

Table of Contents

SECTION 1 INTRODUCTION.....	3
WELCOME	3
BARNARD HISTORY	3
BARNARD TODAY	3
PURPOSE OF THIS EMPLOYEE HANDBOOK.....	4
EQUAL EMPLOYMENT OPPORTUNITY	4
EMPLOYMENT OF INDIVIDUALS WITH DISABILITIES	4
AT-WILL EMPLOYMENT	5
OPEN DOOR POLICY	5
SECTION 2 EMPLOYMENT AT BARNARD.....	6
HIRING PROCESS.....	6
EMPLOYMENT CLASSIFICATIONS	6
EXEMPT OR NONEXEMPT STATUS	8
PAY INFORMATION	8
<i>Paydays</i>	8
<i>Amount of Pay</i>	8
<i>Payroll Deductions</i>	8
<i>Administrative Pay Corrections</i>	8
SALARY ADMINISTRATION	9
<i>Job Grades</i>	9
<i>Initial Review Period</i>	9
<i>Annual Evaluations</i>	9
WORK HOURS	9
<i>Normal Work Hours</i>	9
<i>Meal Time and Breaks</i>	9
<i>Attendance and Timeliness</i>	10
<i>Compensatory Time and Overtime</i>	10
JOB POSTING	11
BUSINESS EXPENSE AND TRAVEL REIMBURSEMENT POLICIES AND GUIDELINES	11
PHONE USAGE	11
ATTIRE.....	12
EMPLOYMENT OF FAMILY MEMBERS	12
BREAK IN SERVICE.....	12
DISCIPLINE & PERFORMANCE IMPROVEMENT	12
PERSONNEL RECORDS.....	12
EMPLOYMENT VERIFICATION.....	12
LEAVING EMPLOYMENT	14
FINAL PAY.....	14
EXIT SURVEY	14
REFERENCES	14
RETIREMENT	14
SECTION 3 SAFETY.....	16
SAFETY.....	16
EMERGENCIES.....	16
BLUE LIGHT EMERGENCY CALL BOXES.....	17
HAZARDOUS WEATHER CONDITIONS	17

SECTION 4 LEAVES OF ABSENCE	18
GENERALLY.....	18
FAMILY AND MEDICAL LEAVE	18
SICK LEAVE, DISABILITY LEAVE, MATERNITY LEAVE.....	18
LONG TERM DISABILITY INSURANCE:	20
WORKER’S COMPENSATION.....	20
BEREAVEMENT LEAVE	20
JURY DUTY	18
MILITARY LEAVE	18
SECTION 5 VACATION, HOLIDAY, AND OTHER TIME OFF	19
VACATION	19
HOLIDAYS	23
FLOATING HOLIDAYS.....	23
WINTER BREAK	23
SECTION 6 BENEFITS	24
BENEFITS.....	24
SECTION 7 COLLEGE POLICIES	25
COMPLIANCE WITH LAWS AND ETHICAL CONDUCT	25
ABUSE REPORTING SYSTEM	25
COMPUTER AND SOFTWARE POLICY.....	26
CONFIDENTIAL INFORMATION/PRIVACY	26
POLICY ON CONFLICT OF INTEREST AND COMMITMENT.....	27
DRUGS AND ALCOHOL.....	27
HARASSMENT, INCLUDING SEXUAL HARASSMENT	27
PRIVACY/SEARCHES	28
SMOKING	28
SOLICITATION	29
USE OF BARNARD COLLEGE PROPERTY	29
WORKPLACE VIOLENCE/WEAPONS.....	29

SECTION 1 INTRODUCTION

WELCOME

Welcome to Barnard's Employee Handbook for Administrators. We are all committed to maintaining and further developing a vibrant and rewarding workplace – one that promotes creativity, diversity, mutual respect, and openness. We are all united in our dedication to the Barnard mission “to provide the highest quality liberal arts education to promising and high-achieving young women.” I hope you will find this Handbook to be a useful and supportive tool in our shared responsibility to the College.

Debora L Spar
President

Barnard History

Barnard College was among the pioneers in the late 19th-century crusade to make higher education available to young women.

The College grew out of the idea, first proposed by Columbia University's tenth president, Frederick A.P. Barnard, that women should have an opportunity for higher education at Columbia. Initially ignored, the idea led to the creation of a “Collegiate Course for Women.” Although highly qualified women were authorized to follow a prescribed course of study leading ultimately to Columbia University degrees, no provision was made for where and how they were to pursue their studies. It was six years before Columbia's trustees agreed to the establishment of an affiliated college for women. A provisional charter was secured and Barnard College was named in honor of its most persistent advocate.

In October 1889, the first Barnard class met in a rented brownstone at 343 Madison Avenue. Fourteen students enrolled in the School of Arts and twenty-two “specials,” lacking the entrance requirements in Greek, enrolled in science. There was a faculty of six.

Nine years later Barnard moved to its present site on Morningside Heights. In 1900 Barnard was included in the educational system of Columbia University with provisions unique among women's colleges: it was governed by its own Trustees, Faculty, and Dean, and was responsible for its own endowment and facilities, while sharing instruction, the library, and the degree of the University.

Barnard Today

Today Barnard has a teaching staff of over 250 women and men, outstanding scholars whose primary concern is the education of undergraduate students at the College. Many faculty members bring an added vitality to their teaching from their professional activities outside the classroom. From the original fourteen matriculated students, enrollment has increased to over 2,400.

Barnard is an independent liberal arts college for women with its own curriculum, faculty, admissions standards, and graduation requirements. Recently, Barnard and Columbia amended and extended their long-standing agreement for cooperation between the two institutions. Under that agreement, Barnard and Columbia share resources and provide open access to the courses offered by either institution and to each other's faculty, libraries, and facilities. Barnard and Columbia students also share in extracurricular activities and daily life.

