

# **BENNINGTON COLLEGE**

## **ADMINISTRATIVE STAFF HANDBOOK**

## **P R E F A C E**

The information provided in this edition of the Bennington College Administrative Staff Handbook is not intended to constitute contractual undertakings by the College. Rather, it is provided to inform you of current practices, applicable policies, and general benefit plans of the College.

The College reserves the right to modify, amend, or terminate any policy, practice, or benefit as conditions warrant.

Your job responsibilities will be determined by your supervisor. If you have any questions or need additional information, you are encouraged to speak with your supervisor or with a member of the Human Resources Office.

Updated August 2022

# BENNINGTON COLLEGE ADMINISTRATIVE STAFF HANDBOOK

## GENERAL INFORMATION

### **Nondiscrimination Policy**

Bennington College is committed to a policy of nondiscrimination as defined under applicable state and federal laws, including but not limited to Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs and activities. The College does not discriminate in its programs and activities on the basis of race, color, age, sex, religion, disability, national or ethnic origin, sexual orientation, gender identity, HIV test, or any other legally protected status. Complaints of any type of unlawful discrimination that do not fall within the Sexual Harassment Policy should be directed to Heather Faley, the director of Human Resources, whose office is located at Faculty Row #2, whose telephone number is 802-440-4423, and whose email address is [hfaley@bennington.edu](mailto:hfaley@bennington.edu).

The director of Human Resources shall adjudicate any complaint of unlawful discrimination in a prompt and equitable manner, which will permit the complainant to make a written submission, to respond to any submission by the person complained against, to be given a written decision by the director of Human Resources, and to take a written appeal to the Vice President for Finance and Administration, whose decision, which will be rendered in writing, will be final. Except in extraordinary circumstances, such grievance shall be determined by the director of Human Resources within 60 days of the filing of the complaint.

Please note: Any complaint determined by the Title IX Coordinator to fall within the jurisdiction of the [Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking Policies and Procedures](#) must be brought pursuant to that policy.

### **Job Categories**

This handbook applies to the administrative staff of Bennington College. Employees may be: full-time salaried, part-time, or temporary. Under the Fair Labor Standards Act (FLSA), positions are classified as either exempt or nonexempt.

This handbook is not applicable to the senior executive staff of the College (those reporting directly to the President), to faculty, to teachers of instruments, to certain other designated support positions, or to those positions covered by collective bargaining agreements.

### **Background checks**

Bennington College will conduct a background check as part of the hiring process. Candidates will be asked to authorize the background check as a condition of employment, at the time an offer is made. The offer of employment is contingent upon the successful completion and acceptable results of a background check. Background checks are conducted in compliance with all applicable federal and state laws.

### **Staff Identification Badge**

Bennington College does not require staff of the College to wear identification badges. However, in order for staff to access certain facilities on campus (i.e., use of the Crossett Library, Meyer Recreation Barn) a Bennington ID Card is required. Bennington ID Cards are issued through Information Technology. Bennington Cards are processed by appointment. Contact [helpdesk@bennington.edu](mailto:helpdesk@bennington.edu).

### **COVID Vaccines**

In consideration of the ongoing health and safety of our entire campus community, Bennington College requires all employees to be fully vaccinated for COVID-19 (per CDC guidance). Presently, for those

under the age of 50, an employee is considered up to date on their vaccination when they have received all doses in the primary series of an approved vaccine, as well as one booster dose. For those over the age of 50, an employee is considered up to date on their vaccination when they have received all doses in the primary series of an approved vaccine, as well as two booster doses. Employees are required to remain up to date on their vaccinations per CDC guidance and College requirements.

Exemptions will be allowed for medical and religious reasons, where applicable and approved. An [exemption request form](#) must be completed and submitted to [Human Resources](#). Requests for medical exemptions will be handled under the College's [workplace accommodation](#) process and reviewed by Human Resources. Exemption requests due to religious reasons will be reviewed by the Office for Diversity, Equity and Inclusion.

Bennington College requires all new hires to provide the College with proof of (full) vaccination on/before their first day of employment. The College complies with law relative to requests for vaccine exemptions but individuals must request an exemption and receive approval prior to their first day of employment. Bennington College is a mask friendly campus. Employees are required to upload proof of vaccination to [ADP](#).

Masks are welcome and encouraged for anyone who wishes to wear one.

COVID protocols are subject to change **at any time** in response to the ongoing health crisis.

#### **Payroll Procedures**

Employees are paid through [ADP](#), the College's integrated Human Resources, payroll, benefits, and time/attendance tracking system. Most staff are paid semi-monthly on the 15<sup>th</sup> and 30<sup>th</sup> of each month. Campus Safety staff are paid on a weekly basis and receive checks for hours worked each Thursday.

Select non-exempt employees submit hours worked by completing a [time sheet](#) and submitting it to the Business Office in accordance with the established [payroll schedule](#). Payroll checks can be deposited directly into individual checking and/or savings accounts.

#### **Working Hours**

Normal office hours at the College are 9:00 a.m. to 5:00 p.m. with one hour for lunch during the fall and spring terms and 8:30 a.m. to 4:00 p.m. with a half-hour lunch during the summer and Field Work Term. The hours for certain positions (e.g., Dining Services, Buildings & Grounds, and Campus Safety) may vary from this schedule. Lunch breaks or any other absences should be arranged so that offices remain open at all times. Any requests for exceptions to these hours must be made to the immediate supervisor. All exceptions must be approved through Human Resources.

Please note that offices may find it necessary to alter the workday hours for certain staff members to meet specific office needs. Exempt staff are expected to work whatever hours necessary beyond the normal work schedule to complete their assigned work.

#### **Overtime/Comp Time**

All overtime compensation will be paid in accordance with the requirements of the Fair Labor Standards Act (FLSA), as amended. The FLSA classification of employees as "exempt" and "nonexempt" corresponds to the professional and support staff positions at the College. Nonexempt, or support staff, employees are entitled to compensatory time off for time worked in excess of 35 hours per week provided such work has been authorized by their supervisors. Compensatory time must be taken in the same week as accrued. If the supervisor indicates that this time cannot be taken in the week, pay for

these hours will be included in the employee's next check. Nonexempt employees are entitled to time and a half for those hours over 40 worked per week.

### **Campus Directory**

Employees can access Bennington College's campus directory [online](#). The directory is updated regularly, and includes contact information for all faculty, staff and students. If you have any questions or concerns about the campus directory, please contact Information Technology Office through [helpdesk@bennington.edu](mailto:helpdesk@bennington.edu).

### **Bennington Bulletin**

The *Bennington Bulletin* is a weekly e-newsletter for staff and faculty. The *Bennington Bulletin* was established as a vehicle to get the word out on a variety of subjects in a cohesive and timely manner, so as not to overwhelm recipients with continual communiques from various offices.

### **Personnel Files**

The Human Resources Office has responsibility for maintaining employee personnel files. The Business Office maintains payroll files. [ADP](#), the College's integrated Human Resources, payroll, benefits, and time/attendance tracking system, allows employees to view their personal, employment, and pay information. Employees are able to update select personal information - home address, phone number and tax withholdings, for example - directly through the system.

### **Vacancies**

Normally, a notice of a job opening will be posted on the College's [website](#). Personal job development of staff through transfer and promotion is encouraged.

### **Performance Evaluations**

Non-exempt staff receive an initial probationary evaluation during their three-month probationary period.

