance, contact the Student Life Office. Contact Meeting and Events Services for procedures governing events where employees and/or guests, but not students will be in attendance. Failure to follow stated procedures may result in disciplinary action, up to and including termination.

**\*5.6 POLICY IMPLEMENTING THE FEDERAL OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT:**

Employees with commercial driving licenses, who drive commercial motor vehicles for the College, will be notified separately of Minnesota Department of Transportation guidelines for alcohol/controlled substance use. This policy governs alcohol and controlled substance testing of employees in safety-sensitive positions upon hiring, when an accident occurs, for reasonable suspicion, and upon random selection. Please refer any questions to Human Resources.

## **\*SECTION 6 WHAT THE COLLEGE OF ST. CATHERINE EXPECTS FROM YOU**

The College of St. Catherine expects every employee to strive to:

- Uphold the college mission and vision.
- Know your own duties and fulfill them promptly, correctly, pleasantly and on time.
- Cooperate with your supervisors and colleagues.
- Maintain a good team attitude.
- Put student needs before your own.
- Accept direction or suggestions from your supervisors as a means to professional growth.
- Remember that the performance of your department impacts the overall service offered to students at the College.
- Perform every task to the best of your ability.
- Take advantage of opportunities for professional development.
- Ask questions, make suggestions, and express concerns in a respectful and responsible way; voice your opinions, and contribute your suggestions to improve quality.
- Try to solve problems or differences at the lowest level possible. If you are going to speak to someone who holds a higher office, it is most often appropriate to let your supervisor know, although there may be times when this is not possible or appropriate.
- Communicate with each other and with your supervisors openly and in the same way that you would hope they would communicate with you.
- Assume that your supervisor and each of your colleagues is trying to do her/his best.

### **\*6.1 PRINCIPLES OF UPHOLDING THE COLLEGE CODE OF BEHAVIOR**

As a Catholic college, St. Catherine places a high priority on the visible expression of Christian values. These values underlie the college's policy on acceptable behavior.

The trustees, administrators, faculty, staff, and students constitute the learning community of the College of St. Catherine. As a member of the community, each has an obligation to share the responsibility for maintaining the college's educational objectives. Any member of the community who violates campus rules or civil law may be subject to disciplinary action. Should serious circumstances warrant it, a violator or suspected violator may be immediately removed from the college and/or turned over to local authorities.

Most employees act in a mature and responsible way and, therefore, never need to refer to the list of unacceptable behaviors below. However, to illustrate examples of unacceptable behavior, a non-inclusive list appears below. If you have any questions concerning any work, safety rule, or any of the unacceptable activities listed, please see your supervisor, someone in the Human Resources Department or the senior administrator responsible for your area for an explanation.

### **\*6.2 STANDARDS OF CONDUCT**

Clear rules of conduct help everyone work together efficiently, effectively, and harmoniously. At the College, we hold ourselves to a high standard of quality and we believe our standards of conduct help to assure a professional and pleasant working environment.

By accepting employment at the College of St. Catharine, you have a responsibility to CSC, to your colleagues, and to our students to adhere to our standards of conduct. When each person is aware that she or he can fully depend upon others to follow our standards of conduct, then our college

will be a better place to work for everyone. We expect you to abide by the policies in this handbook. Violations of policies or standards of conduct may result in disciplinary measures that may, depending upon the circumstances and at the sole discretion of the College, include verbal or written warnings, probation, suspension (with or without pay), or involuntary termination. These disciplinary measures do not constitute an exclusive list of possible actions and may be taken in any order.

**\*6.3 PROHIBITED BEHAVIORS**

For the benefit of employees and students and to protect the efficiency and productivity of the College, all employees must observe certain rules. Engaging in any of the following examples of unacceptable conduct may result in any of the disciplinary actions discussed above. These examples are intended only as a guide and are not inclusive.

- Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system).
- Failure to accurately complete or permitting another to punch your timecard.
- Theft, dishonesty, falsification or omission of information on the employment application or resume.
- Leaving your job without permission.
- Sexual harassment or sexual assault.
- Harassment based on race, creed, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation or affectional preference, status with regard to public assistance, membership or activity in a local commission, or any other protected class status defined by applicable law.
- Breach of professional ethics (including but not limited to violation of the consensual relationship policy).
- Failure to follow orders, defiance of orders, or insubordination.
- Discourteous treatment of students, other employees, or anyone else an employee encounters on campus or in fulfilling her job duties.
- Fighting, threats, intimidation, or other disorderly conduct.
- Smoking in unauthorized areas or at unauthorized times.
- Arrest and conviction for criminal offenses that may affect or reflect upon ability to properly fulfill job duties.
- Disclosure of confidential information.
- Possession of weapons of any type on campus, or away from campus on College business.
- Sleeping, wasting time, loitering, excessive visiting, or failing to exert normal effort on the job.
- Working another job while absent.
- Taking College property without paying for it or without written permission.
- Unnecessary or excessive absenteeism or tardiness.
- Inability to perform assigned work in a manner consistent with College standards of quality and quantity of work.
- Failure to observe safety or sanitation rules.
- Failure to comply with College standards pertaining to personal appearance and cleanliness.
- Failure to report absences as required.
- Reckless, careless or unauthorized use of College standards, property, equipment or materials.

- Improper, abusive or profane language.
- Violation of the College's no solicitation rule.
- Failure to complete all necessary reports and records promptly and accurately or failing to report injuries.
- Misuse of College bulletin board, voicemail, email system, FAX or copy machines.
- Misuse of college technology resources or any violation of the College Information Technology Policy.
- Physical or verbal threats.
- Violation of written rules concerning the use, possession, sale, manufacture, distribution, dispensation, transfer, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working, while on the College premises (including lunch breaks and other rest periods), or while using College machinery, equipment, or vehicles.
- Violation of any other College policy.

#### **6.4 A NON-INCLUSIVE LIST OF COLLEGE POLICIES CONCERNING STANDARDS OF CONDUCT NAMED ABOVE AND OTHERS: (LISTED ALPHABETICALLY)**

##### **6.4.a Appearance and Personal Conduct**

You represent the College to our students and to the larger community! Your dress and appearance should be neat and consistent with your job responsibilities. This helps create a professional atmosphere and reflect a good image of the College and of you as an individual.

The College of St. Catherine requires order and discipline to promote efficiency, productivity and cooperation. The orderly and efficient operations of CSC require that employees maintain proper standards of conduct at all times.

##### **6.4.b Attendance, Dependability, and Punctuality**

Because the College of St. Catherine depends heavily upon its employees, it is important that you attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are required attributes of all employees. As such, all employees must work on all scheduled workdays and during all scheduled work hours and report to work on time. Regular attendance and punctuality should be every employee's goal. Repeated or excessive full or partial day absences, arriving late or leaving early, for any reason, may result in discipline action, up to and including termination.

If you are unable to report for work on time, regardless of the reason, you must personally report the nature of the absence to your supervisor as far in advance as possible. You must give the reason for the absence and indicate when you expect to return to work. You must call in each day you are absent or tardy, unless otherwise authorized by your supervisor.

If you must leave work before the end of the work day, you must also personally report the nature of the absence to your supervisor as far in advance as possible, giving the reason for leaving early and securing definite permission to leave early. If you expect to be absent the following day, you should inform the supervisor of that fact at the same time.

Failure to report absences properly may be interpreted by the college to mean that an employee has voluntarily terminated her or his position.

If you are absent from work due to illness or injury, you may be required to provide a statement from your physician verifying the need for the absence and your ability to return to work. Such information may be required regardless of the length of the absence. The college

may, in its discretion, also require that a college-chosen physician examine you. Absences due to causes other than illness or injury may also require sufficient verification of the need for the absence.

If any absence or tardiness is due to a permitted leave of absence, refer to the college's leaves of absence policies.

**\*6.4.c BACKGROUND CHECKS**

Pursuant to applicable law, College of St. Catherine employees or prospective employees holding positions that allow access to campus housing units must undergo criminal background checks. Failure to comply with this policy will be grounds for dismissal or retraction of an employment offer. The College reserves the right to consider information received from the background checks to determine eligibility for employment. The College may perform background checks for other positions, according to applicable law

**\*6.4.d BUSINESS GIFTS AND GRATUITIES**

You should not accept or give gifts or favors of more than nominal value from any outside concern that does or seeks to do business with the College. "Nominal value" is defined as \$50 or less. Participation in incentive award programs offered by vendors and/or service providers must be pre-approved by your supervisor. Any gifts of more than a nominal value should be returned to the sender with an appropriate acknowledgment. You should take special care to avoid even the impression of a conflict of interest.

Any questions regarding this policy should be discussed with your supervisor before receiving such gifts.

**\*6.4.e COLLEGE PROPERTY AND FACILITIES**

**\*6.4.e.1 Off-Campus or Personal Use of College Property**

CSC equipment, tools, and supplies cannot be used during or after work hours for personal benefit unless you have received proper authorization to do so. Do not remove any St. Catherine property from the campus without authorization.

If authorization is given to remove college equipment, tools or supplies from the campus for college business or personal benefit, you should understand and agree that the College is not liable for personal injury incurred. You accept full responsibility for any and all liabilities for injuries or losses that occur, or for the malfunction of equipment. You are responsible for returning the item(s) in good condition. You agree that you must pay for any damages or loss that might occur.

**\*6.4.e.2 Personal and College Property**

Safety and security officers patrol the campus to help protect the welfare of staff, students, and visitors. But the task of keeping the campus safe includes the efforts of all of the members of the College campuses. By removing the opportunity for crime, we can continue to make St. Catherine a great place to live, work, and learn.

