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LETTER FROM THE DIRECTOR OF HUMAN RESOURCES

Welcome to Manhattanville College!

We are a vibrant global community of learners and educators dedicated to providing a nurturing environment for intellectual growth. We have an amazingly diverse mix of students from many states and over 50 countries.

Our mission, “to educate students to be ethical and socially responsible leaders in a global community” expresses our commitment to service, leadership and “encouraging each student to develop as an independent and creative thinker in pursuing career and personal goals.”

The Employee Handbook includes employment policies, practices, and procedures. It provides a guide as to what you can expect from Manhattanville as an employer and what Manhattanville expects from you as an employee.

Once again, welcome to the Manhattanville Community.

Sincerely,

Don Dean

Director
Human Resources
Manhattanville College

ABOUT THE EMPLOYEE HANDBOOK

This Handbook describes Manhattanville College's employment policies and procedures. It is a guide to what employees can expect from Manhattanville as an employer and what Manhattanville can expect from its employees. It is not intended to be and does not constitute a contract of employment between employees and the College. It is not intended to create vested or legally enforceable rights for employees. The Manhattanville Administration reserves the right to amend, modify, delete or make additions to this Handbook at any time, with or without notice. For faculty members, this Handbook will be interpreted in a manner consistent with Faculty By-Laws and the Faculty Handbook. Employees at Manhattanville are considered "at will" employees. Therefore, any employee may resign at any time and/or Manhattanville may terminate an employee's employment, with or without notice or cause, at any time. Manhattanville's employment at-will policy may not be modified for any employee, except as may be specifically approved in writing by the College President or designee.

Effective 2/15, Supersedes 11/13

MANHATTANVILLE'S HISTORY

Manhattanville College, today a global community for men and women of all faiths, was founded in 1841 as the Academy of The Sacred Heart, a Catholic boarding school for girls. In 1917, Manhattanville received its charter as a college by the New York State Board of Regents, thereby becoming empowered to grant undergraduate and graduate degrees. In 1952, the College moved to Purchase, to the former estate of Whitelaw Reid, publisher of the *New York Herald Tribune* and Ambassador to England. Today, the elegant and historic Reid Castle is the centerpiece of the 100-acre campus, overlooking the green of the quadrangle and the campus buildings.

Coeducational since 1969 and nondenominational in its governance since 1971, Manhattanville continues to embody the Society of the Sacred Heart's tradition of service, value-based liberal arts education, and engagement with the global community. During the Great Depression and World War II, President Grace Cowardin Dammann R.S.C.J., instilled in Manhattanville's students a keen awareness of social problems by encouraging them to spend one day a week working with children at the Barat Settlement in the Bowery and at Casita Maria in East Harlem. Mother Dammann's widely published speech, "Principles versus Prejudice," inspired other colleges to break down racial barriers.

Under the leadership of the President the College continues to thrive. All members of the community are conscious of their responsibility to live and work in a manner that is consistent with the College's mission: "to educate ethically and socially responsible leaders for the global community." As students, faculty and staff of all nations, races, religions, and economic backgrounds come together to learn and grow, Manhattanville celebrates the rewards and challenges of diversity.

Today, Manhattanville serves more than 1,600 full-time undergraduates and 1,100 graduate students from 76 nations and 40 States. The College offers Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Music and Bachelor of Science degrees. Additionally, the College offers the following graduate degrees: Master of Arts, Master of Fine Arts, Master of Science, Master of Arts in Teaching, Master of Professional Studies, and Master of Education and Doctorate in Educational Leadership (Ed.D). Students at both the undergraduate and graduate levels may obtain provisional New York State teaching certification.

POLICY STATEMENTS

Equal Employment

Manhattanville College is committed to advancing equal employment opportunity, where employment decisions are based upon merit, personal capabilities and qualifications without regard to an applicant or employee's age, gender, sexual orientation, race, color, creed, religion, ethnicity, national origin, alienage or citizenship, disability, marital status, familial status, military or veteran status, status as a victim of domestic violence, sexual abuse or stalking, or any characteristic protected under federal, state or local laws, regulations or ordinances. It is the College's policy that these factors are of no consequence in:

- determining qualifications for a job,
- the administration of personnel actions such as compensation, benefits, transfers, performance assessments, promotions, and dismissals; or
- the conduct of College-sponsored training, education, social, and recreational programs.

Questions or concerns about equal employment opportunity should be directed to Human Resources.

The College will also endeavor to make reasonable accommodations for the known physical or mental limitation(s) of a qualified applicant or employee with a disability or who may be a victim of domestic violence, unless to do so would impose an undue hardship on the fulfillment of our Mission. Similarly, we will endeavor to make reasonable accommodations for an applicant's or employee's religious beliefs or practices unless doing so would constitute an undue hardship.

Effective 11/12, Supersedes 7/05

Sexual and Other Harassment Policy

Manhattanville College is committed to maintaining a learning, living and work environment free of sexual or other harassment. Harassment based on age, gender, sexual orientation, race, color, creed, religion, ethnicity, national origin, alienage or citizenship, disability, marital status, familial status, military or veteran status, or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances will not be tolerated. Any Manhattanville employee (including faculty, administrator, or staff) found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

Sexual Harassment Policy

Manhattanville will not tolerate sexual harassment of or by its employees. The purpose of this policy is to ensure that Manhattanville College is free from sexual harassment in the workplace or at any other location where Manhattanville-sponsored activities occur, since such conduct may be unlawful and negatively affect our employees, students and the College.

What is Sexual Harassment?

Sexual harassment is not easily defined. Examples of conduct that could constitute sexual harassment include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars, posters, or Internet sites, sending sexually explicit e-mail, voice-mail, or other electronic transmissions, or other verbal, non-verbal or physical conduct of a sexual nature, such as uninvited or non-consensual touching or sexually-related comments.

Prohibited behaviors include, but are not limited to those that fall into the following two categories of sexual harassment:

1. quid pro quo (“this for that”) harassment:
 - a. where submission to such conduct is made, explicitly or implicitly, a term or condition of an individual’s employment or status in a program, course or activity;
 - b. where submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual’s status in a program, course or activity, or employment decision affecting such individual.
2. hostile work environment:
 - a. where submission to or rejection of such conduct by an individual is used as the basis for decisions which have the purpose or effect of unreasonably interfering with an individual’s work or educational performance at the College or creating an intimidating, hostile or offensive educational or work environment.

In addition to the above, any disrespectful behavior through insulting or degrading sexual remarks or conduct, and threats, demands, or suggestions, that an employee’s work status or a student’s academic success is contingent upon the employee’s or student’s toleration of or acquiescence to sexual advances, are grounds for disciplinary action, up to and including termination.

In determining whether an alleged behavior constitutes sexual harassment, all of the facts and circumstances surrounding the incident will be considered.

Employees must use the reporting procedure described below if they believe anyone has engaged in inappropriate conduct under this policy.

Other Forms of Harassment

Manhattanville also does not tolerate harassment in the workplace or at any other location where College sponsored activities occur, whether the harassment is based on a person’s race, color, religion, creed, sex, sexual orientation, national origin, ancestry, ethnicity, age, disability, citizenship, marital status, familial status, veteran or military status, status as a victim of domestic violence, or any other characteristic protected by law. The purpose of this policy is to ensure that our employees and students are free from all forms of harassment in the workplace, since such behavior has a negative impact on both the employee and the College, and may be unlawful. If you believe that you or another employee is being harassed by a supervisor, employee, client, vendor, or other third parties with whom you interact as a part of your job, you are directed to bring the matter to the College’s attention immediately in the manner set forth below.

Harassment is any conduct that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment; or (2) has the purpose or effect of unreasonably interfering with an individual's work or educational performance; or (3) otherwise adversely affects an individual's employment or educational opportunities. Examples include vulgar or offensive conversation or jokes; unwelcome comments about an employee's physical characteristics, religious beliefs, ethnic background, medical condition, or disability; teasing, slurs, threats, derogatory comments, or other similar verbal, non-verbal or physical conduct directed toward a person, which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

Reporting an Incident of Harassment

Guidelines

It is Manhattanville's policy to investigate all complaints of alleged harassment promptly, and to take timely corrective action in the event misconduct has occurred. Individuals must report occurrences of harassment or reports of harassment immediately or as soon as possible, so that they can be investigated and prompt remedial action can be taken. The College will endeavor to commence the investigation within two weeks after receiving the reported incident. Employees should be aware that they could be held personally liable for failure to report harassment.

Any form of retaliation or intimidation against an individual who has brought forward a good faith complaint under this policy or against any individual who participates in an investigation will not be tolerated, and will be grounds for immediate discipline up to and including termination of employment.

Procedures for Reporting

The following reporting procedure is provided for the prompt resolution of complaints brought by individuals alleging a violation of the College's policy against discrimination and harassment.

If an individual believes that someone has violated this policy, the individual should bring the matter to the immediate attention of his or her supervisor or department Vice President, and to the attention of the Director of Human Resources. Alternatively, an individual can call Manhattanville's Human Resources Helpline at **(914) 323-7210** or bring the matter to the attention of any manager or supervisor with whom the employee feels comfortable.

The Director of Human Resources will promptly investigate the facts and circumstances of the complaint. To the extent possible, the College will endeavor to keep the complaining individual's concerns confidential, however confidentiality cannot be guaranteed. Upon completion of the investigation, the College will take whatever corrective measures the College determines necessary.

If an individual makes a complaint to the Director of Human Resources under this policy, and believes that an investigation has not promptly commenced, the individual should immediately contact the President's Office.

Effective 11/12, Supersedes 4/08

Drug-Free Workplace Policy

In accordance with the Drug-Free Workplace Act of 1988 and the Schools and Communities Act of 1989, Manhattanville as an employer and a college strives to prevent the unlawful possession, use, manufacture, or distribution of illegal drugs and alcohol by employees and students.

Manufacturing, distributing, dispensing, possessing or being under the influence of any illegal drug while on College premises is prohibited. This includes drug paraphernalia in addition to the drug in question. These activities constitute serious violations of College policy, and employees in violation are subject to disciplinary action, up to and including dismissal, as well as prosecution under applicable laws. The College reserves the right to conduct drug testing and/or require an employee to undergo a medical evaluation under appropriate circumstances (e.g. after an accident, when there is suspicion of misuse, for safety-sensitive jobs.)

Anyone under the age of 21 is not permitted to purchase, possess with intent to consume (open container) or consume alcohol while on College premises. It is also a violation for anyone 21 years of age or older to provide alcohol to anyone under 21 years of age on College premises.

As a condition of employment, employees will abide by the terms of this policy statement, and notify Human Resources of any drug-related criminal conviction for a “violation occurring in the workplace” within five (5) days of the conviction. The College is required to notify the U.S. Department of Education within ten (10) days after receiving notice from an employee of the conviction, or otherwise receiving actual notice of the conviction.

Within thirty (30) days after receiving notice that an employee has violated the College’s Drug-Free Workplace policy, the College will take appropriate disciplinary action, up to and including dismissal, or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

The health risks associated with the use of illicit drugs and the abuse of alcohol include a whole host of mental and physical issues, which can better be described by a health care professional. The College’s Employee Assistance Program (EAP) with Higher Ed EAP provides drug and alcohol assessment and referral services, consultations and access to community resources for counseling and rehabilitation. Refer to Employee Assistance Program (EAP) in the Benefits section of this Handbook for the details.

The College has taken steps to adopt a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, which includes having an EAP available to employees. All employees should remember there may be legal sanctions under local, State and/or Federal law for the unlawful possession or distribution of drugs and alcohol.

Smoke-Free Workplace Policy

Smoking is prohibited in any indoor area on campus, except for an individual’s domicile. This includes, but is not limited to, reception and waiting areas, hallways, conference rooms, offices, cafeterias, lounges, the library, restrooms, classrooms, and elevators.

Smoking is not permitted within 20 feet of any building or entranceway. Smoking is permitted during authorized breaks, mealtimes, or other periods when one is not involved in normal work

activity, and when it does not affect nearby people. Expended smoking material should always be extinguished and deposited in the appropriate containers throughout the Campus.

Smoking guidelines apply to electronic and vapor cigarettes, chewing tobacco, and all other forms of smoking or use of tobacco.

Violation of this policy is subject to our disciplinary policy and procedure.

Effective 1/14, Supersedes 11/12

Work-Place Violence and Intimidation

Manhattanville College is committed to providing a safe, violence free educational and work environment and will not tolerate any form of violence by its employees including verbal or physical threats, intimidation and/or harassment. Prohibited contact includes but is not limited to:

- 1) Any act which results in a physical assault.
- 2) A communicated or suggested intent to harm another, endanger the safety of another person, destruction or defacing of College property, or the intent to intimidate another.
- 3) Behavior or actions that convey the potential for violence or a dangerous lack of self-control (i.e. throwing objects, waving fists, shouting, etc.)
- 4) Failure to report incidents of workplace violence or to cooperate in the investigation of such incidents or reports.
- 5) Employees and visitors are further prohibited from bringing to the facility or on the facility premises, including facility parking lots any firearms, weapons or objects whose purpose is violent or threatening.