Purpose of this Employee Handbook

The provisions set forth in this Employee Handbook indicate the current policies of Barnard College with respect to general employee matters. The provisions in this Handbook supersede all existing policies and practices, oral or in writing, and may not be amended or expanded without the express written approval of the College.

Barnard recognizes the importance of the policies, procedures, and other information set forth in this Handbook. However, the items set forth in the Handbook are not conditions of employment. Barnard reserves the right to make changes or to eliminate policies and benefits, and the right to interpret policies, procedures, or benefits in the context of a particular situation. The College reserves the right to modify policies, procedures, and benefits at any time, for any reason with or without notice.

In addition, employees may not be eligible for the various benefits described in this Handbook or may be required to satisfy certain eligibility requirements before obtaining coverage. In some instances, state or federal laws may impose requirements in addition to stated provisions of this Handbook. In such cases, those legal requirements will prevail over general policy. Further, in any situation where insurance or other benefit plans are concerned, the terms of the particular policy or plan prevail over statements contained in this Handbook.

Disregarding or failing to comply with the policies contained in this Handbook could limit or delay eligibility for certain benefits or result in disciplinary action, up to and including termination of employment.

Under this Handbook, neither the employee nor Barnard College has entered into any contract of employment, expressed or implied, and this Handbook and its policies do not create a contract or guarantee of employment between any employee and the College.

Equal Employment Opportunity

Barnard College is an equal opportunity employer. Our employment decisions, including factors such as merit, performance, qualifications, skills, dependability, and reliability are made based on ability to perform the job. The College does not discriminate on the basis of a person's race, color, religion, gender, medical status, disability, pregnancy, national origin, ancestry, age, marital status, veteran status, sexual orientation or other status protected by law. Employees who have concerns or questions about the application of our equal employment opportunity policy, should contact their supervisor or Human Resources.

Employment of Individuals with Disabilities

It is Barnard's policy to comply with the applicable provisions of the Americans with Disabilities Act. For purposes of this policy, an individual with a disability is any person who has a physical or mental impairment that substantially limits one or more of the person's major life activities. Impairment does not include current drug or alcohol use or many forms of anti-social behavior.

The College will not unlawfully discriminate in any of its employment practices against persons with a protected disability who are otherwise qualified to perform the essential functions of the job.

At-Will Employment

Employment with Barnard is voluntarily entered into and employees are free to resign at any time, with or without cause. Similarly, the College is free to terminate any employment relationship at any time, with or without notice or cause, so long as there is no violation of applicable law. This is normally referred to as an “at-will” employment relationship. Accordingly, neither the employee nor Barnard has entered into any contract of employment, express or implied, under this Handbook. This Handbook and its policies do not create a contract between any employee and the College.

Barnard may from time to time enter into written contracts of employment with certain employees. However, any statements, promises or assurances of continued employment or employment for a definite term must be contained in a separate written employment agreement signed by a qualified officer on behalf of the College and the employee.

Open Door Policy

Employees are encouraged to speak openly and freely with their supervisors regarding suggestions, complaints, or concerns. In most cases, if an employee has a job-related problem, question or complaint, it should be discussed with the immediate supervisor. If an employee is not satisfied with the proposed solution or if the employee has a problem with his/her supervisor then the situation may be presented to orally, or in writing to the next higher level of management.

If the matter remains unresolved the employee may present the complaint to an HR Generalist, who will work with the employee to provide an objective analysis of the situation and options. At any time, an employee may seek the advice and guidance of the Office of Human Resources. Any difficulties in using this complaint procedure should be brought to the attention of the Office of Human Resources.

SECTION 2 EMPLOYMENT AT BARNARD

Hiring Procedures

Vacant positions at the College are posted online at careers.barnard.edu. Interested applicants are required to complete an online application with supporting documentation. The College requires a complete background investigation including a criminal and credit history check for the majority of administrative positions.

All offers by Barnard are confirmed in writing by the Office of Human Resources in the form of a welcome letter.

If an employee will receive benefits, the welcome letter will note the date and time of the Benefits Orientation. All appropriate applications for benefits must be completed within 30 days of the date of hire. It is the employee's responsibility to make sure that all paperwork has been completed, signed, and returned to the Office of Human Resources.

On the first day of employment each employee must report to the Office of Human Resources [101 Altschul Hall] to complete all necessary paperwork. New employees will also be asked to bring documentation proving identity and eligibility to work in the United States (passport or driver's license and social security card are the most common documents that are used). This information is used to complete an employee's I-9 form. Employees who do not have *permanent* work authorization should provide the College with updated authorization before the documentation on file expires.

Photo Identification Cards

All new employees are issued a temporary I.D. card by the Office of Human Resources. The employee then takes the temporary I.D. card to the Safety & Security Office (lobby of Barnard Hall) to obtain an authorization form to be taken to the I.D. Center in 204 Kent Hall, Columbia University.

In order to secure the safety of students and staff, I.D. cards should be carried at all times and must be presented when using College facilities. A fee may be incurred to replace lost I.D. cards.

Employment Classifications

For purposes of payroll administration and benefit entitlements under federal and state laws and otherwise, employees are identified under the following classifications:

Regular full-time employees: Employees who are normally scheduled to work Barnard's full-time, 35 hour week for either the academic or calendar year and who are not temporary employees.

Regular part-time employees: Employees who are not normally scheduled to work Barnard's full-time schedule and who are not temporary employees. Regular part-time employees may from time to time work Barnard's full-time schedule on a temporary basis.

Temporary employees, including seasonal employees: Employees who are hired to complete a defined project or for a period of time which is

anticipated to be temporary. Temporary employees may be scheduled to work a full-time schedule or a part-time schedule during their period of temporary employment.

Exempt or Nonexempt Status

All employees are classified as being exempt or nonexempt.

Exempt employees are exempt from certain wage and hour laws, i.e. overtime pay. This usually applies to administrative, executive, or professional employees who receive an annual salary, in equal payments paid monthly.