Normally, during the summer of each year, administrative department heads review the performance of each support staff employee. A standard form is provided for the department head to make a formal evaluation, which should be discussed with the employee. There is a section on the form for employee comments and signature.

This review is to be used (1) as a tool for establishing formal communication and job performance guidance, (2) as a factor in evaluating merit increases, and (3) as part of the record of the employee's performance history.

### **Salary Review**

The Senior Vice President for Finance and Administration and the Director of Human Resources review all recommendations for staff adjustments in salary, classification, and hours. Recommendations for salary reviews and position reclassifications will normally be considered during the budget process or at other times as the College may deem necessary.

Professional positions and compensation are established at the recommendation of the senior executive staff and are approved by the President.

### **Staff Council**

The Staff Council is a voluntary organization of staff employees which meets regularly to discuss topics of interest and staff issues. All staff are encouraged to reach out to [staffcouncil@bennington.edu](mailto:staffcouncil@bennington.edu) to learn more about current happenings.

## **Inclement Weather**

At times, the College may find it necessary to alter campus operations due to inclement weather. Because Bennington College is a residential campus and must provide services and meals for students and continue essential operations, the College is never officially closed. As such, staff should make every effort to come to work during inclement weather, but should not jeopardize their safety in doing so.

However, due to the fact that individual employees are affected differently during inclement weather by virtue of their residence location or transportation requirements, the College recognizes that certain employees may be delayed in their arrival or unable to travel to work during such situations.

In accordance with the College's [Emergency Response Policy](#), the College will activate the Emergency Notification System, Send Word Now, to announce a change in operations. Notifications will be sent to employees via campus telephone and email, and any other communication devices that you have registered with Send Word Now (i.e., home phone, personal cell phone, personal email address). Notifications will also be placed on the College's website, the internal employee communications hotline (802) 440-4747, and local television/radio stations.

An employee should notify his/her supervisor if he/she expects to be delayed in arrival at work. If an employee wishes to leave early due to inclement weather, he/she is required to notify his/her direct supervisor prior to leaving. For non-exempt support/hourly staff, the loss of time due to the weather, or emergent conditions, will be made up as mutually agreed to by the employee and his/her supervisor or taken as vacation time. For exempt professional staff, the loss of a full day due to the weather, or other emergent condition, will be taken as vacation time.

In any situation where telephone systems are inoperable and an employee is unable to make initial contact with the College, the employee is expected to continue to attempt such contact until successful.

Select 'essential staff' may be required to work during inclement weather or emergent situations. Staff working in Campus Safety are considered 'essential staff' at all times. Staff working in Dining Services, Buildings and Grounds, and Student Life may, at times, be considered 'essential staff;' individuals working in these offices should consult their supervisor about their 'essential staff' status.

If the College is closed or employees are sent home due to weather conditions, employees will be paid for the day. Those employees required to work will get compensatory time off, if applicable, or may be entitled to overtime pay, depending on the situation.

## **OTHER POLICIES**

### **Substance Abuse Policy**

In compliance with the Drug-Free Workplace Act of 1988 enacted by Congress all employees are advised that: the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited in the workplace. Any employee who engages in this activity will face sanctions which may include suspension or termination of employment. Furthermore, as an employee, you must notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Any employee so convicted must satisfactorily participate in a drug abuse assistance or rehabilitation program, at the employee's expense, or face sanctions including suspension or termination.

The College is committed to providing a drug-free workplace and to this end, from time to time, will provide information about the dangers of drug abuse in the workplace. The College's policy regarding

alcohol is designed to be consistent with the laws of Vermont; it stresses moderation, safety, and individual responsibility. In addition, the Human Resources Office maintains a list of local agencies equipped to deal with problems associated with drug and alcohol abuse.

### **Smoking Policy**

In accordance with Vermont state law the College is required to provide employees, students, and visitors with clearly stated guidelines on when and where they may smoke. The State policy restricts smoking in all places of public access. The policy has been formulated in recognition of the Surgeon General's conclusion that :

- a. smoking is injurious to health; and
- b. involuntary (or second-hand) smoking is a cause of disease in non-smokers

The College has designated all of its administrative, academic, and other public buildings **SMOKE-FREE**. Smoking is not permitted inside any of these buildings or within 30' of entryways and exits of all buildings.

### **Use of College Communication Resources**

The College provides or contracts for the communications services and equipment necessary to promote the efficient conduct of its business.

Staff should not use College communications services and equipment for personal use when doing so incurs costs borne by the College or has an adverse impact on job performance or the College's electronic infrastructure. College communications property or equipment may not be removed from the premises without authorization from supervisors.

All College communications services and equipment including the messages transmitted or stored by them, are the sole property of the College. The College may access and monitor employee communications and files as it considers appropriate. Communications equipment and services include mail, electronic mail ("e-mail"), courier services, facsimile, telephone systems, personal computers, computer networks, online services, Internet connections, computer files, telex systems, video equipment and tapes, audio and video recording equipment, pagers, cellular phones, bulletin boards, and newly developed communications technology as it is introduced into the College.

Staff should ensure that no personal correspondence appears to be an official communication of the College. All outgoing messages, whether by mail, facsimile, e-mail, Internet transmission, or any other means, should be accurate, appropriate, and professional. Staff should not use the College's address for receiving personal mail (unless they live on campus) or use College stationary or postage for personal letters.

Improper use of College communication services and equipment may result in disciplinary action, up to and including termination. Improper use includes any misuse as described in this policy as well as any harassing, offensive, demeaning, fraudulent, insulting, defaming, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages. Specific rules for commonly used equipment follow:

#### **Email**

Email is available for all staff members who currently have a Bennington-issued username and password. The site address is [www.gmail.com](http://www.gmail.com); you will then login using your Bennington email

address and password. The site provides access to your Gmail inbox, contacts, tasks, calendar, and Google Drive. You may access this site from any major web browser such as Chrome, Firefox or Safari. If you have problems or questions, please contact the Information Technology Office through [helpdesk@bennington.edu](mailto:helpdesk@bennington.edu).

Your Bennington email should be used primarily for business directly related to your work at Bennington College. You may choose to execute some amount of personal correspondence through your work email; however, no business unrelated to your work with the College should be conducted using your Bennington assigned email or Google Drive. You should be clear that any personal correspondence conducted through your Bennington gmail does not reflect an official position of, representation of, or work for the College, and all communications, whether for personal or work-related reasons, are considered the property of the College and may be monitored.

Web browsing should be conducted judiciously and is primarily for business use. Do not download and install software from the Web unless it specifically relates to your work for the College. Be cautious when clicking on attachments in emails; this is a common means of executing viruses. Please mark all spam emails as such using the gmail "Report spam" feature. Please contact the Help Desk at x4476 with any questions.

All Bennington employees are bound by the CAN-SPAM laws and must behave appropriately with Bennington-issued email addresses. Specifically, employees must refrain from sending mass emails (more than 20 recipients) using the copy (CC) or blind copy (BCC) fields. All mass emails sent from Bennington email addresses must use a mass email system with an unsubscribe option, per U.S. federal law. For assistance, please contact the IT@Bennington Help Desk, x4476, [helpdesk@bennington.edu](mailto:helpdesk@bennington.edu).

#### Telephones

College telephones, including College-issued cell phones, are primarily for use for business purposes. We ask that you limit your use of these devices for personal use. The College assumes no responsibility for personal files stored on College devices.