Employees should raise any safety concerns with their immediate supervisor or department Vice President and should report any potential threat to themselves or others as soon as possible. This includes a potentially violent non-work related situation that could result in violence. In the case of an emergency situation on campus employees should immediately contact Campus Safety at (914) 323-Safe. Additionally, if an employee needs to file or has filed a restraining order, that employee must notify the Director of Human Resources at (914) 323-5270 immediately.

The College will immediately investigate any reports of violence or potential violence and will take prompt action to protect the well-being of all employees, students and visitors. The College will also guard against any retribution or adverse treatment of employees who report incidents, raise concerns or participate in an ongoing investigation.

If evidence exists to support the finding that the offender is an employee, immediate disciplinary action will be taken up to and including immediate termination.

Effective 11/12

Electronic Communications Policy

The College's electronic communications systems (i.e. voice-mail, e-mail, administrative computing systems, network operations, web site) are available for business use.

Communications transmitted through these systems should have a business purpose. Incidental and limited appropriate personal use that does not interfere with the user's employment or other obligations to the College is allowed. The official means of communication for college business is through the college email system to registered college email addresses.

Under ordinary circumstances, when the College uses its electronic communications systems to access, inspect, monitor or disclose electronic communications, affected employees will receive prior notification. The reasons for which the College may obtain such access include, but are not limited to: maintaining the system, preventing or investigating allegations of system abuse or misuse, assuring compliance with software copyright laws, complying with legal and regulatory requests for information, and ensuring that the College's operations continue appropriately during a staff member's or administrator's absence for one (1) day or longer. If circumstances are deemed extraordinary, authorization is required from the President of the College or his/her designee before electronic communications can be accessed, inspected, monitored or disclosed without prior notice to the affected employee(s). Other than authorized by the College, no one may access, or attempt to obtain access, to another's electronic communications.

The College's policy prohibiting harassment, in its entirety, applies to the use of the College's electronic communications systems. No one may use electronic communications in a manner that may be construed by others as harassment or offensive (including but not limited to pornographic material) based on age, sex, sexual orientation, race, color, creed, religion, ethnicity, national origin, alienage or citizenship, disability, marital status, familial status, military or veteran status, or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances.

Please refer to the College's "Acceptable Technology Use" and "College Email & Email Etiquette" policy for more detailed information. These policies can be found on Manhattanville's website under the links for both the Office of Information Technology and Human Resources.

Effective 10/13, Supersedes 11/12

EMPLOYMENT, HOURS WORKED, AND COMPENSATION

Employment, Hours Worked, and Compensation

Employment Vacancies

All full-time staff and faculty vacancies will be posted on our website for a minimum of five (5) working days. Members of the college community who are qualified for any of these vacancies are encouraged to apply.

Employee Categories

Except for full and part-time faculty, employees of the College are classified into one of two categories:

- Administrative (Exempt)
- Staff (Non-exempt)

Administrative: Administrative employees have duties that are primarily managerial and supervisory.

Staff: Staff employees are compensated on an hourly basis, are paid every two (2) weeks in accordance with accurate time records, and are eligible for overtime pay.

Employees are additionally classified into one of three (3) categories to define eligibility for benefits:

- Full-time
- Part-time
- Temporary

Full-time employees are regularly scheduled to work at least thirty-five (35) hours per week and are eligible for benefits.

Part-time employees are regularly scheduled to work less than thirty (30) hours per week and are generally not eligible for benefits. However, part-time employees working twenty (20) or more hours per week for a full year are eligible for partial employee tuition remission.

Temporary employees are scheduled to work for limited periods of time, with either regular or irregular hours, do not meet the classification of regular full-time or regular part-time employees, and are not benefits eligible.

Effective 11/12, Supersedes 8/10

Reference and Background Checks

New employment is subject to a minimum of two (2) successful reference checks and/or employment verification and necessary background checking. Background checks are conducted

by a third party agency with the consent of the new employee and normally take 48 hours to complete. Employment is conditional upon satisfactory results.

Supervisors are reminded that all requests for reference checks on former employees must be referred to the Human Resources Department for response.

Effective 8/10, Supersedes 4/08

Employment of Relatives

Relatives and/or cohabitants of existing administration, staff or faculty may not be employed within the same work area or department. Also, no employee shall work under the supervision of a member of his/her immediate family.

If two employees marry or establish a domestic partnership, both may retain their positions provided that they do not work in the same department and/or one is not under the direct or indirect supervision of the other.

Definitions

Relative: A relative refers to a familial relationship through blood or marriage, adoption and domestic partnership.

Cohabitants: Cohabitants are intended to mean persons living together who are financially dependent upon one another or have a conjugal relationship.

Effective 9/09

Introductory Period

All new employees begin work on an introductory basis, ranging from three (3) months for Staff (hourly-rated) employees and six (6) months for Administrative (salaried) employees. This introductory period is mutually beneficial to employees and to the College. The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The College uses this period to evaluate employee capabilities, work habits and overall performance. Successful completion of the introductory period, however, does not affect the employment at-will relationship.

Effective 4/08, Supersedes 7/05

Standard Work Week

The normal or standard work week is Monday through Friday, 9:00 a.m. to 5:00 p.m. However, the needs of a particular department may result in a different workweek and/or a different schedule. Each employee's supervisor will advise specific work schedule.

Full-time office staff and administrative employees are usually scheduled to work thirty-five (35) hours per week (normally, seven (7) hours per day plus one (1) hour unpaid lunch period daily for

five (5) days). Full-time maintenance staff employees are usually scheduled to work forty (40) hours per week (normally, eight (8) hours per day including one (1) hour paid lunch period daily for five (5) days). Maintenance staff are expected to remain on Campus, on call during their lunch period.

Part-time staff and administrative employees who work less than thirty (30) hours per week may work a flexible schedule under certain circumstances at the discretion of their supervisor. However, those who work more than six (6) hours on any day are required to take an unpaid lunch period of at least one-half (1/2) hour. Variations in work schedules must be approved in advance by the supervisor.

Effective 7/05

Time Records

Attendance and time records are College records and care must be exercised in recording regular hours worked, overtime hours and absences.

Staff employees must record their time electronically through WebAdvisor. Each employee is responsible for his/her own daily record keeping. Employees complete time sheets and calculate for each pay period the total of their regular hours, additional hours at their regular pay rate and additional hours at a time and one-half (1/2) rate. Electronic time sheets must be reviewed and approved by the supervisor and submitted to Payroll on Monday of each bi-monthly pay week by 10:00 a.m. Accurate recording of time is required. No one can complete another employee's time record.

Administrative employees are required to record vacation, sick, personal days and days on jury duty on a monthly attendance sheet. Attendance sheets must be reviewed and approved by the supervisor and submitted to Human Resources the first business day of each calendar month following the close of the prior month.

An employee on personal or vacation leave is not allowed to convert that scheduled vacation or personal leave to sick leave unless hospitalized for an emergency condition (documentation required). Similarly, sick, vacation, and personal leave may not be converted to work days on the basis of one's routinely checking their work related e-mail or v-messages and/or responding to incidental, critical work related issues that may arise.

Effective 11/12, Supersedes 7/05

Pay Dates

Staff Employees

Staff employees are paid every other Friday for the preceding two (2) weeks. If a pay date falls on a holiday, employees are generally paid prior to the holiday.

Administrative Employees and Faculty

Administrative employees and faculty are paid monthly on the 25th of each month. If the 25th of the month falls on a holiday or Saturday, pay day will be on the prior business day. If the 25th falls on a Sunday, pay day will be the next business day.

Pay Distribution

Paychecks will be mailed to the employee's home address on the applicable pay date. The College offers, and encourages employees to utilize, direct deposit. To enroll in direct deposit please contact Payroll at (914) 323-5226. Employees enrolled in direct deposit will be able to access a statement of their earnings online through the College's WebAdvisor.

The amount of federal, state and local taxes withheld is determined by applicable tax tables and the number of allowances claimed on Form W-4 and New York State Withholding. If an employee's status changes, the Payroll Office should be notified in a timely manner so that the proper deductions are made; this should be done by completing and returning a revised Form W-4 and New York State Withholding to Payroll.

Effective 11/12, Supersedes 4/08

Pay Correction Policy

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must record correctly all work time and review your paychecks promptly to identify and report all errors.

Effective 11/12

Review Your Paystub

We make every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we will promptly make any corrections necessary. Please review your pay stub when you receive it to make sure it is correct. If you believe a mistake has occurred or if you have any questions, please use the reporting procedure outlined below.

Staff: Non-exempt Employees

If you are classified as a non-exempt employee, you must maintain a record of the total hours you work each day. These hours must be accurately recorded using the WebAdvisor system. Each employee is responsible for his/her own daily record keeping. Employees complete time sheets and calculate for each pay period the total of their regular hours, additional hours at their regular pay rate and additional hours at a time and one-half (1/2) rate. Each employee must verify that the reported hours worked are complete and accurate. Your time record must accurately reflect all regular and overtime hours worked, any absences, late arrivals, early departures and meal breaks. At the end of each week, you should submit your completed time

record to your supervisor for verification and approval. If your time reporting is not accurate, notify your supervisor immediately.

Unless you are authorized by your supervisor, you should not work any hours that are not authorized. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

It is a violation of the College's policy for any employee to falsify a time sheet, or to alter another employee's time sheet. It is also a serious violation of our policy for any employee, or manager to instruct another employee, to incorrectly or falsely report hours worked or alter another employee's time sheet to under- or over-report hours worked. Any instances of the violations above, must be reported immediately to Human Resources.

Administrative: Exempt Employees

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours you may work for the College. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

Under federal and state law, your salary is subject to certain deductions. For example, absent contrary state law requirements, your salary can be reduced for the following reasons:

- Full day absences for personal reasons.
- Full day absences for sickness or disability.
- Full day disciplinary suspensions for infractions of our written policies and procedures.
- To offset amounts received as payment for jury and witness fees or military pay.
- The first or last week of employment in the event you work less than a full week.
- Any full work week in which you do not perform any work.

Your salary may also be reduced for certain types of deductions such as your portion of health, dental and life insurance premiums; state, federal or local taxes, social security, etc. In any work week in which you performed any work, your salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability.
- Your absence on a day because your employer has decided to close a facility on a scheduled work day.
- Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.
- Any other deductions prohibited by state or federal law.

Please note: it is not an improper deduction to reduce an employee's accrued vacation, personal or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability.

To Report Concerns or Obtain More Information

If you have questions about deductions from your pay, please immediately contact Payroll. Every report will be fully investigated and corrective action will be taken where appropriate, up to and including discharge for any employee(s) who violates this policy. In addition, the College will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in an investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

Effective 11/12, Supersedes 4/08

Salary Administration

There are seven pay grades to which an employee's position may be assigned. The pay grades correspond with the level of responsibility and reporting relationship, degree of independent decision-making and supervision within the organization.

An employee's salary may be adjusted for one of the following reasons: a promotion or job reclassification, a within grade increase or through a Board of Trustees approved increase assigned on the basis of merit.

A **Position Change Promotion** occurs when an employee moves into a higher salary band to fill an existing vacancy or new position, either in the same or another Division or Department. Promotions will generally result in a salary increase in a range from 5% to 15% of pre-promotion base salary. In most cases, an employee who is promoted will be in the new position for at least (6) months before being eligible to receive another salary increase.

A **Job Reclassification** involves the reclassification of an existing position into a new job title and/or pay range due to a significant change in job responsibilities. These changes must be more than just an increase in work volume or pace. Reclassifications will generally result in a salary increase in a range for 5% to 15% of base pay.

A **Within Grade Increase** occurs when an employee is formally reviewed and provided with an increase in base salary based upon a number of factors, including, but not limited to: extraordinary and ongoing contributions to the organization; newly acquired relevant academic or licensing credentials above the entry requirement; and/or assignment of additional responsibilities that are more of different rather than more of the same. A Within Grade Increase does not include a move to a higher salary band and generally results in a salary increase of 5% to 8% of base salary.

Note: Salary increases resulting from position change promotions can occur throughout the fiscal year assuming budget tolerance. All other increases (job reclassification, marketplace and within grade) are processed once a year, normally effective July 1st from a special adjustment pool. This special adjustment pool is approved each year by the Trustees.

Merit Increases

The College endeavors to allocate an annual salary merit pool for full-time administrative and non-exempt (staff) employees. The effective date of this increase is July 1st of each year. Supervisors, area Vice-Presidents, Human Resources and the President are involved in making individual determinations. New hires of less than 6 months before the effective date above are ineligible for merit increases.

These merit increases are intended to allow employees to progress towards the midpoint of their salary band within 5 – 7 years. The maximum of the band is intended to be the highest salary level for an employee whose performance consistently and significantly exceeds most position requirements. Once an employee reaches the maximum in a band, he or she **may** be eligible for an annual salary increase. In these instances, an employee **may** be eligible for either a cash lump sum reward (not added to base salary and not pensionable) or a base salary increase that is consistent with Board Increases for that year, if the employee demonstrates performance at or above the position requirements.

Please refer to the College’s “Salary Plan and Administrative Guidelines” for more detailed information.