Non-exempt employees generally receive hourly wages; they are subject to wage and hour laws, i.e. overtime pay.

Pay Information

A. Paydays

Administrative employees are paid monthly, on the next to last working day of the month. Checks may be picked up at the Bursar's Office window (Milbank Hall) between the hours of 10 and 4.

Automatic paycheck direct deposit to an employee's bank is available. All employees are encouraged to enroll. The Office of Human Resources or Payroll can provide the enrollment form.

Employees are paid on regularly scheduled paydays. If a regularly scheduled payday falls on a holiday or non-working day, pay will be available no later than the next working business day. Pay is not available in advance of vacation or floating holidays.

B. Amount of Pay

Administrators are paid on a salary basis and will be paid the amount of salary earned for the pay period based on the annual salary rate.

C. Payroll Deductions

The College is required to withhold applicable federal, state, and local income and payroll taxes from pay. From time to time, employees may authorize other withholdings, such as pension, transportation, and insurance from pay or the College may be required by court order to withhold certain amounts.

D. Administrative Pay Corrections

The College strives to ensure that paychecks are accurate 100% of the time. Should an error occur, the College reserves the right to take corrective action. Please notify the Office of Human Resources to report any payroll errors. If the result of the error is an overpayment, the employee is responsible for promptly reimbursing the College. If the result is an underpayment, the College will pay the shortfall.

Salary Administration

A. Job Grades

The Position Classification Review Committee (PCRC) is a standing Committee of the College that reviews the job descriptions of Administrative employees.

The College uses a standard point system to evaluate jobs. The system assigns points based on various factors related to job requirements and responsibilities. It is important to note that the PCRC rates the *job* not the *person* in the job.

B. Initial Review Period

The College uses an initial review period for each new employee. For positions grades 7 and below the review period is 90 days and for grades 8 and above the review period is 180 days. Newly hired employees should expect their supervisor to discuss performance during and at the conclusion of the initial review period.

Employees should use this period to discuss any questions or concerns they have about their employment.

Please keep in mind that all Administrative positions are at-will, and that conclusion of the initial review period does not change this status.

C. Annual Evaluations

Annual Evaluations usually occur in the summer of each year. Supervisors contact employees for a performance appraisal meeting. The purpose of the College's performance appraisals is to foster collaboration among supervisors and their staff, assess progress toward the goals and objectives established by and for the staff member, to explore issues related to the staff member's performance competencies, professional growth and development, and to determine eligibility for salary increases and/or promotional opportunities.

Employees are strongly encouraged to complete a self-evaluation, and send it to their supervisor several days in advance of the performance appraisal meeting. This self-evaluation is intended to be a communication tool between the employee and the supervisor. Although employees are not required to complete the self-evaluation, its questions and format will be used as an outline to guide discussion.

Work Hours

A. Normal Work Hours

Normal business hours are 9:00 a.m. to 5:00 p.m. Monday through Friday. Some office hours may vary depending on the department need. The normal work schedule is a 7 hour day with one unpaid lunch hour. Overtime may be necessary at times due to business needs, and reasonable efforts will be made to advise employees of overtime requirements with timely notice.

B. Meal Time and Breaks

Unless otherwise scheduled by the College, employees should coordinate the timing of meals and other permitted breaks with their supervisors and co-workers.

C. Attendance and Timeliness

Attendance and punctuality are essential job functions for which all employees are responsible. Employees unable to work because of illness or other personal reasons must notify their supervisor or designee with as much notice as practicable in the circumstances on each day of absence. Employees who do not provide notice of absence in a timely manner or have excessive absence or tardiness may be disciplined up to and including discharge. Employees who are out of the workplace for two consecutive workdays without timely notice to their supervisor will be considered to have voluntarily resigned.

The College may, at its discretion, require a statement from a physician before an employee will be permitted to return to work. The College also reserves the right, at its expense, to require an examination by a physician of its choice in certain cases.

Leave Reports

Administrators receive leave reports from the Office of Human Resources at the beginning of each month indicating their current balance of paid time off for the fiscal year (July 1st to June 30th). The Leave Record details the sick leave, vacation time, and floating holidays taken during the month and calculates the number of leave days remaining.

Administrators need to complete the form by indicating any time off taken in the previous month. The employee should sign the form, have the supervisor sign, and return the form to the Office of Human Resources. The top portion of the form should be kept by employees for their records.

Time accruals

Floating Holidays	Each July 1 st floating holidays are replenished
Sick Time	Each July 1 st sick time accrues to the current limit
Vacation	Accrues on a monthly basis

Employees can check current leave balances on the eBear website, which is the College's Intranet site.

First log into eBear using the following link:

https://snowbird.barnard.edu/mins/www/ebear_login_snowbird.html

The leave balance record is located under the "My HR" tab.

D. Compensatory Time and Overtime

Administrators may be exempt or non-exempt employees. Exempt employees are not eligible for either overtime pay or compensatory time for hours worked beyond the normal 35 hour work week. Non-exempt employees are eligible for straight time between 36 and 40 hours worked per week and overtime pay of time and one-half for all time worked over 40 hours per week.

Job Posting

Barnard encourages qualified employees to apply for other positions within the College and posts available positions on the Barnard website at the following link:

<https://careers.barnard.edu/>

All applications, including current staff, are reviewed in the same pool. The College selects the candidate it believes is best suited for the position, whether or not the candidate is internal or external.

Generally, employees should wait until they have been employed at the College for six consecutive months or longer before they apply for posted jobs.

Business Expense and Travel Reimbursement Policies and Guidelines

The purpose of the Barnard College Comprehensive Purchasing and Expenditure Policy is to provide an overall set of policies and procedures for the business related purchases and expenditures of Barnard College.

The travel and reimbursement policies and guidelines are applicable to the business-related expense and travel of the non-faculty staff of Barnard and for all others traveling on behalf of or as a guest of the College.

The Policy's purpose includes:

- Providing guidance to travelers, travel arrangers, approvers and auditors on cost-effective management of travel expenses
- Identifying reimbursable versus non-reimbursable expenses
- Clarifying employee responsibility for controlling and reporting business and travel related expenditures.

It is, of course, impossible to anticipate every situation that may be encountered. Thus the College expects each employee to exercise good judgment in incurring business and travel expenses, and obtain prior management approval for any expenses or any expenditures not specifically covered under Policy regulations.

Here is the link to the full policy:

<http://www.barnard.edu/purchasing/expenditure-policy>

Taxis

Administrators working normal business hours, 9-5, are eligible for taxicab reimbursement when working later than 8:00 p.m. In order to be reimbursed employees **must** return receipts to the Controllers office with a completed reimbursement form.

Phone usage

Personal phone calls should be kept to a minimum and reserved for important personal issues.

Employees are responsible for paying phone charges for any long distance personal calls and will be billed monthly by their departments.

Attire

Barnard seeks to present itself and its employees in the most favorable light to students, parents, and other persons with whom employees are in contact. Therefore, all employees are expected to dress in a manner appropriate to an educational work environment, as determined by the College.

Employment of Family Members

It is the policy of the College that no employee may work in a supervisory relationship with any person to whom the employee is related either by birth or marriage. No employee may be hired, promoted, or transferred into a job that would result in the employee being supervised by or supervising a relative.

Family members may be employed in any position at the College not involving a direct or indirect supervisory relationship with another employee.

Break in Service

If a College employee leaves employment, and then returns to regular employment within a year, there will be no break of service in consideration of benefits. If an employee leaves employment and then returns to employment after a full year has passed, the College will consider this a break in service and prior service will not be credited.

Discipline and Performance Improvement

Employees may be disciplined for inappropriate conduct in connection with their employment. Discipline can include written and/or verbal warnings, corrective action, or even termination of employment, depending on the circumstances as determined by the College. Employees who demonstrate an inability to perform the essential functions or meet the expectations of a job may be placed on a Performance Improvement Plan [PIP].

Personnel Records

Barnard maintains personnel records for payroll administration and other important purposes. It is important to keep these records up to date. Please notify the Office of Human Resources of any changes in address, emergency contacts, or other applicable family or beneficiary information. A change of address form can also be found in eBear, under the My HR tab in the HR forms list. http://solar.barnard.columbia.edu/myebear_login.html

Employees who wish to change the number of dependents listed for income tax purposes should complete a new W-4 form, available in the Office of Human Resources.

Personnel files are the property of the College. Employees may review their personnel file by submitting a written request to the Human Resources office. That office will schedule an appointment during normal business hours for the employee to review the file. The employee may not make copies of the material in the file without the express permission of the Assistant Vice President of Human Resources.

Employment Verification

In order to secure the privacy of Barnard employees, Barnard will only give employment verification with the written consent of the specified employee.

Leaving Employment

Either the administrator, as an at-will employee, or the College may elect to end the employment relationship with or without cause. Upon termination of employment, the employee is responsible for returning any and all College property, including but not limited to keys, I.D's, library materials, documents, computers, computer files, and equipment. On term of employment Supervisors should be given access to necessary computer files and programs including passwords for email, voicemail, etc.

There are two primary categories in which an employee may leave employment; voluntary and involuntary.

A. Voluntary

Voluntary terminations include resignations, retirement, failure to return from leave, failure to return to work for two consecutive days without any notification to the College, and completion of a contract. A resigning employee should provide a letter of resignation to the supervisor at least 10 working days prior to leaving. An employee planning to leave the College is expected to provide as much notice as possible. For exempt employees the appropriate notice is one month; for non-exempt employees, appropriate notice is two weeks.

B. Involuntary

Involuntary terminations include layoffs and terminations for disciplinary reasons.

Involuntary terminations made by the College can occur at any time, with or without notice and with or without cause.

Final Pay

When employment ends, final pay will be paid on the next regularly scheduled pay date. Employees leaving the college in good standing and who have given at least 10 working days notice of resignation will receive pay for accrued but unused vacation pay in their final check. (See Vacation) Neither Sick Days nor Floating Holidays are paid out upon leaving employment.

Exit Survey

Once a letter of resignation is received, the Office of Human Resources will schedule an exit interview, and/or send an exit questionnaire to ask the employee about the work experience at Barnard. All responses to the questionnaire and during the interview are kept confidential. The information retained is used for planning and improvement purposes.

References

The Office of Human Resources does not release information on employees without the employee's written authorization or pursuant to a lawful subpoena or other judicial notice.

Retirement

Employees considering retirement are asked to schedule an appointment with an HR Generalist in the Office of Human Resources as soon as possible, preferably 90 days prior to the proposed retirement date.

The Office of Human Resources will provide a retirement check list including information on applying for Social Security and Medicare. Benefits such as email accounts and library privileges are available to retirees on request. The College

provides retiree medical benefits based on the then current policy. Further information is available from your HR Generalist.

SECTION 3 SAFETY

Safety

Barnard believes that maintaining a safe work environment is one of the most important aspects of campus life. Employees are responsible for working safely and helping to prevent accidents and injuries. Federal and State occupational safety regulations detail the College's responsibilities for maintaining a hazard-free working environment. Employees are responsible for reporting unsafe conditions and for avoiding unnecessary risks. Please report these concerns directly to the Safety & Security Department or to the Office of Human Resources. All employees are responsible for adhering to Barnard College's safety rules, policies, and procedures that are in effect. If not sure of a safety procedure, ask a supervisor.

Emergencies

In the event of an emergency, including medical emergencies, employees should contact Safety & Security (X43362). Security, in turn, will contact the appropriate authorities. To summon security urgently, touch 88 on any campus phone or use the Emergency Call boxes placed around campus.

Security will then determine what the appropriate disposition for the injured/sick person will be and will be able to most effectively guide emergency medical services (EMS) if necessary.

Please do not call either 911 or Barnard Health Service directly -- that may adversely affect the outcome.

Additional Emergency Telephone Numbers

- Columbia Security x99 or x42796
- Barnard Student Health Service x42091
- NYPD 26th Precinct 678-1311
- St. Luke's Emergency Room (212) 523-3335
- CAVA (Ambulance) x99 or x45555
- Rape Crisis/Anti-Violence Support Center Counseling x4-HELP
- Advocacy x4-WALK
- St. Luke's/Roosevelt Rape Crisis Intervention Program (212) 523-4728

For Information on the Emergency Response Tree, please follow the link below:
<http://www.barnard.edu/publicsafety/emergency-response-tree>

Please follow the link below for Barnard's Emergency Management and Disaster Preparedness Plan:
<http://www.barnard.edu/publicsafety/emergency-plans>

For information about Barnard's Safety & Security Department please follow the link below:
<http://www.barnard.edu/publicsafety>

Blue Light Emergency Call Boxes

Placed around campus are a number of emergency call boxes with a blue light to signal their location. These call boxes speed up the response time to any emergency.

There are 16 of the wireless boxes on the campus itself and on the perimeter along Broadway and Claremont Avenue, as well as on West 120th Street between Broadway and Amsterdam Avenues and in the tunnel that connects campus buildings (see location list below).

In any emergency, the boxes are simple to use: an alarm is activated by pushing a button and a message is automatically sent to the security staff over their radios in real time. The guards can immediately respond. When activated, each box transmits its location to the security system, contributing to a quicker response.

Locations of the boxes are as follows:

- 119th Street and Claremont Avenue
- 119th Street and Broadway
- 120th Street between Broadway and Claremont Avenue
- 120th Street mid-block in front of Teacher's College
- Plimpton Hall on Amsterdam Avenue
- 116th Street just off Broadway
- 620 West 116th Street
- 26 Claremont Avenue door entrance
- Northside of Barnard Hall near Lehman Lawn
- Altschul Plaza near south staircase
- The walkway between the 119th street gates on Broadway and Claremont Avenue
- Sulzberger corridor near restrooms
- Reid corridor near Brooks entrance
- Barnard corridor near north staircase
- Hewitt corridor at south end of Barnard Hall
- Lehman corridor near elevators

Hazardous Weather Conditions

The general rule concerning weather emergencies is that the College remains open and employees are expected to report to work. On those rare occasions when it seems prudent to close College offices and cancel classes due to weather emergencies, please note the following: You may call the Barnard main phone line (212) 854-1002. A message will be placed on that line as soon as a decision is made. In addition, listen to AM radio station 1010 WINS for an announcement about a possible closing. It is important to stress that the College needs to maintain its services for students who reside on campus throughout any weather emergencies. Employees providing these essential services should report to work or remain on duty even if the College is closed.

SECTION 4 LEAVES OF ABSENCE

Leaves of Absence - Generally

Barnard College may, at its discretion, permit leaves of absence without pay on a case-by-case basis to its employees. Employees are otherwise entitled to leaves of absence as required by state or federal law as in effect and to the extent applicable to the College.

Family and Medical Leave

The Family and Medical Leave Act requires that eligible employees be given up to 12 weeks of unpaid, job protected leave during any 12 month period for the birth and first-year care of a child; the adoption or foster placement of a child; the serious medical condition of the employee's spouse, child, or parent; or the employee's own serious medical condition; a qualifying exigency arising from a family member's call to active duty in the Armed Forces; or Caregiver Leave. Employees are entitled to up to 26 weeks of unpaid leave to care for an injured or ill relative who suffered a serious injury or illness in the line of active duty in the Armed Forces. Both the employer and the employee have certain rights under the act. The Office of Human Resources can be contacted for further information. For the full policy please refer to this link:

<http://www.barnard.edu/hr/employee-guide/policies/family-and-medical-leave>

Sick Leave, Disability Leave, Maternity Leave

Compensation for time away from work because of illness, disability or pregnancy will be provided in one of two ways:

1. Salary Continuation Program for serious illness, disability or pregnancy,
2. Annual Sick Time for occasional personal and family illness.

1. Salary Continuation Program ("SCP")

The SCP will provide full salary for full- and eligible part-time Administrators with at least one year of service¹ during a period of serious illness, disability or pregnancy. This program will insure that Administrators will be able to cope with serious medical conditions or pregnancy without having to manage a sick bank or worry that a sick bank will be exhausted. The following illustrates how the SCP works:

- Administrators anticipating a leave due to an illness, surgery, disability or pregnancy are urged to consult with an HR Generalist as soon as the need for the leave is known. In this way, a timely application can be made for short-term disability leave ("STD") and benefits, which are required components of the SCP. If the leave is for emergency medical conditions, salary will be continued and an application for disability benefits will be made

¹ An Administrator with less than one year of service may use sick, vacation, and/or floating holiday time to continue salary during leave. Disability extending beyond the available paid time will be compensated by a short-term disability benefit of up to 50% of salary to a maximum of \$750 per week.

retroactively. Administrators should be aware that elective surgical procedures may not be approved for STDL and Salary Continuation.

- STDL benefits vary based on the illness or injury. For pregnancy and normal delivery, for example, the usual approved STDL is 6 weeks, inclusive of an Elimination Period, which is a requirement of all disability leaves.²
- Full salary may be continued to a maximum of 26 weeks under the SCP, as long as the need for additional leave is certified by the administrator's physician, the short-term disability insurance carrier and approved by the College. Should the disability continue beyond 26 weeks, the administrator may apply for long-term disability benefits.
- Salary continuation is available only for those administrators who are unable to work due to illness or injury. Administrators who are capable of returning to work, with or without a reasonable accommodation or in a modified duty capacity will be compensated for work performed, but not under the SCP.
- Part-time administrators who work fewer than 17.5 hours per week are not eligible for the SCP.

It is expected that the administrator will use the period of SCP leave for rest, recuperation or childcare. An administrator receiving salary continuation may not be otherwise employed. Any work performed for the College at home during the SCP leave is by agreement of the administrator and the College and is compensated by the SCP.

2. Annual Sick Leave

Annual Sick Leave is provided to insure a reasonable amount of time each year for occasional personal and family illness. This policy is as follows:

- Full-time administrators working 12 months per year will receive 5 sick days at hire and 10 sick days on the next following July 1. Maximum in the sick bank at any time will be 15 days. Each July 1, the administrator will receive up to 10 sick days to a bank total not to exceed 15 days.
- Part-time administrators working 17.5 to 34 hours per week, 12 months per year, will receive 3 days at hire and 5 days on the next following July 1. Maximum in the sick bank at anytime will be 8 days. Each July 1, the administrator will receive up to 5 days to a bank total not to exceed 8 days.

² An Administrator absent from work because of illness or disability (including pregnancy) for a period of 7 consecutive calendar days (5 working days), which is designated the "Elimination Period," applies for short term disability. The Administrator uses sick time, floating holiday or vacation time to cover the Elimination Period.

- Full-time and eligible part-time administrators working 9, 10, or 11 months per year will receive 3 sick days at hire and 5 sick days on the next following July 1. Sick time must be used within the assigned work period. Maximum in the sick bank at anytime will be 8 days. Each July 1, the administrator will receive up to 5 days to a bank total not to exceed 8 days.
- There is no sick time accrual for part-time administrators who work fewer than 17.5 hours per week.
- Sick time is not paid out when employment ends.

Long Term Disability Insurance

The Hartford Insurance Company provides coverage for long term disability. This coverage is available after one year of service. However, this waiting period will be waived upon certification of coverage under a group long term total disability plan with the employee's prior employer if coverage was in effect within 30 days of the Barnard date of hire.

After an elimination period of 180 days, the policy will pay 60% of the disabled employee's salary up to a maximum of \$5,000 per month for the period of total disability. These payments will be reduced by any benefits payable from Social Security, Workers Compensation, and any benefits payable under the College's short term disability program. Benefits continue up to age 65 if the disability commences prior to age 60. If the disability commences after age 60, the period will depend on complex provisions the details of which are available from the Human Resources Department.

In addition, The Hartford will make appropriate contributions to the employee's Basic Retirement Annuity during the period of total disability.

Worker's Compensation

Income protection, medical benefits and survivor benefits are provided for job related illnesses and injuries. This mandated coverage is independent of the health care coverage provided by the College. For this reason, among others, any job related injury or illness must be reported immediately to the responsible supervisor, department chair or director and to the Office of Human Resources.

Bereavement leave

An employee will be granted a special paid leave of up to three (3) days in case of death in the immediate family (spouse, domestic partner, child, parent, parent-in-law, grandparent, and sibling). In special cases the College will extend bereavement to cover the death of other members of the family, or the death of close friends.

Jury Duty

All regular full-time and part-time employees who are required to be absent for jury duty will receive regular pay and may retain any monies received for jury duty service provided they follow the established procedures.

- Present the immediate supervisor with the jury duty notice in advance of the jury appearance.
- When possible, schedule jury duty service during periods that do not conflict with peak work periods.
- Obtain certification of such service from the clerk and give this certification to the supervisor.
- Report to work if released from jury duty during the course of the day.

Administrative staff members should list jury service days as “other leave” on their monthly leave record indicating that this is for jury duty.

Military Leave

Leaves of absence for the performance of duty with the U.S. Armed Forces or with a Reserve component thereof shall be granted in accordance with applicable law.

SECTION 5 VACATION, HOLIDAY, AND OTHER TIME OFF

Vacation

Full time and Regular Part time administrators who work a minimum of 17.5 hours per week are eligible for paid time-off benefits as described below. During the first six months of employment vacation time will be accrued but cannot be taken.

Full-time administrators working 12 months per year accrue 2 vacation days per month for each full month of service up to a maximum of 24 days per year. The vacation year is the College's fiscal year, July 1 to June 30. Further, no more than 24 vacation days may be carried over from one fiscal year to the next. Any additional unused vacation days will be forfeited. An employee who leaves the College will be paid only for any accrued vacation time up to the allowed carryover and any newly accrued but unused vacation days.

Full-time administrators who work 9, 10 or 11 months per year, and eligible part-time employees who work 9, 10, 11 or 12 months per year will earn vacation time as follows:

- Full-time administrators working 9, 10 or 11 months per year will accrue 1 vacation day per month for each full month of service to a maximum of 6 days per assigned work period, i.e. 9, 10, 11 months. It is expected that vacation days will be used within the assigned work period and fiscal year, with no carryover.
- Part-time administrators working 17.5 to 34 hours per week will accrue 0.5 vacation days per month for each full month of service to a maximum of 6 days per assigned work period. It is expected that this vacation time will be used within the assigned work period and fiscal year, with no carryover.
- Part-time administrators who work fewer than 17.5 hours per week will not accrue vacation time.

Administrators who leave the College will be paid for any accrued but unused vacation days for which they are eligible under the policy.

Employees must request and receive approval in advance of taking any vacation time. Vacation time may be taken only in half or full day increments. During the days an employee is on approved vacation, pay will be based on the base rate of compensation.

Holidays

Regular full-time employees are eligible for the holidays listed below:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day (last Monday in May)
- Independence Day
- Labor Day (first Monday in September)
- Election Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

Other holidays may be approved at the College's discretion. Holidays that fall on a weekend will be observed on the closest business day. If, because of the needs of the College, an employee is scheduled to work on a holiday, an alternative date will be assigned in substitution for the official College holiday. Holiday pay will be based on an employee's base rate of compensation.

Floating Holidays

Full-Time administrators working 12 months per year receive 3 floating holidays per year; those hired after January 1st receive 2 days for the first fiscal year ending June 30th.

Full-time administrators working fewer than 12 months per year receive two floating holidays per year; those hired after January 1st receive one day for the first fiscal year ending June 30th.

Part-time employees do not receive Floating Holidays.

Floating Holiday time may not be carried over from one fiscal year to the next. An employee who leaves the College will not be paid for any remaining Floating Holiday time.

Winter Break

Some departments will close during the winter break (between the Christmas and New Year holidays). Essential departments will remain open, but may reduce staff. It is up to the department head to determine if the department will close or there will be a change in staff.

If the department closes, employees may use vacation or floating holiday time to cover the non-holiday days. During the long winter holiday break employees who have not accrued any holiday or vacation time because of their date of hire may arrange with their supervisors to use vacation days and/or floating holidays, which will be charged against subsequent accruals.

SECTION 6 BENEFITS

Benefits

With the exception of retirement and certain government mandated items, most benefits are available to full-time administrators only. In addition benefits vary for 9, 10, and 12 month full-time administrators. The Office of Human Resource website is the best source for up-to-date benefit information. The link is:

<http://www.barnard.edu/hr/benefits>

The College may provide other benefits from time to time. More comprehensive information is available on all these matters through the Office of Human Resources. In the event of any discrepancy between benefit information on the website and the underlying plan documents, the underlying documents shall govern.

The College may modify benefits at any time without prior notice.

SECTION 7 COLLEGE POLICIES

Compliance with Laws and Ethical Conduct

It is Barnard College's policy to conduct itself honestly and ethically and in compliance with all laws and regulations applicable to the College. Employees are responsible for being honest and truthful in their dealings, including with students, faculty, management, supervisors, other employees, vendors, and governmental agencies. Employees who suspect or become aware of unethical conduct or violations of laws or regulations in the conduct of anyone at the College should notify their supervisor or management.

Inappropriate conduct includes engaging in conduct which is contrary to the policies, procedures, and rules adopted by Barnard, whether in this Handbook or otherwise, and conduct which is otherwise disruptive to or could cause harm to the community. Examples of inappropriate conduct include but are not limited to the following:

- Unexcused absenteeism or tardiness
- Theft
- Dishonesty
- Use, possession, or sale of illegal drugs
- Working under the influence of alcohol
- Gambling
- Criminal activity
- Possession of unauthorized weapons or unauthorized hazardous or explosive materials
- Failure to carry out assigned work
- Damaging or destroying property
- Falsification of records
- Harassment
- Violence or threats of violence
- Violation of laws
- Unauthorized disclosure of confidential information
- Smoking in unauthorized areas
- Sleeping during working hours
- Making false statements or derogatory remarks about the College or its employees

Abuse Reporting System

Members of the Barnard College community are expected to maintain ethical standards in the performance of their responsibilities. These standards are particularly critical in the business and financial operations of the College. To this end, the College conducts regular audits, and has established effective internal controls. It is also important that members of the community are made aware of the ways in which they can report instances of suspected financial wrongdoing such as billing fraud, expense account abuse, kickbacks, or forgery.

In addition, in response to highly publicized instances of financial abuse in the corporate world, the Federal Government has passed legislation requiring companies to implement a series of administrative and governance changes to increase financial accountability and oversight. Though colleges are not subject

to this legislation, Barnard and many other colleges have adopted the central elements of the law. An important aspect of the legislation is the requirement to adopt effective ways for employees to report instances of financial misconduct.

The link to the full policy:

<http://www.barnard.edu/hr/employee-guide/policies/fraud-and-abuse>

Any member of the Barnard College community who in good faith believes that another member of the community has engaged in financial or other practices that may violate College policies or procedures, or that may be a violation of law or ethical standards is encouraged to report the abuse using the reporting mechanisms detailed in the policy.

Computer and Software Policy

Academic Technologies (AT) and Management Information and Network Services (MINS) at Barnard College maintain certain policies with regard to the use and security of their systems. All users are expected to be familiar with these policies. Violations of AT/MINS policy can lead to the suspension of computer account(s) pending investigation of circumstances. Serious violations of the policy will be subject to Barnard's established disciplinary procedures or referred directly to outside authorities as appropriate. Unauthorized use of the College's computing facilities can be a criminal offense. The penalties may be as severe as suspension or dismissal from the College and/or criminal prosecution.

The full Computer and Software Policy can be viewed at this link:

<http://www.barnard.edu/bcit/resources/computer-policies>

Confidential Information/Privacy

During employment, employees may receive or have access to confidential information. Barnard places a high value on its confidential information. Confidential information means information not generally known to the public that is valuable and which, if disclosed inappropriately, could cause harm, damage, or other adverse consequences to the College.

Examples of confidential information include purchasing records, accounting and financial data, pending projects and proposals, computer processes and programs, compensation information, and confidential employment information. Information may be considered confidential regardless of its form. Confidentiality obligations extend to confidential information included in computer files and other electronic formats.

It is Barnard's policy to make confidential information available only to those persons who have a need for such information, who have been authorized to receive it, and who have been advised of and will protect its confidential nature. Barnard prohibits disclosure or distribution of its confidential information to unauthorized individuals. The offices of Admissions, Bursar, Controller, Development and Alumnae Affairs, Financial Aid, Human Resources, Information Services, Registrar, Residential Life, and the Student Health Services have developed information security policies specific to their information and record keeping. In addition, the College may adopt other security procedures from time to time to help protect our confidential information. It is important that employees abide by policies and procedures concerning confidential information. It is also important that employees report actual and potential violations of these policies to their supervisor or to management.

Policy on Conflict of Interest and Commitment

Any circumstance that could cast doubt or the appearance of doubt upon an employee's ability to act with total objectivity with regard to the College's interests presents a potential conflict of interest situation. Set forth in the College's policy, both descriptively and by way of example, are the kinds of conflict situations each employee should avoid and guidelines for dealing with them.

Given the complexity and diversity of the College it is not possible for a single statement to be all-inclusive and by the same token any generalization may be overly broad. Employees who have any question about whether a particular activity or transaction is permitted or prohibited by this policy statement should seek clarification from the appropriate Vice President.

The full policy is available at this link:

<http://www.barnard.edu/hr/policies.html>

Drugs and Alcohol

Barnard is committed to creating for its students, faculty, and staff an environment in which the misuse of alcohol and drugs is minimized, which encourages moderation, safety, and individual accountability, and which provides an atmosphere free of coercion and peer pressure to abuse alcohol or use unlawful drugs. Barnard strongly supports educational and treatment programs as the most effective means to help reduce and prevent alcohol and drug abuse. At the same time, the College expressly prohibits the unlawful possession, use, or distribution of drugs and alcohol by students, faculty, or staff members while on College property or while participating in College-sponsored activities or conducting College business off-premises. Members of the College community are responsible for complying with federal, state, and local laws on the possession, use, and sale of alcohol and illicit drugs.

Any inquiries about the program may be made in confidence to the Assistant Vice President of Human Resources (x42551). We encourage anyone who has or suspects a problem with alcohol or drug abuse to seek help through this office or through the services listed in the full Policy, which is available at this link:

<http://www.barnard.edu/hr/employee-guide/policies/drug-and-alcohol>

Harassment, Including Sexual Harassment

The College's policy against Harassment is designed to further the educational mission of the College by allowing faculty, staff and students to work and study in an environment free from harassment on the basis of race, gender, disability, religion, national origin, sexual orientation, age, or any stereotyped group characteristic or identification with a particular group. The policy attempts to define harassment, and to provide a fair process to receive and investigate claims by those who believe that they have been subject to harassment and to prohibit retaliation against individuals who bring complaints of sexual harassment. According to the policy:

"[I]ndividuals who believe they have been victims of harassment may initiate a complaint through a supervisor, department head, Dean, Director, the Dean of the College, a Vice President, or the Assistant Vice President of Human Resources. Students may also initiate a complaint of harassment to the Dean of Studies, the Director of Residential Life and Housing, or to a class Dean."

Please note that the College's policy includes a section on alleged consensual relationships between students and faculty, administrators and other school employees in the context of sexual harassment, and a discussion of the relationship between academic freedom and allegations of harassment.

A full copy of the Harassment Policy is updated and distributed annually. In addition, the Policy is available in various offices of the College including the Dean of the College (Milbank 105), Human Resources (Altschul 101), Residential Life (Sulzberger 110), the Provost (Milbank 110), and Safety & Security (Barnard 104).

Employees are required to participate in Barnard sponsored training on issues of harassment when they are called upon to do so.

Please refer to the full policy at:

http://www.barnard.edu/hr/policies_harass.html

Privacy/Searches

Barnard reserves the right to conduct searches when there is reasonable suspicion or belief that unlawful activity or serious misconduct has occurred. Searches may include all areas of the College including offices and lockers and all personal property present. Employees should not have an expectation of privacy in such areas.

Smoking

Barnard College recognizes that using tobacco products is harmful to the health of tobacco users and that exposure to secondhand smoke poses a health risk to non-smokers. The following policy has been enacted to address these health concerns and to provide a smoke-free workplace for all members of the college community.

Smoking is prohibited in all college-owned student residences and all academic and administrative buildings. Outdoor smoking is not permitted within the confines of the campus. For those who go outside the perimeter to smoke, we ask that you remain mindful of your proximity to office and dormitory windows, and to those passing by.

While the risks of smoking have long been known, recent studies on the impact of secondhand smoke cannot be ignored. According to the Centers for Disease Control, secondhand smoke is the third leading cause of preventable death in the U.S., causing about 3,000 deaths from lung cancer in non-smokers every year. The American Heart Association found that people who have never smoked, but were exposed to secondhand smoke, have about a 20 percent higher rate of coronary heart disease.

Barnard is committed to assisting students, faculty and staff in making healthy lifestyle choices. Students can go to Barnard Primary Care Health Service or ASAP (Alcohol and Substance Awareness Program) for information and assistance. Faculty and staff who are interested in smoking cessation programs may obtain information from Human Resources. In addition, residents of New York State can access services available through the New York State Quitline at 1-866-697-8487 or www.nysmokefree.com.

Your cooperation with the College smoking policy is appreciated.

Solicitation

Solicitation or distribution of information or materials by persons who are not employees of Barnard is not permitted on campus. Employees may not use work time, College facilities or property (phones, copiers, computers, equipment, tools, supplies, spaces, etc.) for personal business or profit. Employees wishing to post personal flyers, notices, etc., must obtain approval from the department head or the Assistant Vice President of Human Resources, such approval to be at the sole discretion of the College. This policy does not include Barnard College authorized vendors.

Use of Barnard College Property

Barnard College property is intended to be used for College purposes. Although minimal and infrequent personal use of such equipment as telephones, copiers, fax machines, voice mail, e-mail and other office equipment is permitted, excessive personal use and any other commercial, political or other non-College related purpose, as well as abuse of the equipment, is prohibited. Moreover, such equipment is at all times Barnard property, and Barnard reserves the right to enter and inspect such equipment and its contents at any time without prior notice.

Workplace Violence/Weapons

Barnard does not tolerate violence or threats of violence in the workplace or otherwise in connection with the College. Any employee engaged in behavior that the College perceives to be violent or threatening will be subject to immediate disciplinary action, up to and including immediate termination of employment. Such individuals may also be subject to civil liabilities or criminal prosecutions. Barnard prohibits the unauthorized possession or use of weapons, explosives, and dangerous materials on its premises or in conducting its business. Employees should report violent or threatening behavior, suspicious activities or persons, and other prohibited conduct immediately to the supervisor, Safety & Security, or management personnel.