#### Digital File Storage

Bennington College provides several forms of device- and cloud-based storage employees, including a personal computing device, a Bennington-issued Google Drive account, file storage in Amazon Web Services, and, in some cases, cell phones and tablets. These devices remain the property of the College and are subject to review of contents by the College at any time; no expectations of privacy of data is implied when a device or account is issued to an employee. Storage of personal files in College-supported digital storage systems is prohibited; the College will not return any personal files from any device or system upon employee separation.

#### Other

Equipment such as computers and fax machines should be used primarily for College business. Photocopiers should not be used for personal printing; however, digital scanning and sending to personal email is permitted, as the College incurs no cost for these services.

The College engages with a number of third-party, Software-as-a-Service (SaaS) and cloud-based vendors. Employees are expected to use these systems and services exclusively for business-related purposes. The use of any SaaS or cloud-based service that employees access with Bennington-issued credentials is strictly prohibited.



## **Pet Policy**

Bennington College appreciates the special nature of the owner-pet relationship. However, the College is a workplace and residence for many, and, as such, the welfare of the entire community must be considered paramount. The College's pet policy recognizes that animals have the potential to impose on the safety, health, personal well being, and comfort of College employees and residents, as well as the sanitation, housekeeping, and physical condition of the campus. The College's pet policy consists of two components: (1) Dogs in the Workplace, and (2) Other Pets in the Workplace.

### **1. Dogs in the Workplace**

The College has established a pet policy that allows opportunities for employees to bring a dog into the workplace. Faculty and staff with private offices or faculty and staff who share an office may bring a dog to work during business hours so long as they comply with all requirements set forth in this policy. There will be select days during the academic year when dogs will not be permitted in the workplace; days include, but are not limited to, Plan Days, BenningtonWorks, Board meetings, Convocation, Fall/Alumni Weekend, Commencement Weekend, days when Buildings & Grounds must access an office for maintenance repairs and specific dates set at the discretion of a department manager. If additional College-wide days are added, employees will be notified of these days as far in advance as possible. This policy solely applies to the College's main campus; it does not apply to any other campus facility.

Bringing a dog to the workplace is a privilege and respect for other community members is paramount. When a dog in the workplace interferes with the working or living/learning environment of the employee or another community member, the dog will no longer be allowed in the workplace. Dog owners must agree to take full responsibility and liability for their dog, must ensure that the dog does not interfere with the use of the grounds by others, and ensure that the dog remains under the control and custody of the owner or the owner's designee at all times. Dog owners who fail to comply with all facets of this policy will lose their privilege of bringing their dog into the workplace and may incur fines/costs for select violations or damages. Policy compliance is managed by Bennington College Campus Safety.

With the exception of service animals, dogs will not be allowed in public spaces, administrative or academic areas of the College including, among others, classrooms, libraries, studios, theatres, labs, food service areas or conference/meeting rooms. Additionally, dogs will not be allowed in the following public-facing offices/buildings:

- Buildings & Grounds
- Campus Safety
- Commons
- Crossett Library
- Dining Services (includes anywhere food is handled/served)
- Health Services
- Human Resources
- Office of Admissions
- Psychological Services
- Student Life

Dog owners must exercise good judgement when bringing a dog to campus and must agree to the following:

- Approval by the employee's immediate supervisor. The employee's supervisor will be responsible for vetting the initial request to have a dog in the workplace with the department members.
- The dog must be registered with [Campus Safety](#). Registration requirements consists of a valid dog license and proof of current shots/vaccinations. *Please do not bring your dog to campus until you have been granted approval by Campus Safety.*
- The dog must not present any health or safety concern to others in the office/building. If colleagues are uncomfortable with dogs in their general work area, or have some type of allergic/medical reaction, then the dog will not be allowed.
- Dogs must be on leashes at all times when not in their owner's office.
- Dogs may not be allowed to wander outside of the owner's office into public areas.
- Dogs that show any aggressive tendencies (or have a past history of biting or aggressive behavior) will not be allowed on campus;
- Select dog breeds are prohibited by the College's insurance carrier; contact Campus Safety for detailed information.
- Dog owners must post a sign on their office door notifying students and co-workers and visitors that a dog is present. Signage will be available through Campus Safety.
- In advance, dog owners must alert meeting participants that a dog will be present in their office; must provide an alternate meeting location to an individual who is uncomfortable meeting in an office with a dog present or must leave their dog home on a particular day.
- Employees who bring their dogs to work are wholly responsible for cleaning their offices and removing the trash; cleanliness must meet regular College standards. Buildings & Grounds staff will not perform any cleaning or trash removal regardless of whether or not the dog is in the office at the time of service. If offices are not routinely and adequately cleaned by the occupant, then the dog will no longer be allowed. If an office must be entered for maintenance or other required work, the dog owner must make arrangements to ensure the animal will not be present during the duration of work. Employees will be notified as far in advance as possible, but may receive as little as one days' notice so owners must be prepared for alternate pet accommodations at all times.
- Immediately clean up after the dog, both indoors and out. Dog owners should be mindful of campus grounds, paying particular attention to ensure that the dog does not eliminate on any paved area, common grounds, walkways and the like. The dog owner is required to properly dispose of dog waste.
- The dog owner will bear all related costs for damages attributable to the dog that require maintenance/repairs/replacements of College property/facilities and understand that the dog will not be allowed back on campus.
- Dogs are not permitted in any college-owned vehicle.
- The presence of the dog does not, in the supervisor's view, interfere with the owner's ability to perform their work duties.
- Policy violations, owner negligence, and/or mistreatment of a pet will not be tolerated.

If any community member experiences a problem with another community member's dog, the community member may contact the employee's supervisor or Human Resources (staff) or Office of the Provost/Dean of the College (faculty) who will work with the employee to resolve the conflict.

The College reserves the right to revoke privileges of any employee who fails to comply with any tenants of this policy or whose dog, in the sole discretion of the College, presents as a concern to the campus community. The College reserves the right to revise this policy at any time, with or without notice.

## 2. Other Pets on Campus

With exception of the 'Dogs in the Workplace policy', small fish and service animals, the College prohibits any person from bringing or keeping pets in residences or any administrative or academic buildings. Pets, including dogs, are not allowed in such facilities as classrooms, libraries, studios, food service areas, administrative or meeting spaces, or public access areas. When on campus grounds, a dog must be on a leash at all times. Employees occupying College housing may keep common domestic pets in their residence subject to certain conditions.

### **Financial Whistleblower Policy and Procedure**

This policy is intended to encourage and enable employees to raise serious concerns relating to the financial affairs or the financial recordkeeping ("Financial Affairs") of the College within the organization, for investigation and appropriate action. With this goal in mind, no employee who, in good faith, reports such a concern shall be threatened, discriminated against, or otherwise subject to retaliation or adverse employment consequences as a result of such report.

The following concerns are covered by and may be reported under this policy:

- providing false or misleading information on the College's financial documents, tax returns or other public financial document;
- providing false material financial information to, or withholding such information from, the auditors, accountants, lawyers, trustees or other parties responsible for ensuring the College's compliance with fiscal and associated legal responsibilities;
- violation of any law relating to the Financial Affairs of the College, including embezzlement, private benefit, or misappropriation of funds;
- material violation of the Board of Trustees' policy on conflict of interest.