Effective 11/12, Supersedes 6/10

Performance Measurement Process

All full-time, non-teaching staff will undergo an annual performance review in order to provide feedback to employees and to facilitate communication between the employee and their supervisor. The goals of this process include: appraising employee performance to date, setting job expectations and goals for the coming year, and establishing a development plan for personal and job-based growth. The process is initiated by the employee as a self-evaluation. This self-evaluation is followed by a meeting between the employee and their supervisor to discuss the goals and the plan for the coming year. Once the goals have been developed and mutually agreed upon, the performance measurement form shall be completed, signed and a copy should be returned to the Human Resources Department to be kept on file.

Effective 11/12

Secondary Employment at Manhattanville During Working Hours

When a regular, ongoing full-time administrative employee is offered a secondary job or supplemental activity (i.e. an adjunct teaching stipend) with the College, it is his/her responsibility to notify his/her immediate supervisor as soon as possible. The supervisor will then determine whether the secondary job impacts the employee’s primary job duties or infringes upon or conflicts with the employees regularly scheduled hours of work. It is understood that if the secondary assignment conflicts with regular working hours, the employee must make up the additional time towards their regular duties.

In no instance, may an employee use accrued vacation or personal leave for this secondary work.

Pay for secondary employment is not part of base earnings and is therefore not pensionable. The secondary employment supervisor, the direct supervisor and Human Resources are all required to approve these additional assignments.

Effective 8/11, Supersedes 8/08

Consulting and Outside Employment

Full-time employees may hold part-time outside jobs or consulting assignments as long as they meet the performance standards of their job with Manhattanville College and if there is no conflict of interest. In instances where this outside engagement may involve a conflict of interest with the employee's responsibilities, approval must be granted in writing by the supervisor, appropriate VP and the Director of Human Resources.

Employees may not use the College name, facilities or resources as part of any outside employment or consulting, unless prior consent is granted by the appropriate VP and Human Resources. All approved outside employment and/or consulting that occurs during regular working hours will be charged to vacation or personal leave, unless otherwise determined by the appropriate VP and HR.

Effective 11/12

Overtime for Staff (Non-exempt) Employees

Depending on departmental work needs, employees will be expected to work overtime when requested to do so by their supervisor. Supervisory approval is required before an employee works overtime.

The first forty (40) hours in any workweek is paid at the straight-time rate. One and one-half (1½) the straight-time rate will be paid to non-exempt employees who work more than forty (40) hours in any particular week. Overtime is calculated in increments of no less than fifteen (15) minutes and is rounded up or down to the nearest fifteen (15) minutes. Only hours worked count in the overtime calculation; holidays not worked, vacation days, sick days, etc., are not counted.

Unless the time sheet indicates otherwise, a one (1) hour meal break will be deducted from the hours worked for full-time office staff employees who work more than seven (7) hours in a day. If an employee does not take their one (1) hour meal break, the timesheet should indicate how much time the employee did take for lunch.

Effective 7/05

Work on a Holiday

To meet operational needs of the College it may be necessary for an employee to work on a College holiday. *Staff* employees will normally receive payment for the hours worked on the holiday in addition to holiday pay for the day. However, the *staff* employee may arrange with the supervisor for an alternative day to be used as the holiday. This alternative day must be taken before the end of the following payroll period. Payment will be made in accordance with the provisions pertaining to overtime pay.

Effective 7/05

BENEFITS

The College offers a variety of benefits as part of the total compensation provided to eligible employees. The descriptions below are not intended to provide all of the details of these benefits, and should not be used to interpret the terms of the actual policy documents or plan descriptions. The full nature of the benefits offered can be determined only by referring to the entire text of these documents, which are available from Human Resources.

Nothing contained in this description of benefits creates a promise of future benefits or a contract between Manhattanville and its employees for benefits or for any other purpose.

The College reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the benefit plans described herein. Except as otherwise required by law, no employee shall have a vested or otherwise non-forfeitable right to receive any of the benefits described herein. The College reserves the exclusive right, power, and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein and to decide all matters arising in connection with the operation or administration of such plans.

Educational Assistance

Educational assistance is a benefit only to the extent that it does not negatively impact or conflict with an employee's job requirements and work schedule.

Tuition remission benefits are offered to all full-time employees, adjunct faculty teaching a minimum of one course per semester for a full year, and part-time employees working twenty (20) or more hours per week for the full year, as follows:

All full-time employees: A combined total of two (2) graduate courses may be taken tuition-free by the employee, the employee's spouse or domestic partner and the employee's dependent children in the first year of employment. After the first year of employment, employee dependent child, and spouse or domestic partner may each matriculate up to three (3) graduate courses, each per term. One (1) undergraduate course per term may be taken tuition-free by either the employee, the employee's spouse or domestic partner and the employee's dependent child in the first year of employment. After the first year of employment, the employee, spouse or domestic partner, and all dependent children may matriculate up to full-time, tuition free. If full-time employees discontinue their employment with the College for a time and later return, they are again required to complete one (1) year of employment to qualify for full tuition remission.

Adjunct faculty and part-time employees (who work 20 hours or more per week for the full year): Two (2) graduate courses per year or three (3) undergraduate courses per year may be taken tuition-free after the completion of one (1) year of employment. Adjunct faculty must actually be teaching to receive a remission benefit. If adjunct faculty and part-time employees discontinue their employment with the College for a time and later return, they are again required to complete one (1) year of employment to qualify for tuition remission. These benefits are for employees only; they are not available to spouses, domestic partners or dependent children.

Tuition remission eligibility is contingent upon participants meeting all applicable admissions criteria, and remaining academically in good standing in accordance with the College's published academic standards. Please note that repeated courses are not covered under tuition remission except for exceptional or extenuating circumstances. Registration with tuition remission will be subject to space availability and minimum class size requirements.

Prior to registering, employees requesting tuition remission must share their study plan and have prior approval from their supervisor and then, Human Resources. Employees should first complete a registration form (available in the Registrar's office) and obtain a BLANK *Tuition Waiver Request* form from Human Resources or the Human Resources web site. Before Human Resources can authorize the waiver, the form must be accompanied by a confirmation of registration and signed by your supervisor. Upon attainment of those signatures, the waiver must be brought to Human Resources for final approval. Waivers issued for dependents are not subject to pre-authorization by supervisors, however, employees must co-sign all dependent tuition waivers and obtain Human Resources approval on the *Tuition Waiver Request* before registration can take place. Tuition remission applies to tuition charges for credit-bearing courses only; it does not apply to related fees, room and board charges, and tuition for non-credit courses and off-site programs. In addition, tuition remission does not apply to courses other than those offered by the College.

Children of full-time employees are considered dependents for tuition remission purposes if they are claimed as dependents on the employee's latest federal income tax filing. The College reserves the right to inspect an employee's latest federal tax filing to confirm dependent status.

Dependent (spouse, domestic partner, and dependent children) graduate tuition is **fully taxable** to the employee and taxes will be withheld from the employee's pay.

Tuition remission for all graduate courses taken by employees above \$5,250 annually is considered a taxable benefit to the employee under current IRS regulations and is subject to tax withholdings, unless the course of study is related to the employee's current employment (enhances their current job capacity). Supervisor certification is required for all graduate courses related to the employees' current employment as stated above.

Tuition remission benefits cease upon termination of employment. If employment terminates prior to completion of course work, prorated payment of tuition will be due from the employee in order to complete the course work. Tuition remission application materials are available in Human Resources.

Tuition Remission does not apply to student teaching credits, non-degree programs and the Doctoral Program in Educational Leadership. However, employee discounts for non-degree programs might be available on a departmental basis for certain courses or programs. Terms and conditions vary from program to program so employees interested should contact the department directly to find out more information.

If you are currently a student or have a dependent who is a student, please consult with the Financial Aid Department to validate tuition remission eligibility. Should a Manhattanville Scholarship be awarded, tuition remission is not applicable.

Tuition Remission Table	
During 1st Year of Employment	After 1st Year of Employment
<u>Full-Time Employee</u>	
1. One (1) Undergraduate course per term may be taken by either the employee, dependent child, or spouse/domestic partner. 2. Two (2) Graduate courses per year combined , allocated between the employee, the dependent child, or spouse/domestic partner.	1. Employee, dependent child, and spouse/domestic partner may each matriculate up to full-time in Undergraduate Studies 2. Employee, dependent child, and spouse/domestic partner may each matriculate up to three (3) Graduate courses, each per term.
<u>Adjunct Faculty and Part-Time Employees</u> (who work 20 or more hrs/week)	
Not Available	For The Employee Only: (No Spouse/domestic partner or dependent child Benefit) Three (3) Undergraduate courses per year Two (2) Graduate courses per year

Effective 1/14, Supersedes 11/12

Tuition Exchange Programs

Full-time employees and eligible dependents can enroll in other colleges through the Tuition Exchange Program (TEP) offered by The Council of Independent Colleges (CIC) and through Tuition Exchange Program, an independent consortium that includes larger universities. Detailed information and applications are available online at www.cic.edu/TEP and www.tuitionexchange.org. This benefit is offered subject to restrictions placed upon the program above. Please contact Human Resources at extension 5270 for further information.

Effective 9/14, Supersedes 11/11

Employee Assistance Program (EAP)

The College recognizes that problems of a personal nature can adversely affect an employee's productivity and performance. Therefore, the College has contracted with Higher Ed EAP to assist its employees in dealing with these situations. Such problems may include emotional, family, childcare, eldercare, financial, or legal difficulties as well as alcohol or drug abuse. Full-time employees, their spouses and dependent children are eligible for these services.

The EAP provides assessment and referral services. There is no cost to employees, their spouses and dependent children for these services. In the event that a referral for additional services is recommended by the EAP, the cost of the services may be covered under the employee's health care benefits plan. Employees, their spouses and dependent children need to check with their health care plan regarding coverage for these services.

Referrals can be made voluntarily by the employee, a spouse or a dependent child. In addition, a supervisor may request that an employee seek help from the EAP based upon deteriorating job performance and/or violation of College policies. In the event of a referral from a supervisor, employees are expected to keep all appointments, and follow the recommendations made by Higher Ed EAP's consultant. Failure to do so can be construed as a refusal to accept help to improve job performance. If an employee follows all recommendations and still fails to restore job performance, the supervisor must consider this as any other job performance problem and take appropriate action.

Higher Ed EAP can be reached 24 hours a day at 1-800-252-4555 or 1-800-225-2527. When contacting the EAP, please identify yourself as an employee of the College, or an employee's spouse or dependent child. Additional information on the EAP is available in Human Resources.

Effective 7/05

Credit Union

Full-time and part-time employees of the College and their family members may join a Credit Union that is affiliated with the college. There is no waiting period. Membership may be established by opening an account with a minimum deposit of \$5.00. Employee contributions are made through payroll deductions. Additional information regarding the College's credit union is available from Human Resources.

Effective 7/05

Medical Benefits

Full-time employees become eligible for medical coverage on the first day of the month following their date of employment, or the first day of employment if that happens to be the first of the month. Employees must enroll within thirty-one (31) days of their hire date or waive their right to participate until the next open enrollment period.

The College shares the premium of the health care cost with the participating employee. The employee portion is deducted on a pre-tax basis from the employee's paycheck. The employee can waive this pre-tax benefit and elect to pay the premium on an after-tax basis. Full details of the available medical benefits and choices for coverage are set forth in the relevant plan descriptions available from Human Resources.

Effective 11/12 Supersedes 7/05

Dental and Vision Benefits

Full-time employees become eligible for dental and vision coverage on the first day of the month following their date of employment, or the first day of employment if that happens to be the first

of the month. Employees must enroll within thirty-one (31) days of their hire date or waive the right to participate until the next open enrollment period.

The College shares the premium of the dental care cost with the participating employee. The vision care premium is fully paid by the participating employee. The employee portion is deducted on a pre-tax basis from the employee's paycheck. The employee can waive this pre-tax benefit and elect to pay the premium on an after-tax basis. Full details of the dental plan are set forth in the relevant plan descriptions available from Human Resources.

Effective 11/12, Supersedes 7/05

Flexible Spending Accounts

Full-time employees are eligible to participate in the College's Flexible Spending Account (FSA) program as of the first of the year following the completion of one year of service. FSAs allow employees to set aside before-tax dollars to pay for unreimbursed health care and dependent care expenses. There are two types of accounts:

The Health Care FSA

The Dependent Care FSA

Depending on financial and family circumstances, employees may choose to contribute to one or both accounts. Contributing to either type enables an employee to reduce taxable income by the amount of the contribution. Contributions are made to the account(s) via payroll deductions before federal and social security (FICA) taxes are deducted.

Contributions must be used to pay unreimbursed health and dependent care expenses by the end of each plan year. As required by Internal Revenue Service (IRS) regulations, any unused contributions will be forfeited. March 31 of each subsequent plan year is the deadline to file claims for the prior year. Full details of the FSAs are set forth in the relevant plan descriptions available from Human Resources.

Effective 11/12, Supersedes 7/05

Life and AD&D Insurance

Full-time employees become eligible for Group Term Life and Accidental Death and Dismemberment (AD&D) insurance on the first day of employment. Group term life insurance and AD&D coverage is equal to one and one-half (1 ½) times annual base salary rounded to the nearest \$1,000, if not already an exact multiple of \$1,000 to a maximum of \$100,000.