Locking unattended offices and storing valuables in locked desks, cabinets, or closets can avoid thefts. Lock your car and keep valuables out of sight. Remember that valuables left in unlocked closets, file cabinets, etc., are relatively easy prey for someone looking for such opportunities, even if you feel the item is "hidden."

The College is not responsible for the personal property of staff. This is also true with personal property used in the course of job-related activities. Theft and damage are often covered under homeowner's or tenant's insurance. If you are not presently covered, you may want to request an endorsement from your insurance agent.

In an effort to maintain the safety and security of everyone on our campuses, be sure to immediately report anything or anyone who appears to you to be in any way suspicious. Perhaps the person you observed is new on campus or is having trouble locating a room or office, or perhaps the incident you observed is harmless — in any case, Department of Safety and Security will handle the matter appropriately and politely. On open campuses such as ours, there is perhaps no more effective crime prevention technique than being observant. Because our campuses are private property, and in order to protect the safety of everyone, St. Catherine security officers have the right and obligation to check identifications and to verify the appropriateness of all activity. They are trained to handle all situations with diplomacy and professionalism

#### **\*6.4.e.3 Maintenance of Grounds and Facilities**

The College takes great pride in its beautiful buildings and grounds. Because they are a major college asset and source of pride, we ask you to do your part to make sure the buildings and grounds remain beautiful.

Keep your work area neat and orderly. Always be aware of good health and safety standards, including fire and loss prevention. Trash receptacles are located throughout the building; please put all litter and recyclable materials in the appropriate containers. Please put cigarettes out in provided cigarette receptacles and not on the ground. Do not use scotch, strapping or duct tape to affix anything anywhere in the buildings. If you note anything that needs repair or replacement, please call the FIXX (ext. 3499) Line. If it is an emergency repair, please contact the Facilities Management Department at extension 6523.

The College of St. Catherine reserves the right to inspect all packages or closed containers brought into or taken out of campus buildings.

College furniture is assigned to specific offices. Please do not move furniture from place to place without the approval of the director of facilities management

It is your responsibility to understand the equipment you need to use to perform your duties. Good care of your work equipment, as well as the conservative use of supplies, will benefit you and the College. If you find that equipment is not working properly or in any way appears unsafe, please notify your supervisor immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate equipment you deem unsafe, nor should you adjust or modify the safeguards provided.

#### **\*6.4.f CONFIDENTIALITY**

Employees who have contact with and access to confidential information concerning the college and its educational programs and not generally known by persons outside the college, must keep such information confidential. Confidential information may be developed or obtained by an employee as a result of the employee's relationship with the College. Confidential information includes, but is not limited to, the following types of information and other information of a similar nature:

Student information; employee information; operations manuals; College practices;

marketing plans, techniques and materials; development plans; financial information; student or applicant lists; personnel and payroll records; records regarding vendors and suppliers; strategic plan; budget materials, records and files of the college; and other information concerning the business affairs or operating practices of the College.

Confidential information must never be released, removed from the College premises, copied, transmitted, or in any other way used by employees for any purpose outside the scope of their

College employment or revealed to non-College persons without the express written consent of the management.

**\*6.4.g CONFLICT OF INTEREST**

The College expects all employees to uphold the college's reputation for conducting its activities with integrity and in accordance with the highest ethical standards. Participation by employees in activities that constitute a conflict of interest includes:

- Any situation where an employee or relative receives compensation for providing services utilizing information, materials or personal contacts normally not attainable except through employment with the college. Full-time employees should consult with their supervisor before accepting other employment.
- Any situation that may serve as a detriment to the College.
- Any outside activity by any employee that may be viewed as competing with the products or services normally offered by the College.
- Any outside activity that may interfere with the operations of the College or the employee's loyalty to the college. It is expected that for regular employees the College will be the primary employer.

In general staff/faculty may not live on campus, unless living on campus is a requirement of the position or authorized in writing by a vice president or the president.

**\*6.4.h COPYRIGHT**

Reproduction of copyrighted material without prior permission of the copyright owner can be an infringement of copyright laws. Computer software is one example of copyrighted material. It is the College's policy to use only licensed copies of software.

Under United States copyright law, the College owns the copyright on all materials prepared by an employee within the scope of her or his employment. The copyright owner has the right to receive all royalties from the copyrighted work. The vice president for finance and business operations oversees the College's policy on copyrights.

**\*6.4.i CRIME REPORTING**

All faculty, staff, and student employees must report any criminal activity occurring on campus to Department of Safety and Security. In addition, all college employees must report any sexual violence that occurs on campus to Department of Safety and Security in accordance with the Student Right-to-Know and Security Act and its amendments. Exceptions to this policy are noted in Section 7.6. The Department of Safety and Security is the authorized recorder of all criminal activity on campus.

If circumstances warrant, special printed crime alerts will be prepared and distributed either selectively or throughout campus. In addition, telephone voice mail and email alerts to all campus subscribers can be made.

**\*6.4.j EXPENDITURE AND PURCHASING POLICY**

A complete list of allowable vs. non-allowable expenditures is available from the Business Office. All requests for outside purchases/services, regardless of the source of funding, must be processed through the Purchasing Department on a purchase requisition form.

**\*6.4.k INFORMATION TECHNOLOGY USE AND MONITORING- INTERNET USE POLICY**

Certain employees may be provided with access to the Internet to assist them in performing their jobs. The Internet can be a valuable source of information and research. In addition, email can pro-

vide excellent means of communicating with other employees, our customers and clients, outside vendors, and other businesses. Use of the Internet, however, must be tempered with common sense and good judgment.

If you abuse your right to use the Internet, access will be removed. In addition, you may be subject to disciplinary action, including possible termination, as well as civil and criminal liability.

This policy and the Email Policy govern your use of the Internet.

**\*6.4.k.1 Disclaimer of Liability for Use of Internet**

The College of St. Catherine is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an email address on the Internet may lead to receipt of unsolicited email containing offensive content. Users accessing the Internet do so at their own risk.

**\*6.4.k.2 Conserving Computer Resources**

Employees may not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video, and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

**\*6.4.k.3 No Expectation of Privacy**

The computer and computer accounts given to you are to assist you in performance of your job. You should not have an expectation of privacy in anything you create, store, send, or receive on the computer system. The computer system belongs to the College of St. Catherine.

**\*6.4.k.4 Monitoring Computer Usage**

The College of St. Catherine has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing email sent and received by users.

**\*6.4.k.5 Blocking of Inappropriate Content**

The College of St. Catherine may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by CSC networks. In the event you nonetheless encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to College of St. Catherine blocking software.

**\*6.4.k.6 Prohibited Activities**

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other

characteristic protected by law), or otherwise in violation of the college of St. Catherine's equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in CSC computers. If you encounter or receive this kind of material, please immediately report the incident to your supervisors or the Human Resources Department. The College of St. Catherine's equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for discipline up to and including discharge.

**6.4.k.7 Games and Entertainment Software**

You may not use the College of St. Catherine's Internet connection to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet.

**\*6.4.k.8 Illegal Copying**

You may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the Director of Computing Services.

**\*6.4.k.9 Accessing the Internet**

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to the College of St. Catherine's network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to the College of St. Catherine's network.

**\*6.4.k.10 Virus Detection**

Files obtained from sources outside the College of St. Catherine, including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to email; and files provided by customers or vendors may contain dangerous computer viruses that may damage the College of St. Catherine's computer network. You should never download files from the Internet, accept email attachments from outsiders, or use disks from non-CSC sources, without first scanning the material with College of St. Catherine-approved virus-checking software. If you suspect that a virus has been introduced into the CSC network, notify the Help Desk immediately.

**\*6.4.k.11 Sending Unsolicited Email (spamming)**

Without the express permission of their supervisors, employees may not send unsolicited email to persons with whom they do not have a prior relationship.

**\*6.4.k.12 Violations**

Violations of this policy may result in disciplinary action, including possible termination, and civil and criminal liability.

**\*6.4.k.13 Use Implies Consent**

Use of the Internet via the College of St. Catherine's computer system constitutes consent by the user to all of the terms and conditions of this policy.

**\*6.4.I MOTOR VEHICLE SAFETY AND USAGE**

If you drive College-owned or -leased vehicles, or personal vehicles on College business, you are expected to exercise safe and defensive driving skills at all times and obey all applicable motor vehicle laws and regulations.

Each driver must:

- Possess and provide proof of a valid driver's license (and other applicable licensing requirements) for the state of her/his residency and the type of motor vehicle driven and have an acceptable driving record as determined by the College. CSC reserves the right to investigate the driving records of any employees who will be operating motor vehicles for college business purposes, including, but not limited to, determining insurability.
- Be in a fit condition while driving, including compliance with any applicable medical testing requirements.
- Use, and require all occupants to use, seat belts and harnesses, air bags, and other safety equipment provide with the vehicle.
- Comply with any applicable College drug and alcohol policy and never drive while under the influence of drugs and alcohol. Any driver convicted or driving while under the influence may be subject to disciplinary action, up to and including termination.
- Transport only authorized passengers while on college business.
- Refrain from smoking while riding in or driving a College vehicle.
- Observe and obey all parking ordinances, speed limits, traffic signals, and other laws governing the operation of motor vehicles.
- Maintain College-owned or -leased vehicles in clean and safe working order and in compliance with applicable laws and regulations.
- Inspect College owned or leased vehicles for apparent defects and according to College requirements.
- Meet insurability standards set by the College's insurance carrier. Drivers who use their personal vehicles for College business must maintain adequate insurance coverage as established by the College and must carry proof of insurance. The College does not insure employees against claims for damages resulting from the use of their personal vehicles in the course of employment. Any claims for damages resulting from the operation of the employee's personal vehicle in the course of employment should be submitted to her or his own automobile insurance carrier. In addition, you are responsible for any fines assessed for moving violations, towing or parking or other acts prohibited by law.
- Ensure that when leaving a vehicle unattended, the vehicle is properly secured and locked.