### Procedures to Report Concerns

An employee may report a concern covered by this policy directly to the President, the Senior Vice President for Finance and Administration, the Dean of the College, or the Director of Human Resources. However, if for any reason an employee is not comfortable reporting to any of these individuals or does not believe the issue is being properly addressed, the employee may report the matter to the Chair of the Board or any member of the Board of Trustees. A report must be in writing.

### Handling of Reported Concerns

The College will investigate promptly any report made in accordance with this policy. A matter reported to any of the four staff members referenced above will be investigated to determine whether the allegation is true, whether the issue is material, and what actions, if any, are necessary and appropriate to correct the problem.

A matter reported directly to the Chair of the Board or any member of the Board of Trustees will be investigated by the Chair or her/his designee, unless the matter pertains to the Chair. The Chair or her/his designee will investigate to determine whether the allegation is true, whether the issue is material, and what, if any, corrective action is necessary and appropriate. If the report pertains to the Chair, the President will investigate to determine whether the allegation is true, whether the issue is material, and what, if any, corrective action is necessary and appropriate.

### Acting in Good Faith

An employee reporting a concern must act in good faith and have reasonable grounds for believing the matter raised is a serious violation of law or policy relating to the Financial Affairs of the College, or a material accounting or auditing matter.

#### Confidentiality

Reports of concerns, and investigations pertaining thereto, shall be kept confidential to the extent practicable and permitted by law.

#### **Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking Policy and Procedures**

Sexual harassment, sexual misconduct, and other acts covered in this policy subvert the fundamental core of our values and the educational mission of Bennington College and threaten the well-being of students, faculty, and staff. The College is committed to take action, and may be required to take action, if it learns of potential violations of this policy, even, in some instances, if the person subjected to such misconduct does not wish to formally file a complaint.

Please refer to the College's [policy](#), found online.

#### **Weapons Policy**

Possession of dangerous, potentially dangerous, or unauthorized materials such as explosives, firearms, or other weapons (whether or not loaded with ammunition) on College property is strictly prohibited. Employees may not carry such materials on to College property in their vehicles or by other means. The Dean of the College may authorize in writing specific exceptions for job-related activities for faculty and technical staff. The Director of Campus Safety may authorize in writing specific exceptions for job-related activities for other personnel. Violation of this policy will be considered grounds for immediate discharge.

#### **MISCELLANEOUS**

##### [Dining Services/Staff Dining Options](#)

Dining on campus is a quintessential part of the overall college experience! The College offers several dining options for staff. To enroll in a meal plan, please complete the [Staff Meal Plan Form](#) and visit the Bookstore to complete the enrollment process. Staff and guests are also able to use cash to purchase meals on a daily basis.

##### **Tours of Campus**

Tours of the campus are given periodically by the Human Resources Office and may also be arranged in conjunction through the Office of Admissions.

##### **Activities on Campus**

All employees are invited and encouraged to attend all activities on campus and should consult the *Bennington Bulletin* or *College Week* for time and location.

##### **Access to Facilities**

Employees are encouraged to use the facilities of the College. The Student Life Office should be contacted regarding use of any facilities, such as the tennis courts or Meyer Recreation Barn.

##### [Campus Safety](#)

Campus Safety enforces certain non-academic policies and regulations established by the College. The Bennington College Campus Safety Office is located in the small building at the entrance to the main campus, opposite the Barn. Campus Safety officers are on duty 24-hours a day, 365 days a year. All Campus Safety Officers are trained and certified in CPR, first aid, naran spray, NSC DDC-11 (Defensive Driving Course) and the use of the Automated External Defibrillator (AED). Campus Safety should be

called immediately in the event of an emergency, accident or illness. Campus Safety can be reached by a campus landline telephone at:

Routine or non-emergency calls: extension 0 or 4250

Emergency: extension 767 (SOS)

From off campus or a cell phone: (802)-447-4250

### **Emergency Medical Response**

All emergencies should immediately be reported to Campus Safety by dialing extension 767(SOS) from a campus landline telephone or (802)-447-4250 from a cell phone. As trained first responders, Campus Safety Officers will respond, tend to the injured/ill, assess the situation, and request 911 be called as appropriate.

### **Reporting Crimes/Incidents**

All crimes, incidents and suspicious activity should immediately be reported to the Office of Campus Safety, who will respond, investigate, provide assistance and document the incident.

### **[Annual Clery Act Security & Fire Report](#)**

In accordance with the "Jeanne Clery Disclosure of Campus Security Policy and the Campus Crime and Fire Statistics Act", all colleges are required to provide their current students and employees with an annual copy of crime and fire statistics. The Annual Security Report is designed as a general overview of safety-related programs and departments that Bennington College provides to its community. Included in the report are statistics for crimes and fires that occurred on Bennington College property during the last three calendar years and the number of persons referred for campus disciplinary action for criminal offenses and for arrests made for liquor law violations, drug-related violations, and weapons possessions. At any time, a staff member may request an up-to-date copy of the Crime Statistics Report by contacting the [Campus Safety Office](#). The [Annual Security Report](#) information is posted on the College's website. Printed brochures of this document are also available at the Office of Campus Safety upon request.

### **Emergency Notification**

Bennington College has developed an [Emergency Response Plan](#) to provide a systematic response to emergency conditions that could occur on campus. To facilitate communication, the College utilizes the Send Word Now Emergency Notification System. During an emergency, notifications are sent to all employees via campus telephone and email, and any other communication devices an employee has registered with the system (home phone, personal cell phone, email address, etc.) Staff members are issued a Bennington College email address will receive email notification from the Office of Campus Safety on how to register for *Send Word Now*.

### **On-Campus Emergencies**

If a staff member should require emergency assistance, he/she should dial Campus Safety at extension 767 (SOS) from any campus landline telephone. This is an emergency number only and should not be dialed for any other reason. The caller should state the nature of the emergency, the location of the emergency, and their name, and should not hang up until advised to do so by the security officer. A campus safety officer will respond as soon as possible.

### **Blue Light Emergency Call Boxes**

For ease of communicating with Campus Safety from some of the more remote locations around campus, the College has installed Emergency Call Boxes in the following sites: between the basketball and tennis courts; at the north end of the Ohio Lot; near the north entrance of the East VAPA lot; and across from the Carriage Barn, At the end of the Alabama lot and on the walking path to Paran Creek. Identified by blue lights, they connect directly and immediately to the Campus Safety Coordinator, relaying the exact location of the caller. The call boxes are attached to ten-foot tall white columns with the word 'EMERGENCY' written in red letters on each side. Operation instructions are located on the boxes. Campus Safety will be automatically notified when a call box is activated.

### **Vehicle Operation and Parking**

All employees of the College are required to register any motor vehicle that will be driven on the College campus. Applications for parking decals are available at the Office of Campus Safety; there is no charge for a parking decal for staff and faculty. All vehicles parked on College property must display a current College decal. Employees should visit the Campus Safety to complete this registration within the first few days of employment. *Until a vehicle has been registered, please park in "Lower Barn Lot" to ensure that the vehicle is not ticketed.* Employees will need to provide the following items to complete the registration process:

- Valid driver's license
- Proof of vehicle registration
- Insurance identification card

Once these requirements have been satisfied, the employee will be given a free parking sticker(s) to be displayed on the motor vehicle(s). Campus Safety will also provide each employee with a map of the designated employee parking areas as well as information outlining vehicle operation and parking regulations while on campus.

*Battery Jump Starts:* Vehicle battery jump start assistance will be provided by Campus Safety Officers, when available, for vehicles on campus.