Enrollment forms are available from Human Resources and must be completed within thirty-one (31) days of the hire date to ensure coverage. Full details of the Life and AD&D benefits are set forth in the relevant plan descriptions available from Human Resources.

Effective 7/05

New York State Disability

Staff and administrative employees are covered by New York State Disability Benefits. A disability is defined as an employee's inability to work as the result of a non-occupational injury or illness. This includes an inability to work due to pregnancy.

Claims for benefits must be made through Human Resources within thirty (30) days of the onset of an injury or illness, and benefits entitlement is subject to a review of medical evidence. There is a seven (7) day waiting period after disability before the employee is eligible for benefits. Benefits are payable for up to twenty-six (26) weeks of any consecutive fifty-two (52) week period. During this time period, an employee with sufficient sick-day accruals will continue to receive full pay through a combination of available accrued sick days and the weekly New York State disability benefit amount. Full pay will continue until accrued sick days have been used. A statement of employee rights under New York State Disability Benefits Laws is posted outside the Human Resources office.

Effective 7/05

Workers' Compensation

All employees are covered by Workers' Compensation insurance benefits as of their date of employment. These benefits protect employees who are injured or suffer an occupational disease while working. Employees may be eligible for payment of lost wages and/or medical bills.

Any job related injury or illness suffered by an employee, however slight, must be immediately reported to a supervisor and to Human Resources. A statement of employee rights under Workers' Compensation is posted outside the Human Resources office.

Effective 7/05

Long Term Disability Benefits

Full-time employees become eligible for Long Term Disability (LTD) insurance benefits on the first day of employment. An employee must be disabled for six (6) consecutive months to qualify for LTD payments. During this qualifying period the employee may be eligible for sick time and/or New York State Disability benefits. While disabled, an employee must be under the regular care of a doctor, and regularly submit medical evidence certifying the disability.

Employees qualifying for Long Term Disability benefits receive 60% of their monthly rate of pay for the duration of their disability. There is a maximum monthly benefit of \$5,000. Other income benefits such as Social Security, Workers' Compensation benefits, group disability benefits from any other plan, or retirement benefits from a plan sponsored by the College will reduce the 60% benefit.

Claims should be filed within thirty (30) days after the disability occurs, or as soon as is reasonably possible. Full details of the Long Term Disability Plan and claim forms are available from Human Resources.

Effective 7/05

Retirement Benefits

The College provides eligible employees a defined contribution retirement plan (also known as a 403(b) plan) through the Teachers Insurance and Annuity Association – College Retirement Equities Fund (TIAA-CREF).

Employees who complete twelve (12) consecutive months of employment, within which they normally complete at least 1,000 hours of service, are eligible to establish a Retirement Annuity through TIAA-CREF. Eligible employees **must** participate in the Retirement Annuity Plan upon the completion of one (1) year of service at the College. If an employee has previously completed one (1) year of service through a previous institution of higher education, that service will count towards the eligibility requirement. Please see the Office of Human Resources for more information on how to enroll.

Upon enrollment in the Retirement Annuity, employees must make a contribution of 2.5% of gross pay monthly to the plan. Employee contributions are deducted from the employee's base salary on a pre-tax basis. The College will make a contribution in the percentage of 7.5 % of the employee's gross monthly pay. For *administrative* employees and faculty, contributions are based on the base salary only and exclude additional compensation in excess of the employee's annual salary (i.e. overload pay). For *staff* employees, contributions are based on actual earnings and include overtime pay.

All but temporary employees can participate in a TIAA-CREF Supplemental Retirement Annuity (SRA). SRA eligibility is effective immediately upon employment. There is no employer contribution to the SRA. Enrollment is voluntary and the employee must initiate the application process. Enrollment will take place upon completion and submission of the appropriate forms and with the first payroll deduction. Employee contributions are deducted from salary payments and, if elected by the employee, are made in accordance with a salary reduction agreement on a pre-tax basis or a post-tax (Roth option) basis. The SRA contains a loan provision and a hardship withdrawal option to assist employees during times of financial need.

The combined RA and SRA contributions cannot exceed the limits imposed by the Internal Revenue Service (IRS). Please consult with Human Resources for the current year's limits before making salary reduction decisions.

All contributions, the employee's and the College's, plus all investment earnings, are fully vested immediately upon enrollment.

To participate in the retirement plan an employee must complete an online enrollment form and a Salary Reduction Agreement. These forms are available from Human Resources. For further information regarding retirement savings and income options under the plan please refer to the plan documents available in Human Resources.

Effective 7/15, Supersedes 7/14

Vacation

Full-time twelve (12) month Staff and Administrative Employees

Full-time twelve (12) month staff and administrative employees are eligible for paid vacation. Pay in lieu of vacation is not permitted except upon separation of service with the College.

Full-time nine (9) or ten (10) month Staff and Administrative Employees

Full-time employees scheduled to work nine (9) or ten (10) months per calendar year do not earn and accrue paid vacation days.

Staff Employees Vacation Eligibility:

Full-time twelve (12) month staff employees earn and accrue vacation biweekly for each calendar year according to the following schedule:

During first year of employment:

5 days vacation after 6 months of employment

Up to and including 3 years of employment:

10 days vacation earned and accrued at .83 days for each full month worked

After 3 years employment:

15 days vacation earned and accrued at 1.25 days for each full month worked

After 5 years employment:

20 days vacation earned and accrued at 1.67 days for each full month worked

Administrative Employees Vacation Eligibility:

Full-time twelve (12) month administrative employees earn and accrue 22 vacation days each calendar year, and earn and accrue vacation at the rate of 1.83 days for each completed month worked.

Effective 7/05

Vacation Scheduling and Carry Over

Employees should endeavor to use vacation time during the year earned. The College reserves the right to arrange vacation schedules in order to meet operational needs, and supervisor approval of vacation time is required. Employees eligible for vacation time may carry forward one full year's vacation entitlement from one fiscal year to the next. Employees leaving the College receive payment for accrued unused vacation to a maximum of one year's vacation accrual.

Effective 1/15

Paid Personal Days

The College provides full-time employees with three (3) days of paid personal leave to attend to personal matters per fiscal year. New employees are not entitled to paid personal days during the first three (3) months of employment. No payment is made for unused personal days either during employment or upon separation from employment. Unused personal days will be transferred into the employee's sick bank at the end of each fiscal year.

Effective 1/15, Supersedes 5/08

Bereavement Leave

Full-time employees (faculty, administration and staff) who sustain the death of an immediate family member shall be granted up to three (3) working days off with pay. Immediate family member shall mean: parent; spouse or domestic partner; child; sister; brother; grandparent or grandchild, in-laws and the parents of an employee's domestic partner. In the case of the death of an extended family member i.e. aunt, uncle or cousin, a full-time employee shall be granted one (1) working day off with pay.

Effective 11/12 Supersedes 6/11

Holidays

All full-time employees and part-time employees who work twenty (20) or more hours per week, are eligible for College holidays off with pay when the College holiday falls on a regularly scheduled workday. The College holiday schedule change each year based on the academic calendar and is announced in advance.

Effective 7/05

Jury Duty

Time off will be granted to any employee who has received notice to serve on jury duty. Employees should notify their supervisor as soon as they receive such notice. Employees on jury duty are expected to report to work on days and portions of days they are excused from duty. Employees will receive their regular pay while serving. Employees should attach a copy of the jury duty notice to their time or attendance sheet. Jury fees, excluding travel allowances, are to be endorsed over to the College and submitted to Human Resources.

Effective 7/05

Employee Sick Leave

Full-time employees are eligible for paid medical leaves of absence through their sick day accruals. Employees with sufficient sick-day accruals will be considered to be on paid medical leave if absent five (5) or more consecutive workdays due to illness or disability, including pregnancy and related conditions. Payment is contingent upon receipt of medical certification.

Sick days accrue as follows:

Staff Employees

Full-time staff employees accrue one (1) sick day per month. Sick days will accrue for a month partially worked provided one has worked twelve (12) or more days that month. Unused sick days are carried forward from year to year and accumulate to a maximum of forty-five (45) days.

Administrative Employees

Full-time administrative employees accrue 1.83 sick days per month (twenty-two (22) per year). Sick days will accrue for a month partially worked provided one has worked twelve (12) or more days that month. Unused sick days are carried forward from year to year and accumulate to a maximum of one hundred thirty-two (132) days.

No payment is made for unused sick days either during employment or upon separation from employment.

Sick days may be taken for the employee's illness or disability, including pregnancy and related conditions, or to care for an ill spouse or domestic partner, child, or parent. Once accrued sick days have been used and the employee remains out due to the continuing illness, employment may be terminated unless one qualifies for leave under the FMLA or provided with medical leave as a form of accommodation under disability-related laws.

Effective 11/12

Family and Medical Leave (FMLA) Act Leave

Basic Leave and Eligibility Requirements

The Family and Medical Leave Act (FMLA) allows eligible employees to take up to twelve (12) work weeks of job-protected leave. Employees who have worked at least twelve (12) months (which need not be consecutive) and have been employed for at least 1,250 hours during the twelve (12) month period preceding commencement of the FMLA leave, are eligible to take FMLA leave. An approved FMLA leave is available for up to twelve (12) weeks during a given twelve (12) month period. The 12-month period is calculated on a rolling basis.

Reasons to take FMLA Leave

FMLA leave may be taken for:

- birth, to care for a newborn, or placement of a child in the employee's home for adoption or foster care;
- the employee's own serious health condition that prevents the employee from performing the essential job functions;
- to care for a spouse, child, or parent with a serious health condition.
- because of any qualifying exigency arising out of the fact that an employee's spouse, son, daughter or parent is a covered military member on active duty or has been notified of an impending call or order to active duty status in the National Guard or Reserves in support of contingency operation.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Additional Military Family Leave Entitlement (Injured Service Member Leave)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member is entitled to take up to 26 weeks of leave during a single 12-month period to care for the service member with a serious injury or illness. Leave to care for a service member shall only be available during a single-12 month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member.

Notice of Eligibility for, and Designation of, FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from the College telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) the College's designation of leave as FMLA-qualifying or non-qualifying, if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The College may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the College's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the College and employee can mutually agree that leave be retroactively designated as FMLA leave.

Increments and Limitations on Taking FMLA Leave

Under FMLA, when medically necessary, the employee's or a family member's serious health condition leave may be taken on an intermittent or reduced basis. Leave due to qualifying exigencies may also be taken on an intermittent or reduced schedule basis as appropriate. For the birth or placement of a child, intermittent or reduced leave can only be taken with prior approval from the College. When an employee and spouse both work for the College, the full amount of the leave is limited to an aggregate of twelve (12) weeks for the birth, adoption, or foster care placement of a child or the care of a sick parent. If a leave of absence for the care of a sick child or spouse is requested, each spouse is entitled to twelve (12) weeks of unpaid leave of absence.

Employee Notice Obligation

Foreseeable FMLA leaves require at least thirty (30) days advance notice.

In the event that leaves are not foreseeable, Human Resources must be notified as soon as practicable (generally within one (1) or two (2) days from the time employees know they need FMLA leave).

Certifications to Support FMLA Leave and Return to Work

Employees are generally required to submit a certification in support of a request for FMLA leave. Human Resources will provide and/or explain the type of certification required depending on the reason the employee needs to take FMLA leave. Certification must be provided within a reasonable period of time (generally within fifteen (15) days) using the College's Human Resources Department's required form. Periodic recertification of the leave may be required during the term of the leave. If a leave is for an employee's own serious health condition, and prior to returning to work, the employee must present medical certification to Human Resources stating that the employee is able to return to work and perform the essential functions of the position with or without reasonable accommodation.

Substitute Paid Leave for Unpaid FMLA Leave

Employees must use any accrued sick leave time while taking unpaid FMLA leave for a period of five (5) or more days. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leaves and the paid time will run concurrently with an employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. Upon request, the Company will allow employees to use accrued paid time to supplement any paid disability benefits.

Benefits While Taking FMLA Leave

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work. While on leave, employees are also eligible to continue to participate in the College's benefits plans. TIAA-CREF Retirement Plan contributions cease when leave is unpaid. Employees who take leave for their own medical condition may also be eligible for workers' compensation or short term disability benefits. Please review the applicable section of this handbook for additional details. Employees are responsible for remitting all applicable employee contributions for health insurance to Human Resources while on FMLA leave. If not remitted, the College has the right to recover this money after the employee returns to work, or after notice that the employee is terminating employment. Sick and vacation time do not accrue when leave is unpaid.

Restoration of Employment and Benefits

Employees returning from FMLA leave will be restored to the same or an equivalent position to which they held prior to taking the FMLA leave. If an employee fails to return to work upon the conclusion of the leave the employee will be considered to have voluntarily resigned, unless the

inability to return to work is due to the continuation of the employees own serious health condition or other circumstances beyond the employee's control. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

Medical Leave Extension

Upon exhausting the FMLA leave entitlement, leave taken because of an employee's own medical condition may be extended on a month-to-month basis, provided appropriate documentation is provided to the Human Resources Department. If a medical leave extends beyond six (6) months from the date of the onset of the leave, an eligible employee may apply for Long Term Disability insurance. This benefit is described in the respective section of this Handbook and additional information is available from Human Resources. The College will make reasonable efforts to restore employees to their former positions when they are ready to return to work, however, the College cannot guarantee that it will be able to do so. An employee who fails to return to work on the scheduled return date or fails to request an extended leave or does not provide the requested medical documentation, will be deemed to have voluntarily terminated his/her employment with the College.