**\*6.4.m PARKING PERMITS**

Students, staff, faculty, and visitors must observe all parking regulations. Each employee or student who plans to park on the St. Paul campus is required to purchase a CSC parking sticker each academic year. A sticker may be purchased at the security office in the Power Plant. The sticker must be displayed on the rear driver's side window of the vehicle. On-street parking is available on the Minneapolis campus, as well as in several contract lots. Contact the Safety and Security Office for more complete information.

**\*6.4.n PERSONAL PHONE CALLS, MAIL, AND EMAIL**

Please keep personal phone calls to a minimum — they must not interfere with your work. You are permitted to make local area calls on college telephones. Normally you should use lunch or “break” periods to make such calls. Emergency calls regarding illness or injury to family members, changed family plans, or calls for similar reasons may be made at any time. Incoming urgent calls will be directed to you.

Please do not put personal mail through the postage meter.

Email is used to conduct college business. Personal use should be limited or kept to a minimum. The College may monitor the use of email. (See also Information and Technology Use and Monitoring Policy #6.4.k)

**\*6.4.o RESTRICTED AREAS**

You may not enter College of St. Catherine property before or after the hours when the buildings are officially open without specific approval of your supervisor or department head. This is a security measure designed to protect you. For a planned event outside of normal hours, the supervisor should contact the security manager to insure adequate planning. In an emergency, the supervisor must call Department of Safety and Security at x8888 to make arrangements.

Please respect the desk and files of your colleagues at St. Catherine as private space. Access to certain rooms is with approval only. A safety and security officer may request that you provide documentation authorizing your access to space other than that normally assigned to you. Please do not authorize students to use space, including your office, at times when you are not there.

**\*6.4.p SOLICITATION**

Personal decisions regarding the purchase of goods or services, charitable or campaign contributions, or membership in an organization should not create negative or uncomfortable feelings or detract from an employee’s effectiveness at work. Consequently, no solicitation or distribution of literature of any kind by any employee during actual work time of the employee soliciting or the employee being solicited is permitted. This includes the use of the *Daily Update*, email, or telecommunications to solicit other employees. This does not apply to rest periods or meal periods, but literature may not be distributed in work areas at any time.

The College does not endorse particular political candidates and, therefore posters and literature that support individual candidates for public office should not be displayed on College property, unless they are part of an official college-sponsored event, such as an issues forum.

Unless sponsored by an official College organization, non-members of the college community will not be allowed to distribute literature or solicit for any purpose at any time on the College premises.

**\*6.4.q VIOLENCE IN THE WORKPLACE**

Every employee is responsible for safety and security in the workplace. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on College property will not be tolerated.

Any person who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on College property may be removed immediately from the property at the College’s discretion, and will remain off College property pending the outcome of an investigation. If CSC determines that violations of this policy have occurred, the College may take appropriate disciplinary action, which may include, but is not limited to reassignment of job duties, verbal and/or written warnings, suspension and/or termination of employment, and or legal action as appropriate.

All College employees must call Department of Safety and Security at x8888 to report any threats of acts of violence that they have witnessed experienced or have been told that another person has

witnessed or experienced. An exception to this policy is articulated in section 7.6. Even without an actual threat or act of violence, employees should also alert Security of any behavior they have witnessed or experienced, which they regard as threatening or violent, or which might be carried out on CSC property or controlled site.

All employees who apply for or obtain a protective or restraining order which lists College locations as protected areas, must provide the Human Resources Department or their supervisor with a copy of the petition and declarations used to seek the order. The employee must also provide a copy of any temporary protective or restraining order that is granted, and a copy of any protective or restraining order that is made permanent. Supervisors who receive such information should forward it to the director of safety and security or the director of human resources.

An Employee Assistance Program (EAP) is available to all college employees. The EAP responds to requests for assistance with domestic violence problems, providing safety planning, crisis counseling and referrals to shelters, legal resources, and other necessary resources.

#### **\*6.4.r VISITORS**

If you are expecting visitors, please provide them with accurate directions to a common area of the College. Visitors are ordinarily not permitted in work areas. For faculty members, work areas are defined as the classrooms and laboratories. Please visit with guests in common areas during non-work time. In order to maintain a professional work environment, children should ordinarily not be in the workplace.

#### **\*6.4.s POLICY REGARDING COLLEGE EMAIL, VOICE MAIL, COPY AND FAX MACHINES, WEBSITE AND FACILITIES**

Every College employee is responsible for using the college communication systems in accordance with this policy. These systems are designed for College business use; therefore, personal use should be limited. No one may use a mode of College communication for any purpose that violates the College mission. Questions should be addressed to the Human Resources Department.

##### **\*6.4.s.1 Property of the College**

The internal communication systems are the property of the College of St. Catherine. They have been provided by the College for use in conducting CSC business. All communications and information transmitted by, received from, or stored in these systems are College of St. Catherine records and property of the College.

##### **\*6.4.s.2 Privacy**

Please be aware that employees have no right of personal privacy in any matter stored in, created, received, or sent over the College's communication systems. The College of St. Catherine, in its discretion as owner of these systems, reserves and may exercise the right to monitor, access, retrieve, or delete any matter stored in, created, received, or sent over them, for any reason with or without the permission of any employee and without notice.

Even if employees use a password to access the communication systems, the confidentiality of any message stored in, created, received, or sent from the College's communication systems still cannot be assured. Use of passwords or other security measures does not in any way diminish the college's rights to access materials on its systems, or create any privacy rights of employees in the messages and files on the systems. Any password used by employees must be revealed to the College of St. Catherine, as messages may need to be accessed by the College of St. Catherine in an employee's absence.

Even though CSC reserves the right to retrieve and read any messages, those messages should still be treated as confidential by other employees and accessed only by the intended

recipient. You are not authorized to retrieve or listen to any messages that are not sent to you. Any exception to this policy must receive the prior approval of a vice president.

**\*6.4.s.3 Use of the System for Harassment**

The College of St. Catherine policies against sexual and other harassment apply fully to the College's communication systems, and any violation of these policies is grounds for discipline up to and including discharge. Therefore, no messages should be created, copied, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law. Nor should any messages be created, copied, sent or received if they violate the College's mission.

**\*6.4.s.4 Use of the System for Political, Commercial or Non-job Related Matters**

The communication systems may not be used to solicit for personal, religious or political causes, commercial enterprises, outside organizations, or other non-job-related solicitations, nor may they be used for any purpose that contradicts the College mission

**\*6.4.s.5 Effective and Proper Use**

You should routinely delete outdated or otherwise unnecessary messages. These deletions will help keep the systems running smoothly and effectively, as well as minimize maintenance costs.

Please be courteous to other users of the systems and always conduct yourself in a professional manner. Messages are sometimes misdirected or forwarded and may be heard or seen by persons other than the intended recipient; you should create and send electronic or voice communications with no less care, judgment and responsibility than you would use for letters or internal memoranda written on CSC letterhead.

You should also use professional and courteous greetings on your Voice Mail boxes so as to properly represent the College to outside callers. Similar guidelines apply to emails.

Because Voice Mail and email records and messages may be subject to discovery in litigation, CSC employees are expected to avoid making statements in Voice Mail or email that would not reflect favorably on the employee or the College if disclosed in litigation or otherwise.

In order to avoid accidentally disclosing message contents to unauthorized listeners, do not listen to Voice Mail messages while using the speakerphone feature.

**\*6.4.s.6 Broadcast Voice Mails and Helpdesk Emails**

Because of the storage space required, please do not send a Voice Mail message or an email to a large number of recipients without prior approval. Use of the Broadcast feature or Helpdesk email dissemination is restricted to the College administration and Communications Department.

**\*6.4.s.7 Reporting Misuse**

If you discover misuse of the College communications systems, immediately contact the Human Resources Department.

**\*6.4.s.8 Violations of this Policy**

Violations of this policy may result in disciplinary action up to and including termination.

**\*6.4.t WEAPON PROHIBITION**

The College maintains a strict policy prohibiting guns, rifles, and all other weapons in the workplace. Carrying and/or possessing guns, rifles, or other weapons in the workplace, by any employee, will

not be tolerated. It does not matter whether the employee is licensed to do so or not. "Property" is defined as the physical place of business of the College and includes, but is not limited to: driveways, streets, sidewalks or walkways, parking lots, parking garages and other parking areas, as well as College of St. Catherine vehicles.

Employees are also prohibited from carrying and/or possessing guns, rifles, or other weapons at any time while working or attending College of St. Catherine-related activities, whether or not on College property, including, but not limited to:

- Driving CSC vehicles at any time;
- Driving privately owned vehicles used in the course of conducting College business;
- Participating in any College of St. Catherine-sponsored activity.

The College also prohibits non-employees from carrying and/or possessing guns, rifles, or other weapons on College property. Non-employees include, but are not limited to: vendors, visitors, students, and potential students of the College. Employees must immediately report to your supervisor and the Department of Safety and Security any information relating to any such persons carrying and/or possessing guns, rifles, or other weapons on College property. This prohibition excludes law enforcement officers.

#### **6.4.u WORK PRODUCT OWNERSHIP**

All College employees must be aware that the College retains legal ownership of the product of their work. No work product created while employed by CSC can be claimed, construed, or presented as property of the individual, even after employment by the College has been terminated or the relevant project completed. This includes written and electronic documents, audio and video recordings, system code, and also any concepts, ideas, or other intellectual property developed for the College of St. Catherine, regardless of whether the intellectual property is actually used by the College. Although it is acceptable for an employee to display and/or discuss a portion or the whole of certain work product as an example in certain situations (e.g., on a résumé, in a freelancer's meeting with a prospective client), one must bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest. In any event, it must always be made clear that work product is the sole and exclusive property of the College of St. Catherine. Freelancers and temporary employees must be particularly careful in the course of any work they discuss doing, or actually do, for a competitor of the College.