*Vehicle Unlocks:* With proper photo identification, vehicle unlock assistance will be provided by Campus Safety Officers to individuals who have locked their keys in their vehicles on campus free of charge.

As a reminder, Bennington College is not responsible for any damages to or theft of motor vehicles, or the contents thereof, while parked on Bennington College property. Unregistered, illegally parked, and abandoned vehicles are subject to ticketing, towing and/or disposal.

### **Post Office**

As a United States Postal Station contract station, the Bennington College [Post Office](#), can make the same transaction as any hometown post office. The Post office sells stamps, postcards, envelopes, and aerogrammes. Mail may be sent first class, third class, fourth class, book rate, or parcel post. The Post Office can certify, register, insure, and special deliver mail. Interoffice mail is normally picked up and delivered once a day to certain College offices.

### **Library**

College employees are encouraged to use the [Crossett Library](#). Bennington College ID cards are required to check out materials. ID cards may be obtained through the Office of Information Technology [helpdesk@bennington.edu](mailto:helpdesk@bennington.edu).

### **The Bookstore**

The [Bookstore](#) carries course books, art supplies, office supplies and greeting cards as well as a host of other items. Credit cards and personal checks are normally accepted. Employees may cash checks (up to \$200) in the Bookstore. If the bank refuses to honor a check on two occasions, the employee will lose this service.

## **GRIEVANCE PROCEDURE**

It is reasonable to expect that the employees of any organization will occasionally experience conflicts or will encounter situations that they believe are unfair. The College expects that employees and their supervisors, in their efforts to work toward the common goal of the good of the College, will overlook minor disagreements and will discuss with their supervisors the more significant ones. It is hoped that this will permit resolution of differences without resorting to formal complaints and formal resolution procedures. At no point in the "Grievance Procedure" or "Separation From Employment" procedure will the presence of legal counsel be permitted by either party.

For unresolved differences, the following procedure has been developed.

### **A. Non-exempt Staff**

#### **Step One:**

The employee, who may be accompanied by a current College employee of his/her choice, shall present the grievance to his/her immediate supervisor in writing, with the expectation that the supervisor and the employee will discuss the grievance at the time of presentation or shortly thereafter. A written reply to the grievance will be given to the employee by the supervisor within five working days after presentation of the grievance.

#### **Step Two:**

If the employee considers the reply in Step One to be unsatisfactory, he/she may present the grievance in writing to the Administrative Staff Grievance Committee (ASGC) composed of the Dean of College and the Vice President for Finance and Administration, and a senior administrator appointed for one-year term by the President. Should the grievant's immediate supervisor be a member of the ASGC, that person will be excused from the hearing of this matter and President will appoint an alternate to serve. The Committee shall schedule a timely meeting at which the employee, the supervisor, and the members of the Committee shall be present. A current College employee of the employee's choice may also attend the meeting in an advisory capacity. After thorough review of the matter, the Committee will make its determination and will inform the employee and the supervisor in writing of its decision, within one week of the meeting.

#### **Step Three:**

If the employee is not satisfied with the Committee's decision, he/she may appeal to the President, whose judgment is final. This appeal must be presented to the President's Office in writing within one week of receiving the Committee's written decision.

### **B. Exempt Staff**

Exempt staff are expected to discuss and resolve any conflicts or differences with their immediate supervisors. Issues that cannot be resolved at this level may be discussed by the employee with the next level of supervision whose decision will be final.

## SEPARATION FROM EMPLOYMENT

### Notice of Voluntary Resignation or Retirement

When a staff member has decided to resign from the College, he/she shall give notice of at least two weeks if in a non-exempt staff position or four weeks if in an exempt position. In the case of retirement, at least four weeks notice shall be given.

Employees shall notify their supervisors of their intention to leave in writing, stating the date of their last day of work. Copies of this letter of resignation or retirement shall be provided to the department head and the Human Resources Office by the employee's supervisor. The Human Resources Office will normally conduct an exit interview with the employee shortly before his/her last day of work.

### Discharge

#### A. Support Staff

##### 1. Probationary Period

New support staff employees will be subject to a three-month probationary period. Termination during the probationary period may be based solely on the recommendation of the employee's supervisor and is not subject to the College's progressive disciplinary procedures.

##### 2. Progressive Disciplinary Procedure

###### a. First Warning: Verbal Warning

A conference is held between the employee and his/her supervisor to clarify the standards of performance. A date by which the problem must be corrected is specified.

###### b. Second Warning: Written Warning

If the unsatisfactory performance continues, the supervisor gives the employee written notice indicating that the problem persists and stating the consequences if the problem is not corrected. A conference between the employee, the supervisor, and, if requested, another employee of the employee's choice will occur, at which the difficulties will be discussed, a deadline for improvement will be set, and a written memorandum will be signed by both the employee and the supervisor. An employee has the right to add comments to the written memorandum before signing it. This memorandum will be placed in the employee's file. When the employee corrects the problem, a statement to that effect will be given to the employee by the supervisor and added to the employee's personnel file.

###### c. Final Action – Discharge

A conference is scheduled with the employee, the supervisor, the Director of Human Resources, and if requested, another employee of the employee's choice, to review the problem and address the situation. Termination is likely to result at this stage, especially when attempts to correct the problem have failed. At this time of termination, the supervisor will provide the employee with a letter specifying the reason for termination. The employee will receive two weeks severance pay if he/she has been employed by the College for at least one year.



If the supervisor feels that termination is not warranted at this time, another written warning may be issued in which case the procedure set forth in Section A. 2. b. will apply.

### 3. Immediate Discharge

Immediate discharge will occur for serious violations or gross misconduct. No notice is required nor is severance pay forthcoming.

### 4. Appeal

An employee who has been terminated may appeal in writing his/her termination to the President within one week of the date of termination. The decision of the President is final.

### 5. Other Separations from Employment

Discharge may also result from an elimination or restructuring of positions. The employee will receive two week's severance pay if he/she has been employed by the College for at least one year in full-time, continuous service as of the date of discharge.

### B. Professional Staff

A professional employee may be discharged at any time in the sole discretion of the employer. Any such action will be automatically reviewed by the President but is not subject to the grievance procedure.

### C. Continued Medical Coverage

Staff members leaving College employment (unless discharged for gross misconduct) are eligible for continued medical coverage, in compliance with the COBRA Act. Details are available in the Business Office. Staff members retiring from College employment should consult information on retirement policies and continued medical coverage on page B1.

Accumulated vacation time is not paid out to the employee upon termination or separation from employment for any reason.

## **EMPLOYEE BENEFITS**

The eligibility for and amount of a benefit depends on employment status. Full-time, salaried employees are entitled to all benefits enumerated. Part-time salaried employees and employees paid by the hour may be entitled to benefits on a prorated basis in accord with College policy. Temporary employees are not entitled to benefits. Please contact Human Resources for detailed benefits information and eligibility criteria.

### **Workers' Compensation**

Workers' Compensation is an insurance program that provides medical and disability benefits for certain work-related injuries and illnesses arising out of and in the course of employment. Employees injured on the job will be compensated according to the Vermont Workers' Compensation Act. The Human Resources Office, the College's workers' compensation carrier, and the Department of Labor will monitor these cases to ensure effective management.