Questions and/or Complaints About FMLA Leave

If you have questions regarding this FMLA policy, please contact Human Resources. The Company is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain, or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact the Human Resources Department immediately. The College will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations

Additional information regarding medical and family leave as well as the appropriate medical certification forms are available from Human Resources.

Effective 11/12 Supersedes 7/05

Military Service Leave

Full-time and part-time employees who enter the military, or are called to active duty or training as a Reservist or member of the National Guard, are entitled to unpaid time off and to reinstatement in accordance with applicable federal and state laws. Supervisors should be advised of military service leave as soon as possible so that the necessary staffing arrangements can be made.

Effective 7/05

Personal Leave

Under compelling circumstances and at the sole discretion of the College, a thirty (30) day personal leave of absence without pay may be granted to full-time and part-time employees who have completed at least five (5) years of employment. The leave requires the approval of the employee's supervisor, the department head, the area Vice President and Human Resources. These leaves will be granted for justifiable reasons provided the leave does not seriously disrupt College operations. If granted, the personal leave would be for thirty (30) days or less. The employee is required to use any accrued, unused vacation during such leave.

While on personal leave, employees are eligible to continue to participate in the College's Benefits Plans. TIAA-CREF Retirement Plan contributions cease when leave is unpaid. Employees are responsible for remitting all applicable employee contributions for health insurance to Human Resources while on leave. If not remitted, the College has the right to recover this money after the employee returns to work or after notice that the employee is terminating employment. Sick time and vacation time do not accrue when leave is unpaid.

While on personal leave, one is considered to be an inactive employee. If the employee fails to return to work upon the conclusion of leave, the employee will be considered to have voluntarily resigned.

Effective 7/05

Disability Accommodations

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

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

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

GENERAL INFORMATION

Personnel Records

In order to keep employee records up to date, Human Resources should be notified of any change in name, marital status, address, telephone number, eligible dependents, beneficiary information for benefits, W-4 allowances, and person/s to contact in the event of an emergency. The appropriate change forms are available from Human Resources.

Personnel records are confidential and will be maintained in a confidential manner in the Human Resources Office. Only duly authorized personnel will have access to employee personnel records. No information will be released outside the College, or verified without authorization from the employee, except to confirm employment and as required by law.

Effective 7/05

Attendance, Punctuality and Dependability

A supervisor must be contacted no later than thirty (30) minutes after the scheduled starting time in the event of lateness or absence. The supervisor must be contacted each consecutive day of absence until a date of return has been established. Employees who fail to contact their supervisor may be considered as having voluntarily resigned.

Excessive absenteeism and lateness, which is considered part of job performance, may lessen advancement opportunities, and can result in disciplinary action up to and including dismissal.

Effective 7/05

Inclement Weather

Due to variable weather conditions across our region, all students and employees are urged to use their best judgment when traveling during inclement weather. Full-time and adjunct faculty who may need to cancel an individual class when the College is open should notify the Registrar at (914) 323-5337 or registrar@mville.edu

When weather conditions on a normally scheduled workday are not severe enough to warrant closing the College, employees who do not report to work will be deemed to have taken a vacation or personal day. Full-time employees and part-time employees who regularly work more than 20 hrs/wk will be paid when the College is closed due to severe weather conditions in the same way as paid holiday pay is handled.

This policy does not apply to bus drivers who may have their runs cancelled for various reasons and who do not get paid for cancelled runs as a matter of course. If, however, a driver reports to work and due to equipment or scheduling issues, they are unable to drive, they will be paid two hours of regular pay.

Safety and Security would like to remind the Manhattanville Community that in the event of inclement weather conditions, College closing and delayed opening announcements will be made

in the following manner: A message will appear on the homepage of the Manhattanville College website; an email will be sent to all listserves; call the main number (914) 694-2200 to receive information; check Facebook and twitter: facebook.com/Manhattanville, Twitter.com/Mville_College; listen to local radio and television broadcast stations; Go to the Registrar's page on the College's website regarding class cancellations:
<http://www.mville.edu/undergraduate/academics/registrars-office/class-cancellations.html>

The best way to receive inclement weather and emergency notifications is via voice mail, text, or e-mail notifications through the emergency notification system. If you have not already done so, please register with the emergency notification system using the following link:
<https://www.getrave.com/login/mville>

Effective 11/12, Supersedes 4/08

Confidentiality

Employees, in the course of their work, develop, maintain, or revise confidential information that may include employee information, grades, telephone numbers, addresses, internal procedures, salary information, and financial information, etc. It is understood that employees may not divulge, publish, report, disclose or reveal any such confidential information while working or after having worked at Manhattanville to any person, firm or corporation outside of Manhattanville unless expressly authorized to do so. It is also understood that while working at the College, employees may not divulge, publish, report, disclose or reveal any such confidential information to another Manhattanville employee or office that does not have a need for the information in order to effectively and efficiently conduct business.

Employees are reminded that sensitive documents, when disposed of, should be shredded. A large container for shredding is located in the Accounting Office. In general, files should be purged on a regular basis unless retention is otherwise stipulated by regulation or college policy or specific departmental needs.

Student part-time employees are not allowed to use their personal computers to conduct Manhattanville business and may not access Manhattanville business software from their personal computers.

Upon termination from the College, all notes, data, manuals, documents, records, memoranda, financial reports and equipment will be surrendered to the College.

Breach of confidentiality is a serious offense and could result in disciplinary action up to termination, and possibly legal action following termination

Effective 6/08

Standards of Conduct

Employees should demonstrate good conduct that is generally characterized by honesty, good judgment, consideration and respect for others. Depending on the nature and severity of the poor

conduct, disciplinary action will be taken ranging from oral and written warnings to discharge. Such poor conduct includes, but is not limited to:

- Obtaining employment on the basis of false or misleading information
- Breach of trust or dishonesty
- Possession of weapons of any kind on College property
- Violation of an established College policy
- Theft
- Fighting
- Falsification of College records
- Misappropriation, misuse or destruction of College money or property
- Gross negligence
- Insubordination
- Engaging in conduct or communicating in a manner that makes someone feel uncomfortable (including but not limited to the viewing or distribution of pornographic material)
- Romantic and sexual relations between a supervisor and a subordinate within the same department, including voluntary and consensual relations, are prohibited
- Romantic and sexual relations between a student and a faculty or staff member, including voluntary and consensual relations, are prohibited
- False or malicious charges of sexual or other forms of harassment
- Home-based employee-student interactions are prohibited
- Inappropriate attire for professional business environment

Effective 7/15, Supersedes 10/14

Problem Resolution Procedure

The College encourages positive relations between colleagues in keeping with campus values. We recognize however, that problems can occur and therefore have established this Problem Resolution Procedure.

It is the purpose of these provisions to obtain proper and equitable solutions to work related problems or concerns of staff members. Supervisors and staff have an obligation to make every effort to resolve problems as they arise and whenever possible, the College encourages the resolution of complaints on this informal basis.

If a supervisor is unable to resolve a problem in a manner that seems fair to a member of the staff, the staff member may seek a review at sequentially higher levels through-out the chain of authority within the College. Final appeal may be made to the President, who will render a final decision.

Procedure:

1. If an employee has a work related problem or concern, s/he should discuss it with his/her immediate supervisor. In the event that the employee feels s/he is unable to speak with

- his/her supervisor, the employee may discuss the problem or concern with the Director of Human Resources or designee. At that time, the employee may be instructed to complete an Employee Problem Resolution Form which is available in Human Resources.
2. If the employee is not satisfied with the outcome of Step 1, s/he may request a meeting with his/her supervisor's immediate supervisor.
 3. If the employee is not satisfied with the outcome in Step 2, s/he may request a meeting with the appropriate Vice President responsible for the employee's department.
 4. If the problem or concern is still not resolved, the employee may request a meeting with the President, the Director of Human Resources or designee, and a co-worker selected by the employee or a member of the Staff Council. The decision made in Step 4 is final and binding. An appeal following Step 4 will only be granted under one of the following circumstances: there is a perceived bias in process/procedures, there is new evidence to be introduced or if the assigned sanction is considered exorbitant.

All resolutions reached beyond Step 1 should be made in writing and a copy should be forwarded to the Human Resources Department.

The Director of Human Resources will be available throughout the process to consult with all parties when necessary.

Effective 11/12

Brand Identity Standards and Guidelines

Manhattanville College's community is asked to keep in mind that every piece of internal and external communications shapes the College's reputation. Publications, social media, stationery, newsletters, posters, advertisements, business cards, promotional materials, website, signage, emails, and other forms of communication represent not just the individual or program, but the entire College. Even the signature on emails coming from mville.edu should be standardized to reflect the College's logo, department name or office, and contact information. Personalized sayings or quotes should not be included.

The College's Brand Identity Standards and Guidelines Manual can be accessed by going to the website and typing "publications" in the search bar. The Office of Communications is available to ensure all communication materials contribute to the distinctive image of Manhattanville and meet specific standards authorized, and to offer guidance and technical support needed to consistently reinforce the College's image.

Please support Manhattanville College by applying these guidelines carefully and consistently.

Effective 2/1/15

Social Media Policy

This policy establishes a set of rules and guidelines for any activity and participation in “social media” by all Manhattanville employees. The term “social media” applies, without limitation, to any web-based and mobile technologies, in use now or developed in the future, that enable individual or entities to disseminate or receive information, communicate, or otherwise interact, and includes, without limitation, email, texting, messaging, social networking, blogging, micro-blogging, and bulletin boards through providers such as Facebook, LinkedIn, MySpace, Twitter or YouTube.

The College respects the right of any employee to participate in social media, such as maintaining a blog or participating in online forums. However, to protect the College’s interests and to oversee employees’ focus on their job duties, employees should not engage in the use of online social media during working time or at any time with College equipment or property, unless doing so is expressly permitted by the College.

You are personally responsible for any of your social media activity conducted with a Manhattanville email address or on a College website or page, and/or which can be traced back to a College domain, and/or which uses the College’s equipment or property and/or which expressly or implicitly identifies you as an employee of the College. If from your post in a blog or elsewhere in social media it is clear you are a Manhattanville employee, or if you mention the College, or it is reasonably clear you are referring to the College or a position taken by the College, and also express a political opinion or an opinion regarding the College’s positions or actions, the post must specifically note that the opinion expressed is your personal opinion and not Manhattanville’s position. This is necessary to preserve the College’s good will in the marketplace.

Do not post any information or conduct any online activity that may violate applicable local, state or federal laws or regulations. Any conduct which is impermissible under the law if expressed in any other form or forum is impermissible if expressed through online social media. Observe and follow (i) existing College policy and agreements, such as our Employee Handbook and your Employment Agreement(s) with the College, if applicable, (ii) the policies of the particular online/social networking venue, and (iii) applicable law. You are prohibited from using social media to post or display comments or material about coworkers or supervisors or the College that are pornographic, defamatory, libelous, threatening, intimidating or a violation of the College’s workplace policies against discrimination, harassment, or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, or any other class, status, or characteristic protected by law. The rules and policies in the College’s Employee Handbook including, but not limited to, the Electronic Communication Policy, anti-harassment and discrimination policies and workplace violence prevention policy apply equally to employee comments and behavior within social media even if done on nonworking time. Faculty and Staff are reminded to use discretion in deciding whether to connect with current students as “Friends” on any social platform (i.e. Facebook).

Before sharing a comment, post, picture or video about a friend or colleague through any type of online social media, it is a best practice to first obtain his or her consent. It also is inappropriate to use or disclose personal information about another individual or use or disclose the College’s confidential or proprietary information in any form of social media. For purposes of this Policy, personal information means an individual’s Social Security number, financial account numbers, driver’s license number, medical information (including

family medical history) and other highly sensitive information. The College's confidential or proprietary information includes, but is not limited to, financial information, future business performance and business plans, business and brand strategies, and information which is or relates to Manhattanville's trade secrets. All the College's rules regarding confidential personal and business information including, but not limited to, the College's Confidentiality Policy apply in full to online social media, such as blogs or social networking sites. For example, any information that cannot be disclosed through a conversation, a note, a letter or an e-mail also cannot be disclosed in a blog. Sharing this type of information, even unintentionally, can potentially result in harm to the individual, harm to Manhattanville, and ultimately you and/or the College being sued by an individual, other businesses or the government. Thus, the transmission of confidential material or other confidential or proprietary information, without the permission of the College, is prohibited.

Nothing contained within this Policy is intended to interfere with employee rights under the National Labor Relations Act, including but not limited to employees' right to discuss the terms and/or conditions of their employment, or other laws protecting lawful job related activities, nor would it be interpreted or applied so as to interfere with employee rights to self-organize, form, join, or assist labor organizations, to bargain collectively through representatives of their choosing, or to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection, or to refrain from engaging in such activities.