## SECTION 7 ADDRESSING DISPUTES, COMPLAINTS AND CONFLICT

### \*INTRODUCTION

The Board of Trustees, President, administration, faculty and staff are committed to implementing effective and just processes for resolving work-related conflict and disputes. The policy on conflict and dispute resolution underscores the College of St. Catherine's commitment to the principles of Catholic social teaching. Accordingly, the process and procedure described here are consistent with those principles, including the dignity of each person; respect for both individual and positional rights and responsibilities; and the safeguards implied within our employment setting that insure due process for everyone.

As a college for women, the policy and procedures reinforce the College's vision and mission and reflect the central values of collaboration, creative problem-solving and mutual respect.

Grounded within an institutional commitment to social justice and compassion, the College of St. Catherine seeks to facilitate resolution of disputes between members of the College community as close to the source of the conflict as possible. The procedures outlined in this document emphasize the importance of resolving conflicts through respectful dialogue, and of ensuring due process for each person. They offer employees an opportunity to be heard regarding complaints or disputes that involve application, interpretation, or alleged violation of college policy, as well as concerns regarding work climate, relationships or environment.

Several policies govern the College's handling of disputes, conflict and complaints. They are outlined in sections 7.1 – 7.7 below. Other policies pertaining specifically to faculty or students are printed in the Faculty Constitution and Bylaws and/or the Student Handbook.

To conform to applicable local, state and federal laws, the College of St. Catherine has complaint or dispute resolution policies and procedures for specific situations (section 7.1-7.6). In addition the College has a policy to handle other disputes, complaints and conflict (section 7.7). The director of human resources can provide helpful information in cases where it may not be clear to an individual staff member which procedure applies in a given situation.

For complaints or disputes regarding discrimination or harassment or any other violation of state or federal law, staff or faculty members should refer to the policy that governs these types of disputes. (See sections Section 7.1-7.5)

For complaints regarding sexual assault or violence, refer to section 7.6.

For complaints or disputes regarding compensation, a staff member should speak with her/his supervisor, or to the appropriate Vice President who will review the situation, most often in consultation with director of human resources, and then render a decision, which shall be final.

For conflict or disputes regarding student behavior, staff members should refer to Code of Conduct in the Student Handbook (posted at <http://minerva.stkate.edu/studentaffairs.nsf>).

For conflict or disputes regarding the rights of students relative to relationships with staff members, staff members should refer to Rights and Responsibilities of Students, Academic Integrity and Student Complaint policy in CSC Student Handbook (posted at <http://minerva.stkate.edu/studentaffairs.nsf>).

For all other disputes, see section 7.7. Faculty should refer to the faculty Constitution for the policy and procedures parallel to Section 7.7.

Section 7.7 does not apply to matters involving employment advancement, suspension or termination. For matters involving suspension or termination, employees should refer to the separation of employment section (4.15.) For matters related to promotion, refer to section (4.13).

The following policies (7.1-7.6) apply to all faculty, staff and administrators. You should contact Human Resources if you have any questions about any of these policies.

**\*7.1 AMERICANS WITH DISABILITIES ACT POLICY**

The College of St. Catherine is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and the disability provisions of the Minnesota Human Rights Act. It is the College's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability as defined by law, so long as the employee can perform the essential functions of the job with or without reasonable accommodations. Consistent with this policy of nondiscrimination, the College will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA and the Minnesota Human Rights Act, who has made the College aware of her or his disability, provided that such accommodation does not constitute an undue hardship on the College.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department.

**\*7.1.a Complaint Process**

An employee who believes that reasonable accommodation has not been provided should contact the Human Resources Department. No adverse action will be taken against any employee reporting a possible violation of this policy.

**\*7.2 EQUAL EMPLOYMENT OPPORTUNITY**

It is the College of St. Catherine's policy to provide equal opportunity to all employees and applicants for employment. i.e., to make hiring decision based on appropriated job qualifications. We will attempt to make all of our employment decisions in a manner that will comply with of equal employment opportunity laws and regulations.

The College of St. Catherine attempts to recruit, hire, compensate, provide benefits to, train, and promote qualified people, without regard to race, color, creed, religion (except where religion is a bona fide occupational qualification), national origin, ancestry, sex, disability, age, sexual orientation or affectional preference, marital status, status with regard to public assistance, membership or activity in a local commission, or any other protected class status defined by local, state or federal laws.

Consistent with the College's Catholic values, it is our goal that personnel actions, such as compensation, benefits, transfers, lay-off, college-sponsored training, education, tuition assistance, social and recreational programs, will be administered without regard to race, color, creed, religion (accept where religion is a bona fide occupational qualification), national origin, ancestry, sex, disability, age, sexual orientation, affectional preference, marital status, status with regard to public assistance, membership or activity in a local commission, or any other protected class status defined by local, state or federal laws.

**\*7.2.a Complaint Process**

If you feel that any treatment you have received has violated this policy, contact your department supervisor, department chairperson, any member of the President's Cabinet, or to the director of human resources. No adverse action will be taken against any employee reporting a possible discriminatory action or participating in an investigation. Reports of retaliation or intimidation should be made using the same reporting procedure.

**\*7.3 STATEMENT OF NON-DISCRIMINATION FOR EMPLOYEES UNDER TITLE IX**

The College does not discriminate on the basis of race, color, national origin, ancestry, sexual orientation, affectional preference, age, religion (except where religion is a bona fide occupational qualification), creed, disability, marital status, status with regard to public assistance, membership or activity in state or local commission, and sex in its employment related decisions, such as hiring, training, promotion, compensation, benefits, discipline and termination.

The director of human resources coordinates the College's compliance with its non-discrimination policy for employees. The director of human resources also coordinates the College's compliance with Title IX of the Education Amendments of 1972, and all other applicable laws and regulations prohibiting discrimination in employment. You may reach the director of human resources at Derham Hall, Mail F-17, and 690-6565.

**\*7.3.a Complaint Process**

Employees who believe that the College has discriminated against them in violation of this policy may make a complaint the director of human resources and the director will proceed with an investigation.

**\*7.4 HARASSMENT POLICY**

The College of St. Catherine strictly prohibits conduct that denigrates or shows hostility or aversion toward an individual because of her or his race, creed, color, religion, sex, national origin, age, marital status, disability, sexual orientation, affectional preference, status with regard to public assistance, membership or activity in a local commission, or any other protected class status defined by applicable law, and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, prohibited harassment may include, but is not limited to, epithets, slurs, threatening or intimidating acts, as well as written or graphic material. This may include written, oral, or physical acts that purport to be jokes or pranks.

**\*7.4.a Complaint Process**

Faculty or staff may make a complaint of harassment to any department supervisor or department chairperson, the director of human resources, dean of students, or any member of the President's Cabinet. Complaints will be referred for investigation to the director of human resources. If the complaint alleges that a student is responsible for harassment, the complaint will be resolved in accordance with the Student Code of Conduct.

All College personnel (including faculty, staff and administrators) are obligated to report all suspected or alleged incidents of harassment to persons as defined above. However, licensed mental health professionals in the Counseling Centers and Access and Success, as well as clergy, are not obligated to report incidents of harassment, where in their reasonable judgment they are acting in a counseling capacity and are bound by formal, written ethical constraints to preserve confidentiality.

Complaints need not be in writing, however, every complaint of harassment will be investigated. If during the course of the investigations it is determined that no harassment has occurred, or if no firm determination can be made based on the evidence, the director of human resources will refer the concern to the appropriate staff supervisor for resolution.

The complainant may be requested to submit in writing a detailed description of the alleged violation of this policy as well as any additional information concerned relevant to an investigation. If it appears that the safety or security of a complainant is in jeopardy, appropriate action will be taken.

The director of human resources will direct an investigation utilizing appropriate investigators. The investigation affords the accused an opportunity to respond to the allegations. In addition, the complainant and any other persons believed to have information relevant to the investigation will be interviewed. Resolution of a complaint may occur prior to, during, or as a result of an investigation, if appropriate and if recommended by the investigator and acceptable to the complainant and the person accused of harassment. If the results of the investigation indicate harassment has occurred, the College will take appropriate action. Such action may include education or counseling, loss of privileges, housing restrictions, oral or written warnings, suspension, or expulsion of students, and counseling, education, oral and/or written warnings, suspension or termination for faculty and staff. Both the complainant and the (alleged) perpetrator will be informed of the outcome of the investigation.

The College does not tolerate retaliation or intimidation towards anyone who reports a suspected violation of this policy or who participates in an investigation of a suspected violation. Therefore, no adverse action will be taken against anyone reporting a suspected violation or participates in an investigation. Reports of retaliation or intimidation are made using the same reporting procedure described in this policy.

This policy does not apply to complaints of sexual harassment or sexual assault and violence. For sexual harassment, see Section 7.5 for sexual assault and violence complaints see section 7.6.

**\*7.5 SEXUAL HARASSMENT POLICY**

The College of St. Catherine believes that all members of the campus community are entitled to an environment that enables them to develop and contribute to their full capacity. When sexual harassment occurs, the standards of the institution are violated and the environment is disrupted. Sexual harassment is prohibited by law as well as by institutional policy at the College of St. Catherine. It will not be tolerated.

Sexual harassment committed on property owned or controlled by the College of St. Catherine, by a student, faculty, or staff member against any student, faculty, staff member or visitor is prohibited and shall be considered a violation of this policy, whether or not prohibited by law. In addition, sexual harassment committed by a student, faculty member or staff member against a member of these groups anywhere other than property owned or controlled by St. Catherine's will violate this policy if, in the sole discretion of the College, the alleged conduct adversely and significantly affects the (alleged) perpetrator's suitability as a member of the college community. Any person violating this policy is subject to disciplinary action up to and including discharge of an employee or expulsion of a student.