Medical treatment for work-related injuries and return to work planning will be coordinated by the College in conjunction with the Occupational Health Department (OHD) of the Southwestern Vermont Medical Center (SVMC) in Bennington, VT. Employees are required to follow the steps outlined below in the event of a work-related injury:

- Any employee requiring ambulance transportation from the work site due to a life- or limb-threatening accident should be taken directly to the Emergency Department at Southwestern Vermont Medical Center in Bennington, VT, or the nearest emergency care unit.

Employees should always notify Campus Safety (x210) regarding any emergency situation.

- All work-related injuries should be reported to Human Resources within 24 hours. In the event that the office is not open, the report should be made on the first business day that it is open. Employees must file a First Report of Injury form and related Department of Labor forms provided by the Human Resources Office. Employees must contact Human Resources regarding their return-to-work status and other case details.
- Any employee who has a non-life-threatening injury should contact the Occupational Health Department (OHD) of SVMC at 802-447-5317. The OHD nurse can advise the employee on the appropriate course of action and will make necessary appointments for treatment and/or referrals. The OHD will determine the need for additional visits for specialist evaluation and treatment, file claims, and will keep the employer updated with restrictions and return-to-work notices. The contact information is as noted:

Southwestern Vermont Medical Center  
Occupational Health Department  
100 Hospital Drive  
Bennington, Vermont 05201

- The final decision as to whether compensation shall or shall not be payable in any particular instance rests with the Vermont Department of Labor.

Accumulated sick time and vacation time may be used by an employee to supplement any workers' compensation received, up to the amount of the employee's regular salary. Vacation and sick time are not earned while collecting workers' compensation.

For questions or concerns regarding work-related injuries or illnesses, please contact Human Resources.

### **Emergency Time Off**

Employees who cannot work because of a personal emergency may be permitted time off with the approval of the department head. Employees must make up any time off taken. Time not made up will be charged as vacation.

### **Bereavement**

An employee is permitted up to five days with pay without charge to vacation time when there is a death in the employee's immediate family (spouse or mate, child, mother, father, mother-or father-in-law, brother, sister, brother-or sister-in-law, grandparents), or a death of another relative in the employee's immediate household.

### **Jury Duty**

If jury duty fees (not including reimbursement for expenses) are returned to the College, employees on jury duty will continue to receive their customary salaries. Otherwise employees will be given an unpaid leave. The Business and Human Resources Office should be notified before the jury duty period begins.

### **Leaves**

The College may grant a leave as outlined below. Only one mandated [Family and Medical Leave](#) will be granted in any 12-month period beginning on the first day of the leave. Under all circumstances, an employee must have worked at the College on a full-time basis for one year to be eligible to request a leave of absence.

#### **Personal Leave**

A maximum of six-months' leave of absence without pay may be granted, in the College's sole discretion, to an employee for personal reasons. The request for a leave must be reviewed and approved by the department head, the administrative supervisor, and the Director of Human Resources. During the period of the leave, sick time and vacation time are not earned. The employee will not necessarily be returned to the same or a comparable position. An employee must use any accrued vacation or sick time during the leave.

#### **Benefits During Personal Leave**

If a personal leave is granted due to an employee's own serious health condition and directly follows a Family and Medical Leave, the employee may elect to maintain health, life, long term disability, pension and/or flex reimbursement account benefits during the leave for a maximum of three months under the current cost-sharing arrangements, but only insofar as the terms and conditions of these benefits permit continuation during the employee's leave. The College may request medical certification from the employee to support continuation of the benefit cost-sharing arrangements under this provision. If additional personal leave time is granted following the three month period referred to above, the employee may elect to maintain health, life, long term disability, pension and/or flex reimbursement account benefits, but only insofar as the terms and conditions of these benefits permit continuation during the employee's leave, and provided that the employee is responsible for the full cost of such plans. Should an employee not return to work, the employee may be required to pay the full insurance premium costs covered by the College during the employee's leave.

If a personal leave is granted for a reason other than the employee's own serious health condition that directly follows a Family and Medical Leave, the employee may elect to maintain health life, long term disability, pension and/or flex reimbursement account benefits during the leave, but only insofar as the terms and conditions of these benefits permit continuation during the employee's leave, and provided that the employee is responsible for the full costs of such plans.

### **Family and Medical Leave**

This policy provides only a summary of the main provisions of the federal and state family and medical leave laws; it is the intention of the College that its policy comply with those laws.

In compliance with federal and state family and medical leave laws, Bennington College provides eligible employees:

Up to 12 workweeks of leave during a single 12-month period for the following reasons:

1. Birth, adoption, or foster placement of a child.

2. To care for a child, spouse, parent, or spouse's parent with a serious health condition.
3. For a serious health condition that makes the employee unable to perform the essential functions of his or her job
4. For any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.;

An eligible employee may also take up to 26 workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness when the employee is the spouse, son, daughter, parent, or next of kin of the servicemember.

An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reasons during the single 12-month period.

An employee generally must request leave at least 30 days advance when the need for leave is foreseeable. When the need for leave is foreseeable less than 30 days in advance or is unforeseeable, employees must provide notice as soon as possible and practicable under the circumstances.

Leave may be taken intermittently or on a reduced work schedule under certain circumstances. Please consult Human Resources.

For a planned medical treatment for an employee or family member, the employee must make a reasonable effort to schedule leave time to avoid disrupting operations, subject to the approval of the health care provider.

#### Procedure

1. The employee must notify his/her supervisor and Human Resources of the need to take Family/Medical Leave providing date of commencement and expected date of return to work.
2. The employee must obtain, in a timely manner, any necessary medical certification required by the College. Human Resources will inform the employee if they must obtain medical certification; certification forms are available [online](#) from Human Resources. The medical certification should be provided no later than the time the leave begins and must be provided within 15 days after medical certification is requested unless there are extenuating circumstances. Additional certification may be required at 30-day intervals; the health care provider representing the College may contact the employee's health care provider; and the College may require a second or third exam at its expense
3. If approved for intermittent leave, the employee must make a reasonable effort to schedule treatment so as to not unduly disrupt operations.
4. While on leave the employee must keep the supervisor and Human Resources informed of intent to return and any changes in scheduled return time.

Should an employee not return to work, the employee may be required to pay the health insurance premium cost covered by the College during the employee's leave, in accordance with law.

A husband and wife who are eligible for family or medical leave and are employed by the College are permitted to take a combined total of 12 weeks of leave during any 12-month period only in the following circumstances:

1. for birth of a child and bonding with the newborn child;
2. for placement of a child with the employee for adoption or foster care, and bonding with the newly placed child; or
3. to care for a parent or parent "in-law" with a serious health condition.

#### Definitions

1. *Eligible employee* is an employee who has worked for Bennington College and has worked for the College at least 1,250 hours during the 12-month period immediately before the date the FMLA leave is to start
2. *Spouse* means a husband or wife as defined or recognized by state law.
3. *Child* means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age or who is 18 years of age or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence
4. *Parent* means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child.
5. *Serious health condition* is an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

#### Pay Policies During Family and Medical Leave

This policy applies only to illnesses or disabilities which are not covered by the Vermont Workers' Compensation Act. Employees injured on the job will be compensated in accordance with that Act.

Family or Medical leave may or may not be covered by paid time off, depending on the circumstances.