Effective 11/12

Discipline

When an employee's performance and/or misconduct interfere with the operation of a College department, corrective action must be taken. Employees should be warned about misconduct, negligence, insubordination, poor work habits (attendance/tardiness) and other performance issues. Employees should understand what changed behavior is expected of them and must be made aware of the consequences of non-corrective conduct.

Depending on the seriousness of the offense, performance or misconduct, corrective action, may include, verbal warning (with a note to file of the meeting(s)); written reprimand; last chance warning; and termination. In the event of a serious infraction, a fast-track approach may be taken that could include suspension without pay or immediate termination.

Human Resources should always be informed and involved in disciplinary matters.

Effective 5/11, Supersedes 9/10

Lay-Off

There may be circumstances when it becomes necessary to: eliminate or significantly redesign a position(s); reorganize functions or reduce staff. These circumstances may arise for business reasons such as, job redundancy, budget necessity or the reduction and/or elimination of a function or program. These instances constitute lay-off and are subject to certain notice and severance arrangements.

In the case of lay-off, an employee is given a minimum of two (2) weeks notice. In exchange for a signed release/waiver, an employee may be eligible to receive a lump sum severance payment to be determined at the time of lay-off, normally equivalent to one (1) week of salary for each year continuous of full-time service. In addition, accrued and unused vacation will be paid out subject to the caps identified in the vacation policy upon separation.

Effective 6/11

Conflict of Interest and Related Party Transactions Policy

A high level of trust and commitment is vital to our workplace environment and to the College's activities as a whole. A conflict of interest arises when the interests of the College and the interests of one of the College's directors, officers or key employees is in direct or indirect competition and/or in violation of applicable legal requirements. Conflicts of interest can prevent an individual from being impartial in carrying out his or her job or responsibilities. Furthermore, conflicts of interest can influence the way in which an individual makes decisions on behalf of the College and on behalf of himself or herself.

Conflicts Defined

Conflicts of interest occur when, among other situations, a director, trustee, officer or key employee:

- participates in decisions from which he or she can directly or indirectly benefit, even if they are of no harm to the College;
- gains a personal benefit from an external company or organization conducting business with the College;
- participates in a decision-making process within the College related to another entity or organization in which the employee has ties or on which he or she has a substantial influence;
- accepts gifts or services from individuals, companies or organization conducting business with the College whose value exceeds gifts or services appropriate in a normal business relationship;
- uses assets belonging to the College for personal use, regardless of the amount;
- uses the College's name, trademarks and any other College identification for commercial purposes or to endorse a product or service;
- has professional or personal affiliations that are in competition with the College and could jeopardize the employee's job, position or relationship with the College; and / or
- biases his or her job position or relationship with the College in order to benefit the needs of an outside company or organization in which he or she has a direct or indirect business, whether financial or otherwise.

This foregoing list of conflicts of interest provided above is non-exhaustive, and other scenarios not described above may also qualify as a conflict of interest.

Prohibited Conduct

The College will not enter into any related party transaction unless the transaction is determined by the Board of Trustees to be fair, reasonable and in the College's best interest at the time of the determination. For purposes of this Policy "related party" means: (i) any director, trustee, officer

or key employee of the College, (ii) any relative of any director, trustee, officer or key employee of the College, or (iii) any entity in which any individual described in clauses (i) and (ii) of this paragraph has a thirty-five percent (35%) or greater ownership or benefit interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five percent (5%).

Disclosure of Conflicts

If a conflict of interest should arise or if one is suspected or if any director, officer or key employee has an interest in a related party transaction, a director, trustee, officer or key employee must take the following course of action:

1. The director, trustee, officer or key employee must inform the Chair of the Special Oversight Committee of the Board of Trustees, sub-committee of the Board of Trustees' Audit Committee, who will, in-turn, disclose such conflict to the Audit Committee or the Board of Trustees including disclosure of any material facts;
2. The director, trustee, officer or key employee must remove himself or herself from the situation by discontinuing participation in the actions generating the conflict of interest;
3. The director, trustee, officer or key employee with the actual or suspected conflict of interest may not be present at or participate in the Board or Committee deliberation or vote on the matter giving rise to such conflict.

Process for Addressing Conflicts

The Audit Committee or the Board of Trustees will evaluate the conflict of interest and take the necessary actions to solve the matter while preventing or minimizing any risks to the College. The director, officer or key employee with the actual or suspected conflict of interest is prohibited from attempting to influence improperly the deliberation or voting on the matter giving rise to the conflict.

With respect to any related party transaction involving a charitable corporation and in which a related party has a substantial financial interest, the Board of Trustees or an authorized committee thereof will:

1. prior to entering into the transaction, consider alternative transactions to the extent available;
2. approve the transaction by not less than a majority vote of the director or committee members present at the meeting; and
3. contemporaneously document in writing the basis for the Board or authorized committee's approval, including its consideration of any alternative transactions.

The existence and resolution of the conflict and/or related party transaction will be documented in the College's records, including in the minutes of any meeting at which the conflict was discussed or voted upon.

Reporting

Prior to the initial election of any director or trustee, and annually thereafter, each director or trustee must complete, sign and submit to the Chair of the Special Oversight Committee a written statement identifying, to the best of the director or trustee's knowledge, any entity of which the he or she is an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or employee and with which the College has a relationship, and any transaction in which the College is a participant and in which the director may have a conflicting interest. Each director or trustee must resubmit such a written statement to the Chair of the Special Oversight Committee annually.

Violations of this policy may lead to disciplinary action, up to and including termination of employment.

Contact Information for Special Oversight Committee

Chair of the Audit Committee (Committee Chair)

Name: Mary Gawlicki

Address: Corporate Translations, Inc., 77 Hartland Street, East Hartford, CT 06108

Phone: 860-727-6050

Email: mgawlicki@corptransinc.com

Chief Financial Officer of the College

Name: Marina Vasarhelyi

Address: Reid Hall, 2900 Purchase Street, Purchase, NY 10577

Phone: 914-323-5139

Email: Marina.Vasarhelyi@mville.edu

Effective 12/14, Supersedes 7/05

Whistleblower Policy

SCOPE

This Whistleblower Policy (hereinafter the "Policy") applies to Manhattanville College (hereinafter "the College") and their trustees, directors, officers, and employees (including staff, faculty, and administrators) (hereinafter collectively "College Personnel"). In addition, the Policy applies to the College's volunteers, contractors, and suppliers ("Business Partners"), on active projects, pursuits or contracts to the extent of the College's interaction with such Business Partners.

BRIEF OVERVIEW

College Personnel and Business Partners are expected to understand and comply with this Policy. Accordingly, College Personnel or its Business Partners should read this Policy, be sure to understand its requirements, to ask questions as necessary, and to report any concerns that they may have about violations or potential violations covered by the Policy. All reports will be taken seriously and investigated in accordance with the provisions of this Policy as described herein below.

As stated within the anti-retaliation provisions of the Policy, any College Personnel or Business Partner who report a Policy related concern in good faith are protected from any form of retaliation.

The Policy is administered by the Audit Committee of the Board of Trustees.

If you are not sure whether a given matter is covered by this Policy, consider whether the activity complies or does not comply with the law, this Policy and/or any College policy and practice.

Ultimately, the College's ability to enforce the Policy is based in large part on the willingness of College Personnel or Business Partners to follow the Policy's requirements and on the willingness of College Personnel or Business Partners to report violations covered by this Policy. The College highly encourages all College Personnel or Business Partners to submit reports of actual or potential Policy violations. The Policy provides guidance as to how to go about reporting a violation. It is not intended to be an all-inclusive guide but the College expects College Personnel and Business Partners to act in compliance with the spirit and intent of the Policy.

COMPLIANCE WITH THE POLICY

The College is committed to maintaining the highest level of business ethics, and therefore, this Policy establishes standards of conduct, which, in some instances, go beyond the strict requirements of applicable laws and regulations. College Personnel who violate the Policy will be subject to discipline up to and including termination of employment or, as applicable, to the College's Business Partners, termination of a contractual or other relationship. Additionally, and as the College's Audit Committee deems appropriate, Policy violations will be reported to the Office of the President who will take appropriate action which may involve referring the matter to law enforcement and/or regulatory officials to the extent such Policy violations involve actual or potential criminal activity. In any event, the Office of the President will report the full disposition to the Audit Committee.

CONDUCT COVERED BY POLICY:

This Policy covers any complaints, concerns and/or suspected violations with respect to accounting, internal controls, and auditing matters; illegal or fraudulent conduct or activity; compliance with legal and regulatory requirements; College policies or procedures; and, any claim of retaliation for having reported or provided information as part of any investigation related to a suspected violation of this Policy.

The College must maintain accurate financial records of its business transactions and must ensure proper reporting to auditors of its financial results. Financial records could include College-wide financial records, or department specific unit transactions, including any vendor, supplier, or contractor payments. These may also include payments, compensation, benefits, and/or reimbursements for business related expenses to College Personnel. These and many other forms of financial information must be managed properly and must be appropriately presented when requested. To the extent

that employees create, handle, or are otherwise involved in the handling of financial records they must ensure that the records are accurate, properly maintained, and appropriately represented in internal and/or external financial disclosures. The College also maintains Policies and Procedures regarding conduct by College Personnel.

REPORTING VIOLATIONS COVERED BY THE POLICY

College Personnel or Business Partners may submit a report of any violation or suspected violation covered by this Policy directly to the Chair of the Board of Trustees' Audit Committee, or to the President of the College, who will refer the matter to the Audit Committee for its review. By following the protocol set forth in this Policy, these reports will be viewed by the Audit Committee, and any final determination as to whether there has been any violation will be within the sole discretion of the Audit Committee.

College Personnel or Business Partners who wish to report a violation or suspected violation covered by this Policy are encouraged to submit their matter by way of the following dedicated email address:

WhistleblowerConcerns@Mville.edu

The Audit Committee members are the only individuals with access to this email address. In addition, College Personnel or Business Partners can also communicate a violation or suspected violation of this Policy by sending written correspondence to:

Manhattanville College
2900 Purchase St.
Purchase, New York 10577
Attention: Chair, Audit Committee

College Personnel may discuss their concerns as they relate to this Policy with their immediate supervisor or the College's Administration if they wish and are comfortable doing so, although they may also follow the procedures above by contacting the Chair of the Audit Committee. In the event College Personnel were to report any violation or suspected violation to College Administration or their supervisor, the administrator or supervisor who received the concern is responsible for ensuring that the report is appropriately documented and delivered to the Audit Committee.

Any communications about violations or suspected violations covered by this Policy should be specific, identifying the situation, names, dates, and places the conduct became evident. The report should also include the College Personnel's or Business Partner's perception of why the conduct is concerning, as well as any other pertinent information.

In the event that any violation or suspected violation is being made against the Chair of the Audit Committee, then the Chair of the Board will appoint another member of the Audit Committee to act as the Chair for purposes of any investigation and during the pendency of the instant complaint.

All concerns reported to the College directly by College Personnel or Business Partners or through a supervisor or College Administration by College Personnel will be reviewed and investigated as appropriate by the Audit Committee.

The Audit Committee shall ensure that any investigation of a violation or suspected violation of this Policy is conducted promptly. To that end, the Chair may appoint a member or members of the Audit Committee to conduct an investigation, or may, as appropriate and necessary, with approval of a majority vote of the Audit Committee, retain an outside consultant to conduct the investigation. The Audit Committee should be provided a report detailing the complaint, the scope of the investigation and any factual determinations made.

The Audit Committee, after receipt of the investigation report and deliberation, will refer the matter to the Office of the President for appropriate action. Subsequently the Office of the President will report the full disposition to the Audit Committee.

In some cases, when deemed appropriate by the Audit Committee, the reporting College Personnel may receive information as to the outcome of the investigation.

PROHIBITION AGAINST RETALIATION

The College seeks to foster a workplace that is conducive to open communication regarding the College's business practices and ethical standards. In connection with those efforts, the College is committed to protecting College Personnel and its Business Partners from unlawful retaliation for properly disclosing or reporting conduct under this Policy that they perceive to be illegal, unethical, or of an otherwise questionable nature.

The College strictly prohibits retaliation against any individual for reporting a matter internally or externally that the College Personnel or Business Partner, in good faith, believes to be a violation of this Policy or any law, rule, or regulation. Retaliation itself is considered by the College to be a violation of this Policy. If any College Personnel or Business Partner believes he/she is subject to retaliation for having made a report to or participated in an investigation into a suspected violation of this Policy, he/she should report the matter immediately following the procedures outlined herein.

POLICY CONTACTS

Contact information is provided below for any College Personnel or Business Partner to report any matters pertaining to actual or suspected Policy violations or any Policy-related concerns;

I. Audit Committee Chair

NAME: Ms. Mary Gawlicki

ADDRESS: Corporate Translations, Inc., 77 Hartland St, East Hartford, CT 06108

PHONE: 860-727-6050

EMAIL: mgawlicki@corptransinc.com

2. Office of the President

NAME: Dr. Jon Strauss

ADDRESS: 2900 Purchase St. Purchase, NY 10577

PHONE: 914-271-5230

EMAIL: jon.strauss@mville.edu

3. Board of Trustees Chair

NAME: Mr. Don Callahan

*ADDRESS: Head of Operations & Technology, Citigroup, 399 Park Ave
2nd Floor, NY, NY 10022*

PHONE: 212-793-8863

EMAIL: mulberry256@gmail.com

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The College, the Board of Trustees and/or the Audit Committee has the right to amend, modify, or revise this Policy at any time with or without notice to College Personnel or Business Partners.