For purposes of this policy, sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining education or employment; or

Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or

That conduct has the purpose or effect of substantially interfering with an individual's education or employment, or creating an intimidating, hostile or offensive educational or employment environment.

Sexual harassment may include any unwelcome sexual behavior and is not limited by the gender of either the alleged victim or perpetrator. Sexual harassment may include physical or verbal conduct.

**\*7.5.a. Complaint Process**

Students, faculty or staff may make a complaint of sexual harassment to any department supervisor or chairperson, the director of human resources, the dean of students or any member of the President's Cabinet. Complaints will be referred for investigation to the College's sexual harassment officer. The sexual harassment officer's name and phone extension are posted on the Human Resources bulletin board and website, and is also available from the director of human resources. If the complaint alleges that another student is responsible for sexual harassment, the complaint will be resolved in accordance with the Student Code of Conduct.

All College personnel (including faculty, staff and administrators) are obligated to report all suspected or alleged incidents of sexual harassment to persons as defined above. However, licensed mental health professionals in the Counseling Centers and Access and Success, as well as clergy, are not obligated to report incidents of sexual harassment, where in their reasonable judgment they are acting in a counseling capacity and are bound by formal, written ethical constraints to preserve confidentiality.

Complaints need not be in writing, however, every complaint of sexual harassment will be investigated. If during the course of the investigations it is determined that no sexual harassment has occurred, the sexual harassment officer will refer the concern to the appropriate staff supervisor for resolution.

The complainant may be requested to submit a detailed description of the alleged violation of this policy as well as any additional information considered relevant to an investigation in writing. If it appears that the safety or security of a complainant is in jeopardy, appropriate action will be taken.

The sexual harassment officer will direct an investigation utilizing appropriate investigators. The investigation will afford the accused an opportunity to respond to the allegations. In addition, the complainant and any other persons believed to have information relevant to the investigation will be interviewed. Resolution of a complaint may occur prior to, during, or as a result of an investigation, if appropriate and if recommended by the investigator and if acceptable to the complainant and the person accused of sexual harassment.

If the results of the investigation indicate sexual harassment has occurred, the College will take appropriate action. Such action may include but are not limited to education and counseling, loss of privileges, housing restrictions, probation, suspension, or expulsion of students and counseling, education, oral or written warnings, probation, suspension or termination for faculty and staff. Both the complainant and the (alleged) perpetrator will be informed of the outcome of the investigation.

An individual who believes that she/he has been sexually harassed may pursue legal action in addition to filing an internal complaint with the College. Retaliation or intimidation against an individual who brings a complaint or participates in an investigation of sexual harassment, or pursues legal action, is prohibited and will not be tolerated. Reports of retaliation or intimidation would be made using the same reporting procedure described in this policy.

**\*7.5.b Education and Training**

Educational materials, programs and training sessions will be designed and offered regularly to assist all members of the College community in recognizing and preventing sexual harassment.

**\*7.5.c Consensual Relationships**

Consenting romantic or sexual relationships between faculty/administrators/staff and any student or between any supervisor and a subordinate are considered to be inappropriate and may be unethical. The respect and trust accorded a faculty or staff member by a student, as well as the power exercised by a faculty or staff member in giving praise or blame, grades, recommendations, etc., greatly diminish the student's actual freedom of choice should sexual favors be requested. Therefore, faculty, administrators and staff are warned against the possible costs of even an apparently consenting relationship. The same is true for all superior/subordinate relationships on campus.

Any college employee who enters into a sexual relationship with a student or a subordinate must realize that, because a professional power differential exists, if a charge of sexual harassment is subsequently lodged, the fundamentally asymmetric nature of the relationship may make it exceedingly difficult to prove mutual consent.

Consistent with the AAUP Statement on Professional Ethics, the College views amorous relationships between faculty and students to be wrong if the faculty member has or has had any professional responsibility for the student either in or out of the classroom. Likewise, no college employee (administrator, faculty, staff) shall have an amorous relationship with a student or employee whose work is being supervised by that college employee.

Consenting romantic or sexual relationships which occur outside the instructional or supervisory context between faculty or administrators and students or employees may also lead to difficulty, particularly when the parties involved are in the same instructional or work unit/department. Relationships that the parties involved view as mutual and consensual may be viewed by others as exploitative and may negatively affect the work environment. In such cases, faculty or staff members in the superior position must withdraw from participation in activities or decisions that reward or penalize the student or employee with whom the faculty or staff member is having or has had an amorous relationship. Failure to do so will be considered a serious breach of professional ethics. If such behavior comes to the attention of the College and the faculty or staff member persists in the behavior, the College may take appropriate disciplinary action up to and including termination.

**\*7.6 SEXUAL ASSAULT AND SEXUAL VIOLENCE POLICY**

The College of St. Catherine does not tolerate sexual assault or sexual violence. Sexual assault in any form, including but not limited to date or acquaintance rape, is unacceptable. Sexual assault is a violation of the standards of the college community and a criminal act under the laws of the State of Minnesota.

Sexual assault and sexual violence committed on property owned or controlled by the College of St. Catherine by a student, faculty or staff member against any student, faculty or staff member is prohibited and is a violation of this policy. In addition, sexual assault or sexual violence committed by a student, faculty or staff member against a student, faculty or staff member anywhere other than on property owned or controlled by St. Catherine's violate this policy if the confirmed conduct adversely and significantly affects the perpetrator's suitability as a member of the College community, in the sole discretion of the College.

The College of St. Catherine encourages individuals who believe they have been victims of sexual assault or sexual violence to pursue criminal legal action against the alleged perpetrator. An individual who believes that she or he has been the victim of sexual assault or sexual violence may pursue criminal action and an internal college complaint concurrently. Even though the College encourages individuals to pursue criminal legal action, an internal college complaint may be pursued regardless

of her/his decision about making a criminal complaint. Retaliation against an individual who brings a complaint or participates in an investigation of sexual assault or sexual violence or who pursues legal action on such grounds is prohibited and will not be tolerated. Anyone who believes she or he is being intimidated or retaliated against in violation of this policy should report the matter to one of the authorities of the College designated under this policy to receive reports.

For purposes of this policy, sexual assault and sexual violence may include a range of sexual conduct including, but not limited to, stranger rape, acquaintance rape, marital rape, same-sex assault and unwelcome touching or contact. Sexual assault may include sexual penetration (however slight), sexual contact carried out under coercion, with the threat of force, or a weapon, through a position of authority or when the victim is mentally handicapped or physically helpless. Sexual assault may also include physical contact with a person's genital area, other bodily orifices or with a person's buttocks or breasts if the contact or touching is done without consent. The use of alcohol or drugs by either party is not considered to decrease the responsibility for sexual assault under this policy.

Conduct may be considered sexual assault even if:

- the attacker is someone known to the victim/survivor
- the assault happens on a date
- the individuals have engaged in sexual touching and kissing prior to the assault
- the individuals have had consensual intercourse in the past
- the individuals are married
- the individuals are under the influence of alcohol or other drugs
- there was no weapon involved
- there was no evidence of a struggle or resistance
- there are no other witnesses.

Any victim of sexual assault or sexual violence should seek immediate medical and emotional assistance. Assistance is available by calling:

9-911

the St. Paul Police (651) 291-1111

the Minneapolis Police (612) 348-2345

Department of Safety and Security X8888

Regions Hospital Crisis Line (651) 254-9200

Hennepin County Medical Center (612) 347-5832

Residence Hall staff

members of Student Life, campus ministry or counseling staffs

If contacted, Department of Safety and Security will assist victims with initiating police contact and will assist with transportation arrangements to the hospital. Concerns regarding future security, academic issues or housing arrangements affecting the (alleged) victim should be addressed to Department of Safety and Security and the Department of Student Life. Students will be notified of the options for, and available assistance in, changing academic and living situations, if so requested by the victim and if such changes are reasonably available.

The College recognizes that any decision to report a sexual assault to the police is the right of the victim. However, college personnel responding to an incident of sexual assault or sexual violence

will inform the victim of the options of criminal prosecution, medical assistance and the College’s complaint process. Campus personnel will assist the victim with these contacts if requested. In addition, confidential counseling, support resources, academic assistance and alternative housing assignments will be discussed as appropriate. College personnel will also inform victims of their rights under the Crime Victims Bill of Rights, including assistance from the Minnesota State Crime Victim’s Reparations Board and the Minnesota State Office of the Crime Victim Ombudsman.

College personnel (including faculty, administrators and staff) are obligated to report immediately all suspected or alleged incidents of sexual assault or sexual violence to the director of safety and security. However, licensed medical staff on the Health and Wellness Center and licensed mental health professionals in the Counseling Centers and Access and Success, as well as clergy, are not obligated to report incidents of sexual assault or sexual violence, where in their reasonable judgment they are acting in a counseling capacity and are bound by formal, written ethical constraints to preserve confidentiality.

It is important for victims to preserve any evidence resulting from a sexual assault needed for criminal prosecution. Department of Safety and Security and other college personnel will provide assistance in preserving materials considered relevant to the internal complaint process and, when requested by the St. Paul or Minneapolis Police will provide assistance in obtaining, securing, and maintaining evidence needed for criminal prosecution.