1. When the leave is taken by the parent for the birth, adoption, or full-time foster child placement, or to care for the child after birth, adoption, or full-time foster placement, the College will provide three weeks of pay.
2. If both parents of a child are employed by the College and are eligible for leave under Paragraph 1 above, the College will provide a total of three weeks of pay to be used by either parent or divided between them.
3. When the leave is taken because of an employee's own serious health condition (including childbirth), the College will provide three weeks of pay commencing with the fourth week of the leave. The employee may, at the employee's option, use accrued paid sick leave and vacation time during the first three weeks and after the sixth week of the leave should the condition continue. Such use of accrued paid leave shall not extend the total amount of the leave available.

4. Where allowed by the College, the employee may be eligible to use accrued but unused paid vacation and sick time. Under all other circumstances, family and medical leaves are unpaid.

#### Benefits During Family and Medical Leave

Generally, an employee is eligible to continue benefits during their leave under the same conditions as would have been applicable if the employee had been employed during the leave period. The employee is responsible for continuing to pay any required premium contributions for benefits that are continued during family and medical leave. Employees are required to contact Human Resources to make arrangements to pay any employee contributions.

#### Short-Term Family Leave

1. In addition to the leave provided above, an employee shall be entitled to take unpaid leave not to exceed four hours in any 30-day period and not to exceed 24 hours in any 12-month period. The leave must be taken in a minimum of two-hour segments and may be taken for any of the following purposes:
  - a. To participate in pre-school or school activities directly related to the academic educational advancement of the employee's child, stepchild, foster child, or ward who lives with the employee, such as a parent-teacher conference.
  - b. To attend or to accompany the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse, or parent-in-law to routine medical or dental appointments.
  - c. To accompany the employee's parent, spouse, or parent-in-law to other appointments for professional services related to their care and well-being.
  - d. To respond to a medical emergency involving the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse, or parent-in-law.
2. An employee shall make a reasonable attempt to schedule appointments for which leave may be taken under this section outside of regular work hours. In order to take leave under this section, an employee shall provide the employee's supervisor with the earliest possible notice, but in no case later than seven days before leave is to be taken except where the required seven days notice could have a significant adverse impact on the family member of the employee.
2. At the employee's discretion, the employee may use accrued paid leave, including vacation and sick leave, where applicable.

## PAID AND UNPAID TIME OFF

### Holidays

The total number of paid holidays per year is sixteen days. A [schedule of holidays](#) is published annually and includes Martin Luther King's Birthday, Presidents' Day, Memorial Day, Independence Day, Bennington Battle Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, Staff Appreciation Day and an end of year Winter Break which includes Christmas, New Year's Day and five additional days.

New Year's Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day are designated as premium holidays, and any staff member required to work on a premium holiday will be given an equivalent day and one half off or if this is not possible, they shall receive an additional day and one half of pay.

### Paid Vacations

Bennington College offers generous vacation time to support a healthy balance of work and personal time. Generally, vacation time is to be used for planned absences, however, accrued but unused vacation time may also be used in other circumstances (such as select approved leave situations). Vacation time must be scheduled by mutual agreement between the employee and the supervisor. Employees are encouraged to be mindful of the academic cycle and/or peak work periods and must plan vacation time accordingly throughout the year. The employee must complete, and have approved in advance, a vacation request in [ADP eTime](#).

Vacation time is accrued on an annual basis during the fiscal year (July 1 through June 30). Full time, 12-month (full-year) employees earn vacation in accordance with the following schedule:

Accrual Schedule for Full-time employees			
Years of Service	Hours scheduled per day	Total vacation time earned per year	Semi-monthly accrual amount
Less than 25	7	20 days (140 hours)	5.83 hours
Less than 25	8	20 days (160 hours)	6.66 hours
25 or more	7	25 days (175 hours)	7.29 hours
25 or more	8	25 days (200 hours)	8.33 hours

Part-time, benefit-eligible, full-year employees earn vacation on a pro-rata basis, based on the employees' full-time equivalent (FTE) status. Part-time employees should contact Human Resources to review vacation time allotment.

All earned vacation may be carried into the next year but not to a subsequent year. For example, a full-time employee earning 20 vacation days per year may carry a maximum of 140 vacation hours (20 days) into the subsequent fiscal year. Any excess earned vacation time will be forfeited except in select instances where approved by the Director of Human Resources.

Vacation time for exempt staff will be charged in full day increments. Vacation time for non-exempt staff will be charged in hourly increments. Employees are able to track vacation time balances and usage through [ADP eTime](#).

Temporary, seasonal, casual, or employees working less than 12 months are not eligible for paid vacation time. Accumulated vacation time is not paid out to the employee upon termination or separation from employment for any reason.

#### **Paid Sick Time**

Bennington College offers paid sick time to support an employee during periods of illness. Employees may use sick time for the care of an eligible family member and may use sick time for scheduled medical or dental appointments for themselves or for eligible family members. Eligible family members for the purpose of this policy include: the employee's spouse/partner, child (including children of civil union/domestic partners), parent or any other person residing in the employee's immediate household.

Sick time is accrued on an annual basis during the fiscal year (July 1 through June 30). Full time, 12-month (full-year) employees earn sick time in accordance with the following schedule:

Accrual Schedule for Full-time employees			
Payroll Cycle	Hours scheduled per day	Total sick time earned per year	Semi-monthly accrual amount
Semi-monthly	7	10 days (70 hours)	2.91 hours
Weekly	8	10 days (80 hours)	3.33 hours

Part-time, benefit-eligible, full-year employees earn sick time on a pro-rata basis, based on the employees' full-time equivalent (FTE) status. Part-time employees should contact Human Resources to review vacation time allotment.

Sick leave is cumulative to a maximum of 160 days. Sick time for professional staff will be charged in full day increments. Sick time for all other staff will be charged in hourly increments.

A physician's certificate may be requested after three days' continuous absence. Employees are able track sick time balances and usage through [ADP](#), the College's integrated Human Resources, payroll, benefits, and time/attendance tracking system.

Accumulated sick time is not paid out to the employee upon termination or separation from employment for any reason.

#### **COVID Leave (limited term policy)**

To support employees who need time away from work for qualified reasons related to COVID-19, the College implemented a limited term COVID leave policy. Effective January 1, 2022 through June 30, 2022 and extended through December 31, 2022, all benefits-eligible staff are immediately eligible for COVID leave paid time off for eligible reasons noted below.

An employee is entitled to take COVID Sick Leave if the employee is unable to work, including unable to work remotely, because the employee:

1. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. has tested positive for COVID-19 and is required to self-isolate or quarantine;



4. is considered a close contact of a COVID-19 positive individual and is required by Vermont State protocol to isolate;
5. is caring for an immediate family member who is experiencing COVID-related symptoms and/or who is subject to a quarantine or isolation; or
6. is caring for a dependent child whose school or place of care is closed due to COVID-19 related reasons

A full-time eligible employee is entitled to up to five days (maximum of 40 hours) of COVID Sick Leave for qualifying reasons. A part-time eligible employee is entitled to pro-rata COVID Sick Leave (based on the employee's full-time equivalent status) for qualifying reasons. Where applicable, leave time taken shall be counted as part of the overall allotment of Family Medical Leave ([FMLA](#)) time available to each employee. COVID Sick Leave time can be requested through [ADP](#).

## **EDUCATIONAL OPPORTUNITIES**

### **Courses at the College**

After having been continuously employed at the College for one year as a full-time employee (or in accord with the current schedule published by the Business Office of the College for certain part-time salaried employees), an employee or her/his spouse is permitted to take one undergraduate course per term, tuition-free, at Bennington College provided that the registrant obtains prior permission from his/her department head, prior approval of the Dean of the College and the Vice President for Finance and Administration, that there is room in the course, and that permission has been obtained from the instructor. It is expected that an employee's course attendance will not unduly affect the office's work schedule. Employees must make up any time taken for class attendance.