Effective 6/15, Supersedes 12/14

Solicitation, Distribution, Access To Premises and Trespass

To maintain an orderly, professional atmosphere at the College, as well as to prevent interference with our services, the College has developed the following policies.

A) Solicitation and Distribution of Material

Solicitation of an employee by another employee, a student or faculty member is prohibited while either one is on his or her working time. Working time does not include when an employee is on break or meal period (regardless of whether such time is paid). Solicitation includes, but is not limited to, sale of raffle tickets, household goods (such as Avon products), food products or personal items as well as appeals for charitable contributions. The distribution of any material of any kind is prohibited on working time or in working areas at all times.

B) Employee No -Access

For safety and security reasons, employees are not permitted access to the College during off-duty hours except as permitted to a member of the general public for various College services, events or programs.

C) No-Trespass Rule

Solicitation, distribution or trespassing by non-employees on College premises is strictly prohibited except as permitted to a member of the general public for various College events or programs.

Effective 9/08

Visitors

Upon arrival all visitors to the College must be registered with Campus Security at the main gate.

Effective 7/05

Privacy and Reference Checks

In response to inquiries for information, Human Resources provides only an employee's dates of employment, job title and department. No other information is generally released unless required by law.

Effective 7/05

Emergency Notification

Employees are required to supply the college with up to three (3) current emergency notification phone numbers. The electronic form for this purpose can be found on the Human Resources web site.

Effective 5/08

Record Retention and Disposal Policy

Manhattanville College is committed to effective record retention to preserve its history, ease retrieval of information, meet legal requirements, optimize the use of space, minimize the cost of record storage, and ensure that outdated or useless records are destroyed in an appropriate manner.

Specific Responsibilities

The Document Retention tables that follow in the appendix to this Employee Handbook list the official repositories for college records as well as how long these records must be retained.

Record retention periods may change due to changes in the law, government order, contract, litigation and audit requirements. Such changes supersede the requirements listed in this policy. Those responsible for managing official repositories must do their best to stay abreast of changing requirements.

The administrative manager of each official repository must educate the staff in sound record management practices and enforce the provisions of this policy. In addition, they must preserve archival records and limit access to confidential records (please also refer to the policy herein entitled "Confidentiality").

Electronic Records and E-Mail

This policy applies equally to records that exist in electronic or paper form. It is the content and function of an e-mail message, attachment or electronic record that determines its retention period. Official college records that are kept in electronic form, must be stored on network

servers, not individual computer or other device hard drives. Records should be stored in a manner that is accessible by more than one authorized user.

College records should not generally be kept in email. Any email whose function or content does not require retention for any period under this policy and that is not important to ongoing college business should be routinely disposed of as soon as possible after it is read. This could include transitory communications to set up meetings, notices or correspondence concerning a subject not a subject not identified on the retention schedule (in the appendix) and emails about personal matters (please refer to the policy herein entitled “Electronic Communications”).

Record Destruction/Disposal

When college records are no longer required to be retained under this policy and are no longer in active use, they should be destroyed or discarded.

Paper: Discard all non-confidential paper records, preferably in recycle bins. Shred or otherwise render unreadable confidential, paper records. Contact the Mville Copy Center for information about shredding services.

Electronic: Non-confidential electronic records may be deleted with simple file or email delete commands. Confidential electronic records that have been stored on departmental file servers, desktop computers or CD’s must be securely disposed of. This is typically done by overwriting the record or by physically destroying the media on which the record is stored.

Effective 7/10

SERVICES AND FACILITIES

Identification Cards

College identification cards are issued through the Office of Campus Safety and Security, located in the main lobby of Spellman Hall. New employees must first meet with the Office of Human Resources to obtain an authorization for an ID card. ID cards are used to gain access to the residence halls, library services and rear gate. Lost cards should be reported to Safety and Security and replaced.

Effective 7/05

Parking and Parking Decals

Employee vehicles parked on campus must display an official and current parking decal issued by the College's Office of Campus Safety and Security. New employees may obtain an authorization for a parking decal from Human Resources. Parking is restricted to marked parking spaces within designated areas; it is prohibited in fire lanes, parking spaces for the handicapped absent an appropriate permit or license plate, and loading zones. Employees who incur parking violation fines are responsible for prompt payment. If an individual would like to seek approval to leave a vehicle parked on campus for more than two (2) days, Campus Safety and Security should be notified. Vehicles left in the parking lot for more than a week, without authorization, will be towed. All towing is at the owner's expense. The number of pedestrians on campus necessitates a speed limit of fifteen (15) miles per hour.

Effective 11/12, Supersedes 7/05

Safety and Security

The College's Office of Campus Safety and Security is located in the main lobby of Spellman Hall. It is open twenty-four (24) hours a day, seven (7) days a week. For routine security needs security officers can be reached at any hour of the day by dialing extension 5244. In case of an emergency, dial extension 888. There are emergency call boxes located in the front of the entrance of each residence hall, in the corridors of the Music Building and Brownson Hall, in the entrance to the Library and Benziger Hall and to the rear of Reid Hall. All campus elevators are equipped with emergency call boxes. There are five emergency blue lights on campus; they are located behind Tenney Hall, at the south end of the tennis courts, to the rear of the Kennedy Gym by the parking lot outside Benziger Hall and between Founders Hall and Spellman Hall. They operate in the same manner as the interior emergency call boxes. The Office of Campus Safety and Security provides an escort service twenty-four (24) hours a day, seven (7) days a week. Dial extension 5244 to request an escort. A Security Officer will meet callers at the location from which the call is made and escort them to their destination on Campus.

Effective 7/05

Accidents and Medical Emergencies

In case of an accident or medical emergency the Office of Safety and Security should be notified by dialing 888 or pressing any emergency call button within the immediate area. Human Resources should also be notified as soon as possible. Any employee who is injured while at work may be entitled to Workers' Compensation or State Disability benefits. He/She may also be eligible for paid sick days and medical leave.

Effective 7/05

Lost and Found

Items lost should be reported to, and items found should be given to the Office of Campus Safety and Security in the main lobby of Spellman Hall.

Effective 7/05

Office of Communications

The Office of Communications (OC) provides public relations and marketing communications services and support for Manhattanville College's academic and administrative departments. The OC is responsible for media relations and is the principal contact for all communication between the College and media representatives, as vested by the Office of the President.

It is their responsibility to help individuals and departments ensure that all communications vehicles contribute to the distinctive image of Manhattanville and meet the specific high standards set. They are available to offer the guidance and technical support needed to consistently reinforce the College's image and implement Manhattanville College's branding strategy.

The OC advances the College's reputation and identity by providing printed and electronic information to a variety of internal and external audiences. The OC communicates information about the history, programs, and activities of the College to the media for the purpose of developing public understanding of its mission, message, positioning and identity.

OC is located in Reid Hall B13 and can be reached by calling 914-323-7151. In addition, a Staff Assembly exists as a communication vehicle to all administration and staff.

Effective 11/12, Supersedes 7/05

Maintenance and Repairs

Requests for routine maintenance and repairs should be made through the on-line work order system located on the College's home web page. From there, click on Campus Net and then click on Facilities Operations. Here you will find the Work Order Service Request Form as well as a follow-up Quality of Work Form. A work order request line, extension 6080, is also available. The message should include the type of repair, the location (office number and building), the name of the person making the request and a telephone extension. If there is an emergency requiring immediate assistance, call the Office of Campus Safety and Security at extension 5244.

Effective 7/05

College Bookstore

The College Bookstore is located on the ground floor of Benziger Hall. In addition to textbooks, the bookstore carries magazines, general supplies, greeting cards, gifts and clothing bearing the Manhattanville logo.

Effective 7/05

Post Office

The Post Office is located on the ground floor of Benziger Hall. It offers all services provided by a regular United States Post Office. In addition to serving the College's needs, it is available for personal use.

Effective 7/05

Automated Teller Machine

An Automated Teller Machine (ATM) is located outside the Post Office on the ground floor of Benziger Hall. It offers basic cash dispensing automated teller services.

Effective 7/05

Bus Service

A public bus runs from the front gate to SUNY Purchase, White Plains, and other locations on an hourly basis. A schedule may be obtained from the main reception area in Reid Hall. In addition, the College's "Valiant Express" operates a free bus shuttle. The schedule is available from security and at www.mville.edu.

Effective 7/05

Library

The Library is available to College employees. The Library houses volumes of books and journals, audiovisual and microform collections as well as multi-media resources. Research computers are also available, and the public spaces of the Library offer areas for study and research. For information regarding Library services and hours, check the Library web page.

Effective 7/05

Athletic Facilities and Healthworks

The Athletic facilities including a gymnasium, tennis courts, and the Healthworks Fitness Center located in and around the Kennedy Gym, as well as the Fitness Center, located in the New Berman Student's Center, are available to employees and their family members. For more information contact the Athletic Department.

Effective 7/05

SEPARATION FROM EMPLOYMENT

Resignation

When an employee voluntarily resigns from the College, it is expected that the employee will provide the College with at least two (2) weeks advance notice in writing (one (1) month advance notice, when possible, for administrative staff). The purpose of this notice is to assure a smooth transfer of job duties. Vacation or personal days are not generally permitted during this period.

Effective 7/05

Exit Interview

The Office of Human Resources endeavors to conduct exit interviews with employees upon separation from employment with the College. The purpose of this interview is to advise employees of their benefits and accrued vacation entitlements, and to arrange for the return of College property, including ID cards, office keys and any other College-issued property.

Effective 7/05

Benefits Upon Separation from Employment

Retirement Benefits

Depending upon applicable legal and/or plan requirements several options may be available to employees with respect to accumulations in the TIAA-CREF Retirement and/or Supplemental Retirement Annuities upon separation from employment prior to retirement.

For more information regarding the special rules and rights and responsibilities pertaining to retirement benefits after separation, please contact Human Resources or refer to the applicable plan description.

Medical and Dental Benefits

Coverage under the College's group medical and dental plans will terminate on the last day of the month in which employment ceases. Employees will be provided with notice, advising them of their eligibility rights to continue such coverage at their own cost under the Consolidated Omnibus Reconciliation Act (COBRA).

Effective 11/12 Supersedes 7/05

APPENDIX

Document Retention

Record Type	Official Repository	Retention Period
Academic, Student		
Academic Actions	Registrar	5 years from graduation or date of last attendance
Academic Integrity Code Violations	Appropriate College	Permanent
Academic Records	Registrar	Permanent
Change of Course Forms	Registrar	5 years from date of enrollment
Change of Grade Forms, Student ID Numbers and Class Lists	Registrar	Permanent
Consent to Release Personally Identifiable Information	Registrar	Kept until next academic year; signatures kept 5 years
Course Offerings	Registrar	Permanent
Curriculum Change Authorizations	Registrar	5 years from graduation or from last day of attendance
Disciplinary Records	Registrar	Permanent where penalty imposed is probation, suspension or expulsion; otherwise in accordance with the record retention policy of the Office of Judicial Administrator
Enrollment Verifications	Registrar	1 year from enrollment date
Files from COD	Office of Financial Aid	Permanent
Financial Aid Records (Campus Based, Pell, ACG, and SMART support)	Office of Financial Aid	5 years from the end of the award year in which the aid was awarded

Record Type	Official Repository	Retention Period
Financial Aid Records (DL/FFEL eligibility and participation)	Office of Financial Aid	5 years from the last date of attendance
Financial Aid Records (FISAP support - DL/FEL reporting)	Office of Financial Aid	5 years after the end of the award year in which the FISAP was submitted
Grade Sheet	Registrar	Permanent
Graduation Lists	Registrar	Permanent
Hold or Encumbrance Authorizations	Registrar	Until Released
Name Changes	Registrar	Permanent
Original Grade Sheets	Registrar	Permanent
Original IRIS Data	Office of Financial Aid	Permanent
Perkins - NDS Loans	Office of Financial Aid	5 years after the end of the award year in which the FISAP is submitted
Perkins repayment records	Office of Financial Aid	5 years after a loan is assigned to the Department, cancelled, or repaid
Perkins original promissory note	Office of Financial Aid	Until the loan is satisfied or the documents are needed to enforce the obligation
Student Class Schedules	Registrar	1 year from graduation date or date of last attendance
Student Registration Forms (Continuing Education, Summer Sessions, Extramural Studies, etc.)	Office of Continuing Education and Summer Sessions	5 years from last date of attendance
Term Reports	Appropriate Department or College	7 years
Transcripts	Registrar	Permanent
Transcript Requests	Registrar	1 year from submission date