The College and the metropolitan area offer a variety of support services that a victim may wish to utilize for support and counseling:

**St. Paul Campus Resources**

Counseling Center	690-6805
Health & Wellness Center	690-6714
Campus Ministry	690-6724
Student Life	690-6617
Dean of Students	690-6778

**Minneapolis Campus Resources**

Counseling and Student Development	690-7830
Student Life	690-7831
Health and Wellness Center	690-6714
Dean of Students	690-6778
Campus Ministry	690-7821

**Off-Campus Resources**

Emergency	9-911
St. Paul Crisis Line	643-3006
Minneapolis Sexual Violence Center	(612) 871-5111
Rape & Sexual Abuse Center	(612) 825-4357

**\*7.6.a Complaint Process**

Complaints of sexual assault or sexual violence may be made by students, faculty or staff to any department supervisor or chairperson, the associate dean of student life, the director of human resources, the security supervisor, or to any member of the President’s Cabinet. Complainants will be offered assistance and referral for counseling, medical or other support.

Complaints will be referred for investigation as follows:

If the complaint alleges that a student is responsible for the sexual assault or sexual violence the complaint will be resolved in accordance with the Student Code of Conduct. The dean of students directs the investigation.

Sexual assaults or sexual complaints against a staff or faculty member are referred for investigation to the director of human resources.

The Department of Safety and Security may assist with investigations.

Prior to an investigation, the complainant will be reminded of her/his options for criminal prosecution and her/his rights under the Crime Victims Bill of Rights. If it appears that the safety or security of an individual is in jeopardy, appropriate action will be taken.

The investigation will afford the accused an opportunity to respond to the allegations. In addition, persons with information relevant to the complaint may be interviewed. The complainant and the accused have the right to be accompanied by a support person during any proceeding. Both the complainant and the accused will be informed of the outcome of the investigation.

If the results of the investigation indicate sexual assault or sexual violence has occurred, the College will take appropriate action.

If the perpetrator is a student, the dean of students may impose appropriate disciplinary sanctions up to and including expulsion.

If the perpetrator is a staff or faculty member the director of human resources may recommend to the appropriate vice president appropriate disciplinary sanctions up to and including termination.

#### **\*7.6.b Education and Training**

Educational materials, programs and training sessions will be designed and offered regularly to assist all members of the College community in recognizing and preventing sexual assault and violence.

#### **\*7.6.c List of Victim Rights**

(published by the Office of Crime Victims Ombudsman)

The following list informs College community members of their rights under Minnesota law and is printed here for your information.

##### **RIGHT TO BE NOTIFIED OF:**

- Plea bargain agreements.
- Changes in court schedules, date, time, and place of sentencing.
- Release of offender from prison or institution.
- Victims Rights

##### **RIGHT TO PARTICIPATE IN PROSECUTION:**

- Right to inform court of impact of crime at pre-trial and sentencing.
- Right to have input in pre-trial diversion hearing program.
- Right to object to plea bargain.
- Right to request speedy trial.

- Right to bring supportive person to pre-trial.
- Right to attend sentencing.
- Right to give written objections to sentence.

**RIGHT TO PROTECTION FROM HARM:**

- Tampering with a witness is against Minnesota law.
- Witnesses do not have to give their addresses in court.
- Victims have the right to a secure waiting area during court.
- Employers may not discipline or dismiss victims or witnesses who are called to testify in court.

**FINANCIAL ASSISTANCE**

- Victims may be eligible for financial assistance from the state if they have suffered economic loss.
- Victims may request of the court that restitution be paid.

If you are a crime victim or witness and you believe your rights have been violated, call:

- the Office of Crime Victims Ombudsman Toll-Free (800) 247-0390
- or your local victim assistance program

For financial assistance, crime victims may contact:

- the Minnesota Crime Victims Reparations Board  
445 Minnesota Street, Suite 2300  
St. Paul, MN, 55101  
(651) 282-6256

**7.7 OTHER DISPUTES, COMPLAINTS AND CONFLICTS**

Complaints, disputes, and conflicts involving application, interpretation, or violation of college policy, and not listed above in sections 7.1-7.6 or elsewhere in this handbook, will be addressed according to the procedure below.

\*The following policy (7.7) applies to all staff and administrators, except bargaining unit employees who should refer to their bargaining agreement. Faculty disputes are governed by a parallel Dispute, Complaint, and Conflict Resolution Policy articulated in the Faculty Constitution and Bylaws. Staff and administrators should contact Human Resources if you have any questions about any of these policies.

**7.7.a Step 1:** The College encourages every member of the College community to use an informal approach to resolve conflict and work through disputes. A staff member with a dispute, complaint or conflict should meet with the person most directly involved and attempt to resolve the matter through open, honest and respectful discussion. If a meeting would be unreasonable or inappropriate under the circumstances, you may proceed to Step 2.

**7.7.b Step 2:** If the matter is not resolved in Step 1, you should discuss the matter with the person one administrative level above the person with whom you spoke in Step 1. For example, in a dispute involving two staff members, Step 1 included direct dialogue between the two staff members and Step 2 would require a conversation with the staff person's supervisor. In a case where the dispute was between the staff member and her/his supervisor, the Step 2 conversation would include a conversation with the supervisor's supervisor. This step does not apply to situations where the dispute is between a staff

member and any administrator who reports directly to the President. In such cases, proceed to Step 3. (In all cases, if a meeting with the person at the next highest level would be unreasonable or inappropriate under the circumstances, you may meet with another member of the administration designated as an alternative.)

Prior to your discussion, you should write down the complaint in brief form, including the issue, and/or policy or rights involved; the issues and people involved, along with a proposed solution, and submit it to the administrator with whom you will be speaking. That administrator will meet with the people directly involved within five (5) working days of the receipt of the written complaint and attempt to resolve the matter. This step may include a meeting where the disputing parties come together with the designated administrator and attempt to resolve the issue. The administrator should notify in writing the director of human resources of the outcome of this step. The Director of human resources determines whether Steps 1 and 2 have been adequately pursued, referring the parties back to the initial steps if appropriate.

If the dispute remains unresolved, proceed to Step 3.

### **7.7c Step 3: Staff Dispute, Complaint and Conflict Resolution Committee Referral**

#### **7.7.c.1 Step 3A: Recommendation and Referral to Subsequent Steps**

If the dispute or complaint was not resolved in Step 2, the director of human resources notifies the Staff Dispute, Complaint and Conflict Resolution Committee and that Committee convenes to determine whether the nature of the dispute indicates it should be recommended for administrative review, mediation, or dismissal.

To facilitate the Committee's work, the written complaint should be revised or supplemented so it clearly explains the action or actions disputed, the reasons underscoring the dispute, the College policy at issue and the resolution or outcome desired. At this stage, the Committee considers the written account of the case but does not ordinarily conduct interviews with the parties. The recommendation of the Committee will be communicated in writing to the parties directly involved within ten (10) working days. Their recommendation directs the complainant to Step 3B, 3C or 3D.

The Staff Dispute, Complaint and Conflict Resolution Committee includes three staff members selected from volunteers surfaced through a Staff Participation Circles process, to serve as standing members and two members from the administration appointed by the president, as appropriate to the case under consideration. The director of human resources serves as an ex-officio non-voting member of the Committee, and ordinarily participates actively only when another Committee member requests advice or consultation on matters of policy or employment law. The Committee, including standing members and ad hoc members appointed by the president, designates a convener from among themselves before proceeding with review of any case.

#### **7.7.c.2 Step 3B: Dismissal of Dispute, Complaint or Conflict**

Upon reviewing the written material and, at the Committee's discretion, after consulting informally with the disputing parties, the Committee may dismiss the matter. Dismissing the matter means that the subsequent steps in process are not available to the complainant. Ordinarily, matters dismissed would be those considered to be administrative prerogatives, matters of insufficient gravity, or matters better resolved through some means other than the process outlined here.

**7.7.c.3 Step 3C: Administrative Determination**

Upon reviewing the written material and, at the Committee's discretion, consulting informally with the disputing parties, the Committee may refer the matter to an appropriate administrator, usually a vice president. Ordinarily, matters referred for administrative review would be those concerning organizational climate, relationships between employees or staff members, or issues of consequence where a clear policy issue is not evident.

In such cases, the disputing parties meet with the appropriate vice president, the director of human resources may assist at this stage at the request of either of the disputing parties or the vice president. In cases where that would be inappropriate, the president may request that another vice president serve as the administrative reviewer. Following appropriate discussion, the vice president writes her/his recommendation and delivers it to the disputing parties during a personal meeting with each. Vice presidents serving as reviewers may consult with the president, director of human resources, or other appropriate consultants, but the vice president's decision is final.

**7.7.c.4 Step 3D: Mediation**

Upon reviewing the written material and, at the Committee's discretion, consulting informally with the disputing parties, the Committee may refer the matter to mediation.

Mediation is a forum for complaint and dispute resolution in which a neutral third party facilitates communication between parties involved in a dispute to enable them to find common ground and a mutually acceptable settlement. The mediator may not impose her or his judgment about the issue on the parties and does not impose a solution, make a recommendation or render a decision.

Within a college committed to open and respectful dialogue, mediation is the preferred method of resolving serious complaints and disputes because the parties themselves formulate an acceptable solution. Therefore, except in rare cases, each of which requires the approval of the president, mediation is required when recommended by the Staff Dispute, Complaint and Conflict Resolution Committee.

When a matter is referred to mediation, the parties will meet with the director of human resources and, pursuant to the procedures outlined here, the mediation process will be explained and a mediation session scheduled with a neutral mediator. The mediator selected will be present at this initial meeting.

The mediator is selected by the president from among a pool of internal staff members or administrators trained as mediators and acceptable to both parties. Vice presidents and members of the Staff Dispute, Complaint and Conflict Resolution Committee ordinarily do not serve as mediators. Trained and qualified mediators from outside the College may be employed to facilitate the mediation process when deemed necessary or appropriate by the president. The director of human resources may advise the president on the choice of a mediator.