If an employee wishes to be considered a matriculated student at Bennington College, she/he must apply to the Admissions Office for entrance in accordance with regular admissions standards and procedures.

Children of full-time employees who have been employed at the College for two years or more or who have worked continuously in a part-time, benefits-eligible position prior to becoming full-time and whose part-time service is the accumulated equivalent of two years as of the date of the start of the initial term may take up to two individual courses per term at the College free of tuition charges, provided that the registrant obtains permission from the Dean of the College and the Director of Human Resources, that there is room in the course, and that permission has also been obtained from the instructor.

Children of full-time employees who have worked at the College for two years or more or who have worked continuously in a part-time, benefits-eligible position prior to becoming full-time and whose part-time service is the accumulated equivalent of two years as of the date of the start of the initial term and who have been accepted by the Admissions Office in accordance with regular admission standards and procedures, may matriculate for the Bennington degree and receive tuition benefits equal to the cost of tuition minus any federal and state grants for which they are eligible. Room, board, and all other charges must be paid by the employee or student. Further financial assistance from College or federal (loans, work-study) sources is awarded on the basis of financial need. Families must apply in a timely manner for all state and federal aid. No tuition benefits will be available for students who do not apply for these funds (see the Financial Aid Office for further information). Details regarding the tax implications of these benefits may be obtained from the Business Office.

## Tuition Exchange Program

Bennington College is a member of the Tuition Exchange (TE), a cooperative program that provides an opportunity for natural or adopted legally-dependent children of qualifying faculty and staff to receive substantial tuition scholarships at over 600 colleges and universities in the U.S. A list of participating colleges is available on the [TE website](#).

Each year, Bennington can designate a limited number of faculty and staff dependents to apply to other institutions as TE Scholars. The number of available TE opportunities depends on the number of Tuition Exchange students who come to Bennington. Each institution must maintain a balance between students sent to other schools on the exchange (exports) and students received on the exchange (imports). In addition, the institutions to which students are applying may limit the number of Tuition Exchange scholarships offered to applicants, so designation by Bennington College does not assure the dependent a TE scholarship. Children under 25 years of age who are working toward a first associate or bachelor degree may apply.

### Eligible to apply are the following:

- Full-time employees who have been on continuous full-time status for at least the most recent three years as of the January 1 or July 1 immediately prior to the date the dependent child expects to enroll, or continues enrollment in a TE member institution's undergraduate program for his or her first associate or bachelor degree and provided the employee remains on full-time, benefits-eligible status.
- Full-time employees who have worked continuously in a part-time, benefits-eligible position **prior to becoming full time** and whose part-time service is the accumulated equivalent of three years as of the January 1 or July 1 immediately prior to the date the dependent child expects to enroll, or continues enrollment in a TE member institution's undergraduate program for his or her first associate or bachelor degree and provided the employee remains on full-time, benefits-eligible status.
- Part-time benefits-eligible employees who have worked continuously in a part-time, benefits-eligible position and whose part-time service is the accumulated equivalent of four years as of the January or July 1 immediately prior to the date the dependent child expects to enroll, or continues enrollment in a TE member institution's undergraduate program for his or her first associate or bachelor degree and provided the employee remains on part-time, benefits-eligible status.

Application for a student's participation in the TE program does not guarantee acceptance by a member TE institution, nor does it ensure the award of a scholarship. Please refer to the online FAQs for an explanation of TE certification as an "outgoing" applicant, and the awarding of a TE Scholarship by a host institution.

As a TE participant, Bennington College has agreed to provide scholarships for incoming students which, over time, must be in balance with outgoing placements in order for Bennington to stay in the program. Once a student is designated as a TE participant, Bennington expects to certify his or her participation for up to a four-year period.

Note that during the period that a student is participating in the TE, the student's parent must remain in TE-eligible employment status, and the student must remain enrolled at the institution, meeting the host institution's standards of academic performance and conduct.

Additional information may be obtained from the Tuition Exchange Officer in the Financial Aid Office. Employees who have dependents wishing to apply to participate should complete an application form

between October 1 and October 31 prior to the year in which the dependent intends to enroll. The application forms are available [online](#).

### **Community Engagement**

Bennington College is committed to contributing to the vitality of the broader Bennington community and offers time-off benefits to employees who wish to volunteer and engage with community-based organizations. We encourage all eligible staff to apply for an engagement assignment—whether locally or globally—sharing time and talent in ways that benefit our community and the greater world. Engagement in the Community

Throughout its rich and vibrant history, Bennington College has invited its campus community to creatively engage in a conversation about some of the world's most pressing problems. Bennington has always built deep connections between doing and knowing, action and reflection, the classroom and the world. The College's annual Field Work Term, like its teacher-practitioner model of teaching, are expressions of these connections. Bennington's Center for the Advancement of Public Action offers additional opportunities for engagement.

Bennington College invites staff to engage and support this mission by engaging and volunteering time at community organizations—both in the local and surrounding communities and on the national level. Staff are invited to spend up to one day each year volunteering at a non-profit organization, engaging in assignments that support the College's dedication to social responsibility and action in the world.

Each benefits-eligible employee is entitled to one full paid day off from work for community engagement each academic year (July through June). Volunteer assignments may be taken in any increment (single hours, half-day or full day), as approved by the employee's supervisor and department head. The maximum volunteer hours available to any eligible employee is the equivalent of the employee's daily hours worked; part-time, benefits eligible staff receive a pro-rated number of volunteer hours. Volunteer engagement hours do not carryover into subsequent academic years and hours are non-transferable.

Volunteer hours can only take place during the employee's regular work hours; the College cannot authorize hours beyond the employee's regular work day. Employees will be paid their regular rate of pay for their normal scheduled hours. Time spent in this volunteer capacity, or traveling for the volunteer work, will not be considered time worked for Bennington College for overtime calculation purposes. Please contact Human Resources if you have questions or would like additional guidance regarding this policy. Volunteer engagement assignments must take place at a 501(c)(3) organization.

All benefits-eligible staff are eligible to apply for a volunteer engagement assignment once the employee has completed three months of employment. The employee must be in good standing. Staff will be offered this paid time off from work to engage with community organizations. The volunteer assignment will be considered work time and as such, the employee's pay and benefits will remain unchanged during the community engagement assignment.

To apply, a staff member must complete a **Community Engagement Application**. Once completed, the application will be reviewed by the employee's direct supervisor, who will determine if the employee's proposed absence will be reasonable for the office. Human Resources will confirm that the employee is eligible to participate in the program.

Application requests must be submitted at least two weeks in advance of the desired time away from work. As part of the review process, a supervisor or Human Resources team member may request a meeting with the employee to better understand the volunteer opportunity and/or to discuss how the

time off may impact current projects. The employee's supervisor will notify the staff member of the outcome of the request.

Once an application is approved, the employee is asked to provide the Human Resources with a copy of the non-profit agency's insurance liability certificate, if one is available. Following the community engagement assignment, the employee will be invited to reflect on the engagement experience.

Staff members who may need guidance or support in exploring and securing community engagement assignments are encouraged to review the **Community Engagement Database** for a list of available volunteer assignments or contact Office of Student Engagement, Human Resources or the Field Work Term and Career Development Office for assistance.