Record Type	Official Repository	Retention Period
Transfer Credit Evaluations	Registrar	5 years from graduation or last date of attendance
Veteran Administration Certifications	Registrar	5 years from graduation or last date of attendance
Withdrawal Authorizations/Leaves of Absence	Registrar	5 years from last date of attendance
Admissions for Applicants Who Do Not Enroll (Accepted and Rejected)		
Advanced placement records, Letters of recommendation, transcripts, and entrance exam reports	Admissions Office	2 years from date of start of application term
Admissions for Applicants Who Enroll		
Advanced placement records, Letters of recommendation, transcripts, and entrance exam reports	Registrar	5 years from graduation or date of last attendance
Letters of Recommendation	Registrar	Until date of admission
Recruitment Material	Registrar	Until date of enrollment
Residency Certificates	Registrar	Until date of enrollment
Residence Change Documents	Registrar	5 years from graduation or date of last attendance
Student Waivers for Right of Access (see Letters of Recommendation)	Registrar	Until graduation or date of last attendance
Transcripts- High School and other College	Registrar	5 years from graduation or date of last attendance
International Student Forms	International Students Office	5 years

Record Type	Official Repository	Retention Period
Academic (Personal)		
Academic Search Records	See Affirmative Action/Equal Opportunities Section	
Annual Conflict of Interest Disclosure Statements	Appropriate college officer	3 years
Grievances	Appropriate college officer	No cause findings: 3 years from determination. Cause findings: Permanent
Personnel Files, Appointment Letters and Forms	See Human Resources Section	
Tenure and Promotion Dossiers	Appropriate College Officer	If action approved: 3 years If tenure denied: 3 years from end of term appointment
Accounting and Finance		
Account Reconciliations	Appropriate Department	6 years
Accounts Payable Vouchers and Attachments	Accounting Office	6 years
Accounts Receivable Statements (Centrally Generated)	Accounting Office	6 years
Accounts Receivable Statements (Unit Generated)	Appropriate Department	6 years
Annual Financial Reports and Work Papers	Finance	Permanent
Banking Records, Bank Statements and Reconciliation, Bank Statements and Reconciliation, Voided and Cancelled Checks	Finance	6 years
Billing Records	Appropriate Department	6 years
Bond Issuance Documents	Finance	6 years after bond maturity

Record Type	Official Repository	Retention Period
Capital Equipment Records	Finance	Life of asset: Records of equipment purchased on federal funds must be retained for 3 years after final deposition
Cash Receipts	Finance	6 years
DCAA Audit Work Papers	Finance	6 years
Debt Amortization	Finance	6 years after debt is retired
Debt Compliance	Finance	6 years after debt is retired
Depreciation Records	Finance	Life of asset
Indirect Cost Rate Calculations	Finance	6 years
Inventories	Appropriate Department	Life of asset
Journal Entries and Back-up Documentation	Finance	6 years
Leases	Finance	6 years after termination
New Account Records and Back-up Documentation	Finance	6 years after account closing
Subsidiary Ledgers (Accounts Payable, Accounts Receivable, etc.)	Finance	6 years
Summary Analysis Reports (End of Year)	Finance	6 years
Trial Balances	Finance	6 years
Travel Reimbursements and Attachments	Finance	6 years
College Audit Work Paper	Accounting Office	6 years

Record Type	Official Repository	Retention Period
Affirmative Action/Equal Opportunity		
Academic Search Plans and Statements	For forms, Registrar; For search materials and documents supporting decision, appropriate department	3 years
Academic Search Waivers	Appropriate Department	For permanent waivers, 3 years from date of appointment; For limited-term waivers, 3 years from satisfaction of subsequent search requirements or appointment termination
Affirmative Action Programs	Human Resources Office	Permanent
Conciliation Agreements/Orders on Consent	Human Resources Office	Permanent
Documents Supporting Other Academic or Non-academic Selection Decisions	Appropriate Department	3 years form effective date of decision
Federal and State-Required Statistics and Reports	Office of Institutional Research	Permanent
Non-Academic Search and Hiring Forms	Office of Human Resources	3 years from date of appointment
Non-Academic Search Materials and Documents Supporting Hiring Selection Decisions	Appropriate Department	3 years from date of appointment
Non-Academic Search Materials and Documents Supporting Hiring Selection Decisions	Appropriate Department	3 years from date of appointment
Sexual Harassment Complaints, Investigations, And Findings	Office of Human Resources	No-Cause Findings, 3 years from determination Cause Findings, Permanent

Record Type	Official Repository	Retention Period
Alumni Affairs and Institutional Advancement		
Alumni Records	Institutional Advancement	Permanent
Gift Records	Institutional Advancement	Permanent
Original Gift Letter Agreements for Endowments, Signed by the President or the Donor	Institutional Advancement	Permanent
Original Gift Letter Agreements (Internal Agreements, etc.)	Institutional Advancement	Permanent
Planned Gifts (Trusts, Life Income, Agreements, Annuities, and Real Estate gifts)	Institutional Advancement	Permanent
Temporarily Restricted Funds	Institutional Advancement and Finance	5 years from close of fund
Athletics		
Game Contracts	Athletics Department	5 years
Scholarship Agreements	Athletics Department	5 years
Student Accounts		
Student Loan Records	Office of Financial Aid	Permanent
Tuition and Fee Charges	Office of Student Accounts	6 years
Facilities		
As-Built Drawings	Facilities	Permanent
Certificates of Occupancy	Facilities	6 years
Change Orders	Purchasing and Contracts/Finance	6 years
Contracts and Agreements	Facilities	6 years
Permits	Facilities	6 years

Record Type	Official Repository	Retention Period
Corporate Records		
Accreditation Records	Office of the President	Permanent
Board of Trustee Minutes	Office of the President	Permanent
By-Laws	Office of the President	Permanent
Charters	Office of the President	Permanent
Environmental Health and Safety		
Annual Fire Inspection Reports	Facilities and Campus Security	5 years
Annual Water Quality Reports	Facilities	5 years
EPA Voluntary Self Inspection Reports	Facilities	6 years
Evacuation Drill Records	Campus Security	5 years
Fire Protection Systems Records	Facilities	5 years
Fume Hood Testing Records	Facilities	3 years
Hazardous Waste Disposal Manifests and Reports	Facilities/Biology Dept.	3 years
Incident Records	Finance and Campus Security	5 years
Monthly Testing and Monitoring of Water Quality and Disinfection	Facilities	5 years
Portable Extinguisher Training Records	Facilities and Residential Life	5 years
Radiation Dose Reports	Facilities	Permanent
Radiation Safety Training Records	Facilities	3 years

Record Type	Official Repository	Retention Period
Radioactive Material Receiving and Inventory Records	Facilities	3 years
Radioactive Materials License and Safety Committee Records	Facilities	Permanent
Renewal Permits for Annual Water Quality Reports	Facilities	5 years
Vehicle Ownership Documents	Facilities and Finance	5 years
Human Resources		
Applications (Staff)	Office of Human Resources	Permanent
Applications (Faculty)	Office of Human Resources	10 years after termination
Employee and Personnel Files	Office of Human Resources	10 years after termination; E-Records Permanent
Federal Reporting Requirements: Welfare Benefits and other Fringe Benefits	Office of Human Resources	Permanent
Individual Contracts of Employment	Office of Human Resources	6 years after termination
1-9 Forms (Staff)	Office of Human Resources	3 years, or 1 year after termination (whichever is greater)
1-9 Forms (Students)	Career Development	3 years, or 1 year after termination (whichever is Greater)
Occupational Injury or Illness, Records relating to	Office of Human Resources	5 years after case termination
Performance Measurement Forms	Office of Human Resources	3 years after separation; E-Records Permanent
Search Committee Records	Office of Human Resources	3 years

Record Type	Official Repository	Retention Period
Volunteer Registration Forms. Parental Consent Forms, and Agreements	Appropriate Department	3 years
Worker's Compensation Claims and Insurance Policies	Office of Human Resources	6 after case termination
Insurance		
Certificates of Insurance and Contracts	Finance	6 years after expiration
Insurance Policies (Liability, Property, and other Policies)	Finance	Permanent
Incident Reports, Accident Reports	Finance	4 years after report date
Legal		
Consent Orders		
Court Orders		
Judgments		
Releases		
Settlements		
Medical		
Patient Files	Health Center	10 years from date of last service
Patient Invoices	Health Center	7 years from date of last service
Pediatric Patient Files	Health Center	Permanent until the child turns 24
Patent and Trademarks		
Original Executed Invention Disclosure Forms		Permanent

Record Type	Official Repository	Retention Period
Original Executed US Patent and Trademark Office (USPTO)		Permanent
Original Letters/Patents		Permanent
US Patent/Application Correspondence Papers		Permanent
US Patent/Application-Related Work Papers		Permanent
Foreign Patent/Application-Related Work Papers		Permanent
Original Registered Trademarks		Permanent
Licensing Agreement-Related Work Papers		Permanent
Royalty Records		Life of Technology
Payroll		
Annual Payroll Records	Payroll Office	Permanent
Garnishments	Payroll Office	5 years after closed
Information Returns Filed with	Payroll Office	6 years
Payroll Deduction Authorization Forms	Payroll Office	5 years after employment Ends
Record Payments and deductions	Payroll Office	5 years
W-2's	Payroll Office	Permanent
Retirement and Benefits		
Employee Eligibility for Retirement Plan	Office of Human Resources	6 years after death of eligible employee
Employee Personal Information	Office of Human Resources	6 years after death of eligible employee

Record Type	Official Repository	Retention Period
Employee Service Records	Office of Human Resources	6 years after death of eligible employee and beneficiary
Imputed Income Records	Office of Human Resources/Finance	6 years
Leave-Reporting Documents	Office of Human Resources/Finance	6 years after date of last employment
Defined Contribution Plan Paid To Employees or their Beneficiaries	Office of Human Resources	6 years after death of eligible employee and beneficiary
Defined Contribution Plans and all Attached Amendments	Office of Human Resources	Permanent
Defined Contribution Plans Filed with the Department of Labor and the Internal Revenue Service	Office of Human Resources	Permanent
Planning and Budget		
Annual Budget	Finance	6 years
Annual Capital Budget	Finance	6 years
Development of Annual Budget	Finance	6 years
Monthly Reports Manual	Finance	6 years
Plans and Projections	Finance	6 years
Strategic Planning	Office of the President	6 years
Public Safety		
Security Department Incident Reports	Office of Campus Security	Permanent
Citation Records	Office of Campus Security	10 years
OSA Student Infraction Reports	Office of Campus Security	10 years
Log Books	Office of Campus Security	10 years

Record Type	Official Repository	Retention Period
Recorded Incident Taps	Office of Campus Security	10 years
Insurance Claims	Office of Campus Security	3 years
Publications, Statistical Data/Documents, and Reports		
Catalogs	Registrar	Permanent
Census Files	Office of Institutional Research	10 years
Degree, Grade, Enrollment, and Racial/Ethnic Statistics	Registrar/Office of Institutional Research	Permanent
Federal and State Reports	Office of Institutional Research	10 years
IPEDES Reports	Office of Institutional Research	10 years
Middle States Institutional Profile	Office of Institutional Research	10 years
National Science Foundation Survey of Graduate Students and Post-Doctoral Students in Science and Engineering	Office of Institutional Research	10 years
Schedule of Classes (Institutional)	Registrar	Permanent
State Mandated Education Reports	Office of Institutional Research	10 years
Student Surveys	Office of Institutional Research	10 years
US News and World Report	Office of Institutional Research	10 years
Purchasing		
Purchase Orders and Change Orders	Purchasing and Contracts	6 years after contract expiration
Purchasing Card Statements	Purchasing and Contracts	6 years

Record Type	Official Repository	Retention Period
Purchasing Contract Documentation	Purchasing and Contracts	6 years after contract expiration
Request for Proposals and Bids	Purchasing and Contracts	6 years
Real Property		
Documents for Leases	Finance	6 years after expiration of lease or contract term
Licenses, Construction Contracts, etc.	Finance	6 years after expiration of lease or contract term
Property Deeds, Easements, Licenses, Rights of Way, Leases, Mortgages, etc.	Finance	Permanent
Property Tax Returns Filed with Tax Jurisdiction	Finance	6 years
Title Insurance Policies	Finance	10 years after disposal of property
Sponsored Project Contracts, Grants		
Animal Welfare Records	Originating Department	4 years or contract period
Awarded Proposal Documentation	Originating Department/Finance	6 years after close of grant (for New York State) OR 3 years after close of grant (for federal grants and contracts) OR As stated in contract
Contract and Award Documentation	Finance	3 years
Effort Reports	Finance	3 years
Electronic Grant Proposals	Originating Department	3 years
Federal Grants	Originating Department	5 years after close of grant
Non-Awarded Grant Proposals	Originating Department	3 years
Tax		
1099R/ 1099 Misc.	Payroll	8 years

Record Type	Official Repository	Retention Period
Annual Federal Tax Returns (Form 990, 990-T, 5500)	Accounting	8 years
Quarterly Federal Wage Returns (Form 941and 945)	Payroll	8 years
Quarterly State Sales Tax Return (Form ST-100-1)	Payroll	8 years
Quarterly State Withholding/Wage Tax Report (Form NYS-45)	Payroll	8 years
Sales Tax Returns	Accounting	6 years