The mediator facilitates the mediation process. In cases where the disputing parties cannot agree on a mediator to serve in the case, the president may choose one from the pool, taking care to insure that neutrality is preserved.

The director of human resources insures that applicants for the mediation pool are appropriately trained. Ordinarily staff members who volunteer to serve in the mediation pool agree to be "on call" for at least five years following the College's investment in their mediation training. Members of the staff, administration and staff will be trained to serve

as mediators. A pool consisting of at least eight mediators will be established. Training for mediators to implement this policy shall include at least the following topics: conflict resolution and mediation theory; mediation skills and techniques; components in the mediation process; and mediator conduct and responsibilities.

The mediator, through one or more meetings held with the parties individually or together as she/he judges appropriate, helps the disputing parties find common ground and a solution acceptable to all. A mediator does not suggest, impose or recommend a solution.

Following no more than three sessions, the mediator ends the mediation process and writes a short report indicating the major points arising during the process; the nature of the solution if there is one, or the points blocking the parties from resolution if there is not an agreed upon solution. The mediator's report is delivered to the Convener of the Staff Dispute, Complaint and Conflict Resolution Committee, with copies to the disputing parties and the director of human resources.

#### **7.7.d Step 4: Formal Hearing**

Disputes or grievances not resolved through the mediation process may be presented to and considered by the Staff Dispute, Complaint and Conflict Resolution Committee upon the request of either or both parties. The Committee will review the history of the dispute through the previous steps including a report from the mediator. The Committee has the prerogative to accept or reject the matter for a formal hearing. If the Committee declines to hear the case, a single additional mediation meeting may take place to try to solve remaining issues. In such a case, the outcome of that mediation session will be considered the final attempt to resolve the matter and written notification its results are sent by the mediator to the disputing parties, the director of human resources and the president.

If the Committee accepts the dispute for a formal hearing, a hearing before the Committee will be scheduled and conducted pursuant to the procedures set forth below. Formal hearings before the Staff Dispute, Complaint and Conflict Resolution Committee will be handled as follows:

- Written notice of the hearing will be delivered to all parties at least ten (10) working days before the hearing. The notice of hearing must include a brief description of the complaint or dispute and a list of any and all written materials received by the Committee. Any party who determines she or he does not have a copy of a document on the list may request such from the Committee Convener.
- Each case will be heard by the five Committee members (or their alternates when necessary).
- Prior to the hearing, the person(s) against whom the complaint has been made shall have an opportunity to provide a written response to the formal complaint submitted to the Committee.
- The hearing will not be an open meeting, but will be attended by the complainant and the person(s) against whom the complaint is filed.
- The convener will open the hearing by reviewing with the parties the Committee's role in the hearing, and the procedure that will be followed.
- A written record will be kept of the hearing, in a format deemed appropriate by the Committee. The convener may select a recorder who will be bound by the same norms of confidentiality as the members. No recording devices will be permitted.

- The complainant and the person(s) against whom the complaint has been made may have advisors present at the hearing for purposes of providing advice and counsel. However, there will be no attorneys present and the advisors will not examine or cross-examine witnesses.
- The complaining party will present an opening statement of her/his case in a clear and concise manner, specifying the action or actions that are complained of, the facts that constitute such actions, a summary of the evidence that will be presented to establish such facts, and a clear suggestion for a remedy.
- The individual(s) against whom the complaint has been made may present a response to the complainant's opening presentation, following the same format.
- Witnesses, when appropriate, will be present only when they are responding to questions from the Committee members. The Committee members may ask questions of the parties or witnesses, but there will be no cross-examination of witnesses by any of the parties involved. The Committee reserves the right to limit the numbers of witnesses heard. The parties may also submit relevant exhibits to the Committee.
- All parties may provide a closing summary.
- The convener will close the hearing.
- The Committee will meet at designated and agreed upon time and place for deliberation and such deliberation will have consensus as its goal. The president is notified as to the date and time of the meeting. In cases where consensus cannot be reached, a vote may be taken. This meeting will be closed. The convener writes and forwards the final recommendation of the Committee, including whether consensus was reached and, if not, the results of the vote, to the president of the College within ten (10) working days after close of the hearing. The president shall have up to ten (10) additional working days to render a judgment that is conveyed in a written statement to the convener of the Staff Dispute, Complaint and Conflict Resolution Committee and to all parties. Prior to reaching a decision, the president may request additional information and/or a meeting with any of the parties involved or with the Committee. The president's decision is final.

**COMPOSITION AND RESPONSIBILITY OF THE STAFF DISPUTE, COMPLAINT AND CONFLICT RESOLUTION COMMITTEE.**

The Staff Dispute, Complaint and Conflict Resolution Committee includes five members, three of whom are staff members selected from a pool of volunteers surfaced through a Staff Participation Circles process. The other two members of the Committee will be administrators or additional staff representatives appointed by the president to serve in a particular case.

In addition, there will be one alternate staff member volunteer surfaced through a Staff Participation Circles process to serve as a "standing alternate" and one administrator designated by the president to serve as an alternate. Alternates will serve when regular members of the Committee are unavailable or have a conflict of interest. Standing committee members will serve a term of three years and will be replaced in alternate years to ensure continuity. The first term for one staff member will be three (3) years. The Committee members will choose a Committee convener after the president's appointees have been added to the Committee and before the process ensues.

In cases where a dispute cannot be resolved by the disputing parties alone (Steps 1 and/or 2), the Committee first determines whether a dispute should be referred for administrative review, media-

tion, or dismissed. The Committee also conducts the process for adjudicating unresolved disputes, beginning at Step 4 of the procedure. This step includes a decision on whether a dispute/complaint will be heard by the Committee after the case, including the report of the mediator, has been reviewed.

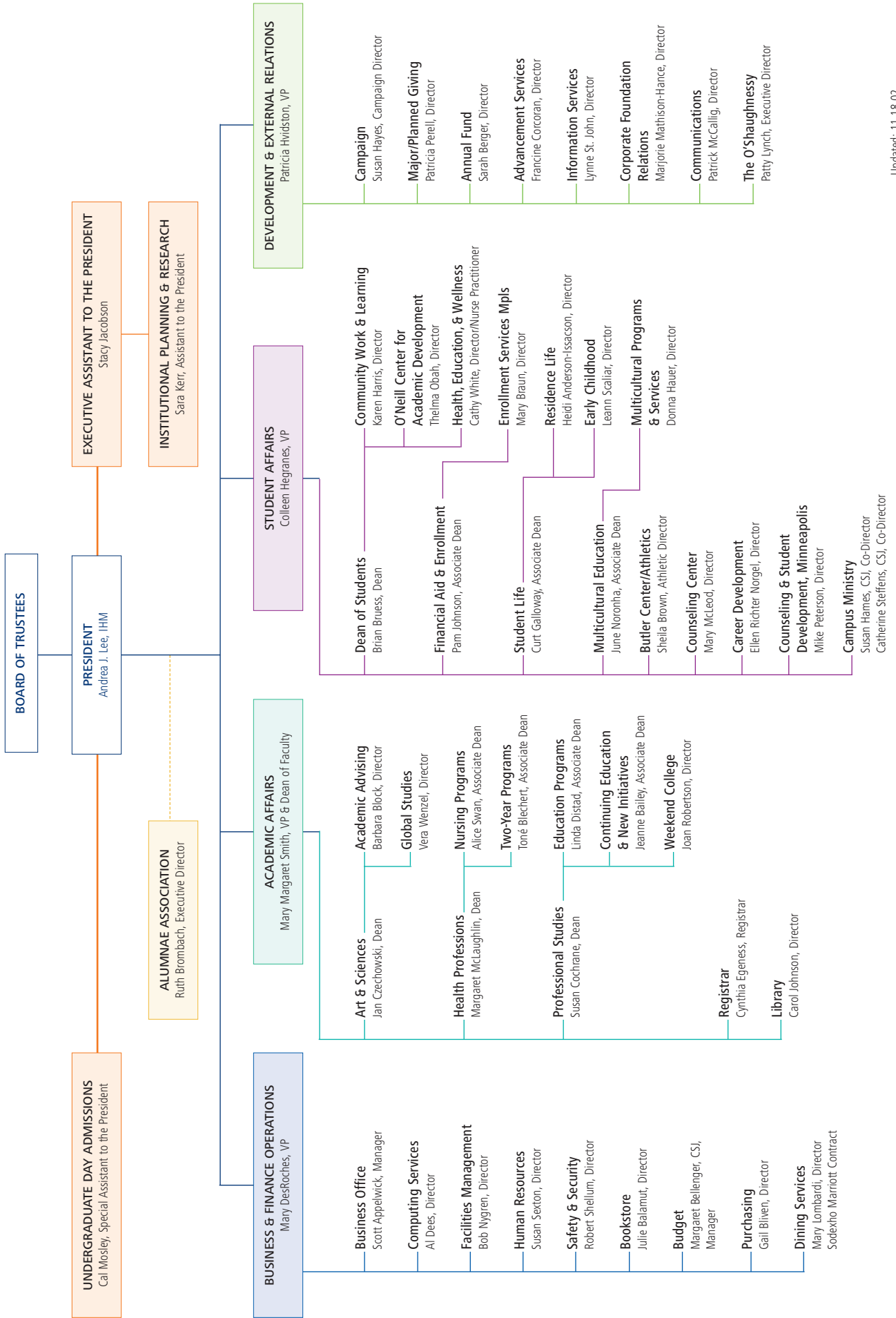
If the committee is unable to agree on whether to dismiss a matter, refer it to mediation or hold a hearing after the mediation process is completed, or agree on a recommendation concerning the appropriate resolution of a complaint or dispute after a formal hearing, the opposing points of view will be presented to the president, whose decision will be final.

A member of the Staff Dispute, Complaint and Conflict Resolution Committee shall remove her/himself from consideration of the dispute either at her/his own initiative, at the request of the complainant or of other individuals directly involved in the case, or the focus of the complaint, or by consensus of the Committee, when the staff member is deemed to have a conflict of interest in the dispute. In this case, an alternate member of the Staff Dispute, Complaint and Conflict Resolution Committee will serve during the remainder of the proceeding.

The committee, including any administrators or staff members who have served during the prior year on an ad hoc basis, will meet annually with the president, vice presidents and director of human resources for the purpose of periodically reviewing the policy and procedures outlined here and making recommendations for updates and amendments.



The College of St. Catherine  
Organizational Chart



**APPENDIX B****ADDITIONAL INFORMATION RELATED TO ALCOHOL AND DRUG POLICY 5.5.F.****Applicable Laws:**

Most people know that selling illicit drugs is a criminal offense punishable by a fine or imprisonment, depending on the specific offense and factors such as prior convictions for similar offenses. Most people also know that driving while intoxicated is against the law and can result in driver's license revocation or even imprisonment in some cases. It is less well known that an individual under the age of 21 could be arrested and put in jail for purchasing or even consuming alcohol.

The following is a brief overview of local, state and federal laws governing the possession, use, and distribution of illicit drugs and alcohol. It is not intended to be an exhaustive or definitive statement of various laws, but rather is designed to indicate types of conduct that are against the law and the range of legal sanctions that can be imposed for such conduct.

**Alcohol Laws:**

**Local Laws:** The City of St. Paul and the City of Minneapolis, like many other cities, have an ordinance prohibiting the consumption of, or possession of an open container containing an alcoholic beverage in any public place or on private property without the owner's permission. In accordance with the ordinance, permission to possess or consume alcohol at any CSC event must be specifically requested and granted in writing by an authorized official of the College. (See "Procedures for Alcohol Use at Events Sponsored by College Groups" contained in policy #5.5.f.)

**State Laws:** Minnesota state law provides that it is a misdemeanor if a person under the age of 21 consumes alcohol, attempts to purchase alcohol, possesses alcohol with intent to consume it, enters a licensed establishment or municipal liquor store for the purpose of purchasing or being served alcohol, or misrepresents his or her age. Misdemeanors are punishable by imprisonment for up to 90 days and/or a \$1000 fine.

It is a gross misdemeanor to give or sell alcohol to a person under the age of 21, or to procure alcohol for an obviously intoxicated person. It is also a gross misdemeanor (punishable by imprisonment for up to 90 days and/or a \$3,000 fine) to induce a person under the age of 21 to purchase alcohol, or to knowingly permit a person under 21 to use one's driver's license or other identification for the purpose of procuring alcohol. Finally, selling alcohol to a person under the age of 21 who becomes intoxicated and causes death or serious bodily harm to him/herself or another is a felony, punishable by imprisonment in excess of one year and/or a fine in excess of \$3,000.

If an individual in Minnesota drives under the influence of drugs or alcohol, possible sentences include revocation of driving privileges, fines, imprisonment and participation in rehabilitation programs. If a person drives under the influence of alcohol and death or injury results, the intoxicated driver can be convicted of murder, manslaughter or battery.

**Drug Laws:**

State Laws: Minnesota law covers a wide range of drug offenses, including the sale or possession of various types of drugs. Penalties are harsher for sale than possession. Following is a list of the penalties that can result from the unlawful sale or possession of certain drugs:

**Cocaine:** For a first offense, penalties range from up to 15 years in prison and/or a \$100,000 fine up to 30 years in prison and/or a \$1,000,000 fine. For a second offense, the penalties range from 1 to 30 years in prison and/or a \$250,000 fine, to 4 to 40 years in prison and/or a \$1,000,000 fine.

**Marijuana/Hashish:** For a first offense, penalties range from a \$200 fine and participation in a drug education program to up to 30 years in prison and/or a \$1,000,000 fine. For a second offense, penalties range from up to 90 days in prison and/or a \$700 fine, to 4 to 40 years in prison and/or a \$1,000,000 fine.

**Narcotic Drugs:** For a first offense, penalties range from up to 5 years in prison and/or a \$10,000 fine to up to 30 years in prison and/or a \$1,000,000 fine. For a second offense, penalties range from six months to 30 years in prison and/or a \$250,000 fine, to 4 to 40 years in prison and/or a \$1,000,000 fine.

**Federal Laws:** In addition to state laws, federal laws prohibit the manufacture, distribution, possession with intent to manufacture or distribute, and simple possession of certain drugs. The law sets the following sentences for first-time offenders:

A minimum of ten years and a maximum of life imprisonment and/or a \$4,000,000 fine for the knowing or intentional manufacture, sale or possession with intent to sell of large amounts of any narcotic, including heroin, morphine, or cocaine (which includes "crack"), or of phencyclidine (PCP), or of LSD, or of marijuana (1,000 kg or more);

Five to 40 years in prison and/or a \$2,000,000 fine for similar actions involving smaller amounts of any narcotic (including heroin or morphine), or cocaine (which includes "crack"), or of PCP or LSD, or marijuana (100 kg or more);

A maximum of 5 years and/or a \$250,000 fine for similar actions involving smaller amounts of marijuana (less than 50 kg), hashish, hashish oil, PCP or LSD, or any amounts of amphetamines, barbiturates, and other controlled stimulants and depressives;

Four years in prison or a \$30,000 fine (or both) for using the mail, telephone, radio or other public or private means of communication to commit acts that violate the laws against the manufacture, sale and possession of drugs;

One year or a \$1,000 fine (or both) for possession of any controlled substance. Penalties may be doubled, however, when a person at least 18 years old: (1) distributes a controlled substance to a person under 21 years of age (a term of imprisonment for this offense shall not be less than one year) or (2) distributes, possesses with the intent to distribute, or manufactures a controlled substance in or on, or within one thousand feet of the real property comprising a public or private elementary or secondary school, or a public or private college. Any attempt or conspiracy to commit one of the above federal offenses, even if unsuccessful, is punishable by the same sentence as for that offense.

In addition, persons convicted of possession or distribution of controlled substances may be ineligible for federal benefits for up to one year (in the case of conviction for possession) or up to five years (in the case of conviction for distribution). "Federal benefits" include grants, contracts, and loans.

#### **HEALTH RISKS:**

Drugs and alcohol are toxic to the human body and if abused can have catastrophic health consequences. Some drugs, such as crack, are so toxic that even one experimental use can be fatal.

The following is a summary of the various health risks associated with alcohol abuse and the use of specific types of drugs. It is not intended to be an exhaustive or complete statement of all the possible health consequences of substance abuse.

**ALCOHOL USE AND ABUSE:**

Alcohol is the most widely used and abused drug in the United States. Alcohol consumption has acute effects on the body and causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts including risk-taking behavior. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol can be fatal.

**USE OF ILLICIT DRUGS:**

Drugs interfere with the brain's ability to take in, sort and synthesize information. They distort perception, which can lead users to harm themselves or others. Drug use also affects sensation and impairs memory. In addition to these general effects, specific health risks associated with particular types of drugs are discussed below. This is not an all inclusive list of drugs.

**Cocaine/Crack:** Cocaine use is the fastest growing drug problem in the United States. Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, increased heart and respiratory rate, and elevated body temperature. Injecting cocaine with contaminated equipment can cause AIDS, hepatitis, and other diseases. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly, thus leading to higher and higher doses to produce the desired effect.

Crack or freebase rock is a purified form of cocaine that is smoked. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia and seizures. Crack is far more addictive than heroin or barbiturates. Repeated use of crack can lead to addiction within a few days. The effects of crack are felt within 10 seconds. Continued use can produce violent behavior and psychotic states similar to schizophrenia.

Cocaine in any form, but particularly in the purified form known as crack, can cause sudden death from cardiac arrest or respiratory failure.

**Marijuana:** The physical effects of marijuana include a substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat and increased appetite. It may impair short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that motivation and cognition may be altered, making the acquisition of new information difficult. When marijuana contains 2% THC, it can cause severe psychological damage, including paranoia and psychosis. Since the early 1980s, most marijuana has contained 4 to 6% THC - two or three times the amount capable of causing serious damage.

Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco smoke.

Long-term users of marijuana may develop psychological dependence and require more of the drug to get the same effect.

**Narcotics:** Narcotics such as heroin, codeine, and morphine initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users also may experience constricted

pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possible death.

**Amphetamines/Other Stimulants:** Amphetamines (speed, uppers), methamphetamines, and other stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection causes a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure.

In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia.

**Barbiturates/Other Depressants:** Barbiturates (downers), methaqualone (quaaludes), tranquilizers (valium), and other depressants have many of the same effects as alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering, and altered perception. Very large doses can cause respiratory depression, coma and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence.

**Hallucinogens:** Phencyclidine (PCP, Angel Dust) interrupts the functions of the part of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries. The effects of PCP are unpredictable and can vary, but users frequently report a sense of distance and estrangement. Large doses may produce convulsion and coma, as well as heart and lung failure.

Lysergic acid (LSD, acid), mescaline, and psilocybin (mushrooms) cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness and tremors. Psychological reactions may include panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased.

**Designer Drugs:** “Designer Drugs” are produced by underground chemists who attempt to avoid legal definitions of controlled substances by altering their molecular structure. These drugs can be several times stronger than the drugs they are designed to imitate. Some of the designer drugs have been known to cause permanent brain damage with a single dose. Many of the so-called designer drugs are related to amphetamines and have mild stimulant properties but most are euphorants. They can cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause severe neurochemical brain damage.

**Inhalants:** The immediate negative effects of inhalants (laughing gas, whippets) include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage. Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops.