

**CENTRE
COLLEGE**

**Staff
Handbook**

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TO: Centre College Staff

I welcome you to the Centre College community. I am confident you will make a significant contribution to Centre by helping us to maintain the best possible environment for learning. We must always remember that it is our responsibility to serve the students in a manner that will promote their intellectual, cultural, and moral development as individuals and as tomorrow's citizen-leaders.

This Handbook has been prepared as a guide and reference for all staff employees. Because of our desire for consistency and fair play, and the increasingly complex legal nature of the employment relationship, we feel it is in the best interest of the College and the employees to have written personnel guidelines wherever practical. It is important that you know the College's objectives and expectations.

Ultimately, the successful application of any policy is dependent on proper application by the supervisor and the cooperation and understanding of the employee. Mutual adherence to these guidelines will ensure equal treatment in the situations addressed and enhance the effectiveness and efficiency of the College.

Please familiarize yourself thoroughly with the contents of this Handbook so that all personnel policies of the College may be administered fairly and effectively.

John Roush
President

PREFACE

This Handbook contains general statements of Centre College policy and should not be read as including the fine details of each policy, or as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases. Centre College reserves the right to interpret, change, alter, suspend, and cancel all policies and practices without advance notice, at its sole discretion, without providing cause, justification, or consideration. The College will periodically update this Handbook, but there will be times when policy will change before this material will be revised.

Any alterations of, additions to, or deletions from, the provisions of this Handbook must be reviewed by the Human Resources Committee, approved by the President of the College, and issued by the Vice President for Human Resources. Where appropriate, as in the area of employee benefits, changes may be made at any time by the college administration or by action of the Board of Trustees. Any staff member may recommend a new policy or recommend a change to an existing policy by writing to the Vice President for Human Resources or to the Human Resource Committee.

Questions regarding interpretation of the Handbook's provisions should be directed to your immediate supervisor. If questions remain, the supervisor should consult with the Vice President for Human Resources.

Nothing contained in this Handbook, employment application, position announcement, College memoranda or other materials provided to employees in connection with their employment shall be construed as a contract or to alter the "at will" employment relationship between any employee and the College or require the employee or the College to have "just cause" to terminate employment or otherwise restrict the employee's or the College's right to terminate employment at any time or for any reason. Statements of specific grounds for employment termination listed in this Handbook or elsewhere are not all inclusive and are not intended to restrict the employee's, or the College's, right to terminate employment at will.

The Vice President for Human Resources shall be responsible for custody and distribution of copies of this Handbook.

SECTION I: **COLLEGE PURPOSE AND HERITAGE**

STATEMENT OF PURPOSE

Centre College is a small, independent, and selective educational community dedicated to study in the liberal arts as the means to develop the intellectual, personal, and moral potential of its students. Centre nurtures in its students the ability to think logically and critically, to work creatively, to analyze and compare values, and to write and speak with clarity and grace. It acquaints students with the range of accomplishments of the human mind and spirit in a variety of arts and theoretical disciplines. It enables students to choose and fulfill significant responsibilities in society. In short, Centre's highest priority is to prepare its students for lives of learning, leadership, and service.

A long and rich tradition of tolerance, freedom of enquiry, and community, forms all aspects of college life. Centre accomplishes its goals in an atmosphere of caring and respectful relationships among faculty, students, and staff, aided by its broadly conceived, non-sectarian, Judeo-Christian heritage. This tradition commits Centre to a belief in the unconditional value of each human being, to an appreciation of the differences among people, and to a recognition of the close connection between responsible self-development and community well-being.

MISSION STATEMENT

First adopted by the Board of Trustees in 1999 and reaffirmed in 2015, the College's mission stems from the broader Statement of Purpose. Centre College's mission is to prepare students for lives of learning, leadership and service.

HISTORY

Centre College opened its doors in the fall of 1820, with a faculty of two and a student body of five. Classes reflected the classical curriculum of the day, which included Latin, Greek, rhetoric, and logic. They were held in Old Centre, a building which has been used continuously since Centre's beginning and which today houses some of the College's administrative offices, as well as, the Admission Office Welcome Centre.

Despite early financial hardships, disputes within and without the Presbyterian Church, and six wars (including the occupation of Old Centre by both Confederate and Union troops during the Civil War), Centre has remained open and committed to its educational mission.

While the first 10 years of Centre's history was a period of preparation and planning, its second phase, from 1830 to 1857, was an era of consolidation and growth. Founded primarily as an institution devoted to training young men for the ministry, Centre has changed throughout its history to keep pace with the educational demands of a growing region and nation. From the 1890s until 1912, a law school was operated at Centre with J. Proctor Knott, a former Kentucky governor, as its dean. In 1901, the Central University at Richmond was consolidated with Centre. Danville's

Kentucky College for Women merged with Centre in 1926, becoming the College's women's department. (The department maintained a separate campus until the early 1960s when a unified campus organization was formed.)

Throughout the 20th Century, Centre has remained steadfast in its mission of providing superior education in the liberal arts tradition. During this period, Centre continued to educate persons who went on to achieve distinction in a variety of fields, many of whom later served as leaders in helping the College further advance its tradition of alumni loyalty and support.

Throughout its long history, Centre has been supported and enhanced by its alumni, who have taken positions of prominence and usefulness in a variety of fields. Centre alumni have figured prominently in U.S. history. They include two U.S. vice presidents, one Chief Justice of the United States, an Associate Justice of the Supreme Court, 13 U.S. Senators, 43 U.S. Representatives, 10 moderators of the General Assemblies of the Presbyterian Church, and 11 governors. Other Centre alumni have been and are leaders in a variety of other fields including teaching, business, medicine, law, and journalism.

We have much to be proud of and thankful for in our past: outstanding leaders who demonstrated a consistent preference for quality over quantity; generations of devoted, caring faculty, staff and students; and an exceptionally successful body of alumni. But equally important among these qualities is a sense of connection with the past, giving added meaning to the present and providing inspiration for this tradition to be continued in the future.

SECTION II: **COLLEGE GOVERNANCE AND STRUCTURE**

A. POLICY MAKING STRUCTURE

Ultimate management and control of Centre College rests with a self-perpetuating Board of Trustees which elects the President of the College to serve as its executive officer and as the chief executive officer of the College. The President “shall have all authority necessary to conduct the program of the College, except that which may be expressly withheld by the Board.” (By-laws, Art. VI. 3) The President reports to the Board of Trustees and is responsible for submitting to it “a comprehensive annual budget for the operation of the College.” Once this budget has been approved by the Board, the President “shall be authorized to conduct the affairs of the College in accordance with the budget.” (By-laws, Art. IX.1)

The Board of Trustees of Centre College holds the final legal and fiscal responsibility for the institution. It is comprised of no less than twenty nor more than thirty-six members, serving staggered six-year terms. The Board of Trustees exercises general oversight and control of all affairs of the College. It generally concerns itself with major matters of policy, including but not limited to College finances and fund-raising; academic and non-academic programs; physical facilities; election of the officers of administration; ratification of appointments to the Faculty; promoting and granting tenure to members of the Faculty; and the awarding of academic and honorary degrees.

B. SENIOR ADMINISTRATION

The President

The Board of Trustees vests the executive responsibility for management of the College in the President, who has the authority to execute contracts and other agreements with the approval of the Board. In serving as the College’s chief administrative and educational officer, the President is responsible for the management of the College’s programs in all administrative and academic areas. The President serves as chair of the College Council and supervises directly the work of his/her senior staff.

Executive Assistant to the President

He or she is the senior administrative person in the Office of the President and can, on certain matters, speak on behalf of the President. He or she serves as Assistant Secretary of the Board, known as Centre College of Kentucky, and coordinates all matters relating administratively to the Board of Trustees. Along with the President, he or she in coordination with the Secretary of the College’s Board of Trustees, is authorized to file and execute legal documents, including but not limited to, the official minutes of the Board of Trustees.

Special Assistant to the President for Institutional Research & College Events & CPO

He or she is in charge of collecting and analyzing data related to all aspects of the institution to be used in decision-making and the completion of national surveys, college guides, and official presentations. This individual is also responsible for the planning, coordination and implementation of many of the College's special events, including the Opening Luncheon, Holiday Dinner, and Appreciation Dinner for all faculty and staff.

Vice President for Academic Affairs and Dean of the College

He or she is the College's chief academic officer. Working under appropriate policies and with relevant Council and faculty committees, the President, the Associate Dean, the division chairs, and other staff members, he or she has administrative responsibility for the College's curriculum and academic program, as well as, certain administrative functions. He or she coordinates with the Board of Trustees Committee on Academic Affairs.

Associate Dean of the College

He or she assists the Vice President for Academic Affairs in administering all matters concerning the academic program of the College, including faculty and course evaluation, scheduling and calendar issues.

Special Assistant to the President and Director of the Center for Global Citizenship

This position is responsible for all of the College's study-abroad programs (Centre term, summer and semester residential programs in France, Japan, England, Mexico, China, Scotland, Spain and Ireland). In these matters he or she reports to the Vice President of Academic Affairs. For other assigned duties, and special projects, he or she reports to the President. She or he may also teach an occasional course as time allows and as needed.

Vice President and Dean of Student Life

The Vice President and Dean of Student Life has general administrative responsibilities in all areas pertaining to student life, including housing, safety and security, residence life, Wellness Center, Chaplain Programs, volunteer services and student counseling. He or she coordinates with the Board of Trustees Committee on Student Life and Enrollment Management.

Vice President for Human Resources & Administrative Services

He or she is responsible for the oversight of functions that provide administrative services to the College including human resources, payroll, property management, Title IX Coordinator, the campus post office, vending services, the college bookstore, laundry services, College Cable contract and campus summer programs. He or she coordinates with the Board of Trustees Committee on Administrative Services.

Vice President for College Relations

He or she is the primary liaison between Centre College and its key non-academic constituencies, including alumni, parents, friends, and the surrounding community. Direction of alumni and parent relations, and fund-raising initiatives are major responsibilities of this office. He or she coordinates with the Board of Trustees Committee on Development and Public Affairs.

Dean of Admission and Student Financial Planning

He or she is responsible for the College's efforts in student recruitment, financial aid, and participates in student retention initiatives. He or she coordinates with the College Council Committee on Enrollment Management and the Board of Trustees Committee on Student Life and Enrollment Management. This individual serves as the Senior Liaison for the College's partnership with the Posse Foundation.

Vice President for Finance & Treasurer

He or she is responsible for the administration of the general and other college funds, receipts and expenditures, and the preparation of a comprehensive annual operating budget and all necessary annual and periodic financial reports. He or she also directs the controller and risk management functions, as well as, the management of the College's endowment in coordination with the President of the College and the Committees on Finance and Investments of the Board of Trustees. He or she also is responsible for the direction of the Facilities Management department and facility renovations.

Associate Vice President for Legal Affairs & Gift Planning

The person in this position is responsible for managing all the legal affairs for the College, including representing the College before judicial, administrative, and governmental bodies, advising the Board of Trustees and senior administration on legal matters, hiring and supervising outside counsel, and participating in compliance and risk management activities. In addition, this person plays a leading role in the development function of the College, managing the planned giving operations, including soliciting and closing gifts, producing marketing materials, and providing stewardship to donors.

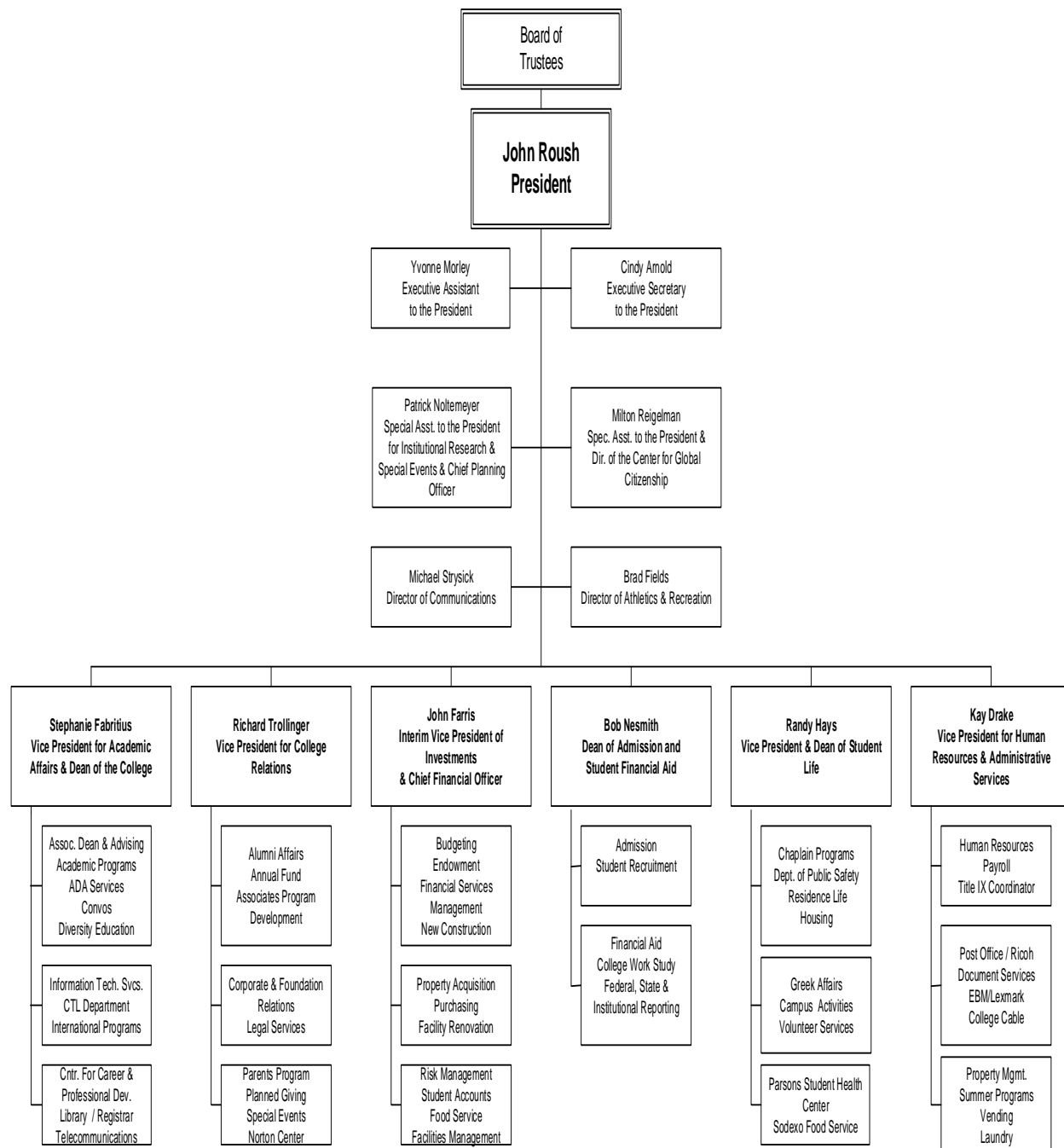
Director of Communications

The Director of Communications is the College's chief communications officer and leads the College's image building and marketing efforts. He or she directs the production of the majority of the College's publications, organization and design of the College web site, production and placement of advertising, and production and management of the College signage system. He or she is also responsible for public relations and media relations and is a spokesperson for the college.

Director of Athletics & Recreation

This person provides oversight, direction, and vision for the Department of Athletics and Recreation including 23 NCAA Division III intercollegiate sports, intramural sports, athletic training, event management, development activities, marketing, facilities management and enhancement, NCAA rule compliance, and media relations. He or she coordinates the College Council Committee on Athletics and Recreation.

ORGANIZATIONAL CHART OFFICE OF THE PRESIDENT



SECTION III: OUR FIRM RESOLVE

101 NON-DISCRIMINATION POLICY

It is the policy of the College to provide equal employment opportunity to all staff members and applicants for employment. No person may be discriminated against in employment because of race, color, religion, gender, age, sexual orientation, genetic information, national or ethnic origin, disability, or veteran status.

102 TITLE IX NOTICE OF NON-DISCRIMINATION

The College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities, and it is required by Title IX of the Education Amendment of 1972 not to discriminate in this manner. The following person has been designated to handle inquiries regarding the non-discrimination policy:

Kay Drake
Vice President for Human Resources & Administrative Services
Horky House, First Floor
859-238-5467

103 STATEMENT OF COMMUNITY

We pledge continuing efforts to build and strengthen a community enriched by our differences and founded upon our common humanity. Centre respects the right of all members of the community to express their individuality in a manner that is consistent with the dignity and welfare of others. Centre strives to create an environment where differences are celebrated rather than discouraged, where individuals have the opportunity to exchange ideas and share in the richness of mutual experience. By valuing the individual's total character over any single characteristic, Centre will maintain its unique community.

104 CIVIL RIGHTS AND HARASSMENT

It is the policy of Centre College to provide all employees an environment that is free of harassment or any other unreasonable interference with job performance. More specifically, the College will not condone actions and words which a reasonable person would regard as either racial or gender discrimination, or sexual harassment. Supervisors are charged with the responsibility of immediately reporting all allegations of harassment to the Vice President for Human Resources.

Sexual harassment is defined as any unwelcomed sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or (3) such conduct has the

purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Racial or gender discrimination is defined as derogatory references regarding race or gender.

If you feel you are being harassed, you may want to inform the individual involved. In any discussion with the individual involved, be definitive about the problem. At your discretion, you may want to consult either your supervisor, the College Vice President for Human Resources, or a member of the College Sexual Harassment Advisory Committee, for general information, consistent with the College's Sexual Misconduct Policy. If practical, the College will protect both the anonymity and integrity of the complainant and the accused while investigating the charge. However, to protect the College and to provide equitable treatment for the individuals involved, this may not be possible. The College will conduct an investigation of any formal complaints of harassment. (See Sexual Misconduct Policy) Any proven violation of this policy will result in disciplinary action, including the possibility of termination of employment.

105 SEXUAL MISCONDUCT POLICY

We pledge continuing efforts to build and strengthen a community enriched by our differences and founded upon our common humanity.

- I. Overview of Sexual Misconduct
- II. Resources
- III. Reporting Options and Considerations
- IV. Complaint Procedures
- V. Sexual Misconduct Policy Definitions

I. Overview of Sexual Misconduct

As a fundamental policy and in compliance with Title IX of the Education Amendments Act of 1972 ("Title IX"), Section 504 of the Rehabilitation Act of 1973, and all other applicable federal and state non-discrimination laws, Centre College does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, age, disability, veteran's status, or genetic information in its educational programs and activities, admissions, and with regard to employment. Harassment based upon an individual's legally protected status is a form of prohibited discrimination. Centre College hires and promotes its employees and admits its students on the basis of merit, qualification, and character. This Policy addresses the College's prohibition of sex discrimination. Sexual harassment, sexual assault, and other forms of sexual misconduct are forms of sex discrimination prohibited by Title IX.

Centre College is committed to a safe and healthy environment and, as such, will not tolerate sexual misconduct of any kind. In addition to violating this Policy, any form of sexual misconduct is also a violation of federal and state laws.

Sexual misconduct is a broad category of behaviors that includes but is not limited to sexual harassment, sexual violence, sexual exploitation, dating violence, domestic violence, stalking, cyber-stalking, bullying and cyber-bullying when based on sex or gender.

This Policy also expressly prohibits aiding or facilitating the commission of sexual misconduct, and retaliation against any individual involved in bringing a claim or supporting someone who brings a claim under this Policy. Sexual misconduct and other terms found within this Policy are defined in Section V below.

Sexual misconduct can occur between strangers or non-strangers, including people involved in a dating, intimate, or sexual relationship. Sexual misconduct can be committed by males or by females, and it can occur between people of the same or different sex.

All students, faculty, staff, volunteers, contractors and guests of the College are subject to this Policy. Sexual misconduct committed in connection with any College-sponsored activity is prohibited whether on or off campus. This Policy also applies to off campus conduct that the College has determined may cause an unacceptable disruption to the College or which may infringe on an individual's right to a non-discriminatory education and/or work environment. Individuals who violate this Policy are subject to disciplinary action deemed appropriate by the College; up to and including termination for employees, contractors, and volunteers; and up to and including no trespass orders for guests. Students are subject to sanctions up to and including suspension and expulsion. (The complete list of possible sanctions for a violation of this Policy is included below in Section IV.)

II. Resources

The College offers assistance and non-judgmental support to any party involved in an incident of sexual misconduct. The College understands that individuals involved in an incident of sexual misconduct will have questions and may need the support of on- and off-campus services. All parties are encouraged to utilize both on-campus and off-campus resources for assistance.

Any member of the College community involved in an incident of sexual misconduct can expect:

- The opportunity to meet with the Title IX Coordinator, a Deputy Title IX Coordinator, or his/her designated representatives to answer questions regarding the College's Sexual Misconduct Policy and/or complaint procedures for students and employees.
- Details about available on- and off-campus confidential resources, including medical assistance and counseling services.
- Information on the option to file a complaint with law enforcement authorities and assistance, if requested from the Department of Public Safety or other College officials in notifying and communicating with such authorities.
- Immediate measures by the College to prevent unnecessary or unwelcomed contact with or proximity to the other party. Such measures may include housing relocation, the imposition of no-contact orders, and adjustments to course or work schedules to

prevent contact, as determined appropriate by the Title IX Coordinator, his/her deputies or designated representatives.

- The right to be free from retaliation. Any retaliatory behavior should be immediately reported to the Department of Public Safety at 859-236-4357 or by dialing for “HELP” (4357) on a campus phone. The Department of Public Safety is available for assistance 24 hours a day, 7 days a week.

Title IX Coordinator and Title IX Team

The College’s Title IX Team shall consist of the Title IX Coordinator, the Deputy Title IX Coordinators, the Directors of the Office of Public Safety, the Vice President for Human Resources and Administrative Services, and a designated representative each from the Office of Student Life and the Office of Academic Affairs.

The Title IX Coordinator is the designated representative of the College with primary responsibility for coordinating the College’s Title IX compliance efforts. The Title IX Coordinator has responsibility to lead the Team and designate members of the Team for specific tasks. The Title IX Team shall ensure that the College responds to all reports in a timely, effective, and consistent manner. The Team is charged with the review, investigation, and resolution of all reports of sexual misconduct. Any member of the Team can be contacted with questions about the College’s Sexual Misconduct Policy or with concerns about sexual misconduct at the College. The Team will provide resources and will also discuss options for pursuing both informal and formal resolution of a sexual misconduct complaint.

The members of the Title IX Team for 2016-2017 are:

Kay L. Drake, Title IX Coordinator

Vice President for Human Resources and Administrative Services
Horky House, first floor
859-238-5464
kay.drake@centre.edu

Jacob Raderer, Deputy Title IX Coordinator

Director of Residence Life
Nevin Hall Residence Office
859-238-5946
jacob.raderer@centre.edu

Gina Nicoletti-Bellinger, Deputy Title IX Coordinator

Associate Director of Athletics / Administration & Compliance
Sutcliffe Hall, Athletics administration office
859-238-5493
gina.nicoletti@centre.edu

Gary Bugg, Title IX Team Member
Director of Public Safety
Public Safety Office, West Walnut Street
859-238-5535
gary.bugg@centre.edu

Kevin Milby, Title IX Team Member
Director of Public Safety
Public Safety Office, West Walnut Street
859-238-5534
kevin.milby@centre.edu

Dr. Mary Gulley, Title IX Team Member
Assistant Dean for Advising, Assistant Professor of Psychology
Old Centre, Dean's Office
859-238-5223
mary.gulley@centre.edu

The Title IX Team oversees the resolution of reported sexual harassment and other sexual misconduct through the College's resolution processes. The appropriate process followed will be determined by the role of the Respondent:

- **Complaints against Students** will be resolved under the direction of the Vice President and Dean of Student Life: 859-238-5471.
- **Complaints against Staff** will be resolved under the direction of the Vice President for Human Resources and Administrative Services: 859-238-5467.
- **Complaints against Faculty** will be resolved under the direction of the Vice President for Academic Affairs: 859-238-5226 or Associate Dean: 859-238-5205.

Questions or concerns may also be directed to the Office of Civil Rights of the United States Department of Education. (The OCR Office for colleges in the state of Kentucky is in Philadelphia.)

U.S. Department of Education
Office for Civil Rights
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Telephone: 215-656-8541
TDD: 877-521-2172
Fax: 215-656-8605
E-mail: OCR.Philadelphia@ed.gov

What To Do If You Experience Sexual Violence:

Any student, employee, or member of the College community who experiences sexual violence is encouraged to immediately notify law enforcement (911) and/or seek immediate medical assistance. Centre College's Department of Public Safety will provide transportation, upon request. They can be reached at 859-236-4357 or by dialing for "HELP" (4357) on a campus phone.

If you have experienced sexual violence, you are advised to:

1. **Go** to a safe place.
2. **Call** someone that you trust - a good friend, your family, a counselor, or a chaplain.
3. **Seek** medical care as soon as possible at any emergency medical facility, such as Ephraim McDowell Regional Medical Center's Emergency Room or the University of Kentucky Emergency Room. To preserve your legal options, it is important to have a medical exam to assess for physical injuries and to collect evidence. You may have the exam and then decide not to pursue legal action. The medical provider will address the risk of pregnancy and sexually transmitted infections. Prophylactic medications will be offered. The medical examination is free. To preserve evidence and to assist the examination:

Be sure NOT to bathe, douche, urinate, or defecate prior to arriving at the Emergency Room.
Be sure NOT to change clothes. If you have already removed clothing, place it in a paper bag and bring it with you.

Take extra clothes with you, as clothing will likely be held as evidence.

Please ask for someone you trust or a member of the Faculty or Staff to go with you.

4. **Report** the assault to campus authorities, local law enforcement and/or to one of the members of the Title IX Team (however, see below regarding confidentiality). Individuals are strongly encouraged to come forward to report an assault and to receive appropriate professional counseling. In addition to being a violation of this Policy, sexual assault is a criminal act, and the College takes sexual misconduct very seriously. Centre College is committed to ensuring a safe campus for all students and employees.

Resources Available On and Off Campus

	<u>Office</u>	<u>After Hours</u>
Bluegrass Rape Crisis Center	859-236-4445	1-800-656-HOPE or 859-253-2511
Centre College Counseling Services (students only)	859-238-5740	859-238-5740 to receive an emergency number
Employee Assistance Program (EAP) (Faculty and Staff only)	800-865-1044 (24 Hours a day)	
Centre College Student Health Services (students only)	859-238-5530 (after hours, call DPS at 238-4357 to reach a nurse)	

Centre College Chaplain Services	859-238-5342
Ephraim McDowell Regional Medical Center	859-239-1000 (24 hours a day)
Centre College Dept. of Public Safety	859-236-4357 (24 hours a day)
Danville Police Dept.	859-238-1220 (24 hours a day)

Out of the Area Resources

If you experience sexual violence while you are away from the Danville-Boyle County area, you are encouraged to contact local similar resources and/ or seek guidance from a member of the Title IX Team.

Counseling Services and Other Assistance

Student Counseling Services are available to students involved in a sexual assault. Through these services, the College seeks to provide emotional and psychological support necessary to heal following an incident. Counseling services are available to every student free of charge. Offices are located in the Parson's Student Health Center (lower level of Sutcliffe Hall) and you can reach the office by calling 859-238-5530. Counseling sessions are confidential within the limits of the law. Legal exceptions to confidentiality apply when there is a serious risk of harm to self or others, or when there is abuse that falls under mandatory reporting requirements.

Educational Programs Available

All students are educated about sexual assault and personal safety in first year orientation. Resident Assistants receive additional, specialized training on sexual assault. Additionally, educational programs on sexual misconduct are available for all residence halls, Greek organizations, and other student groups through Parsons Student Health Center ext. 5530, Student Counseling Services ext. 5740, and the Bluegrass Rape Crisis Center (859-236-4445). Programs on self-defense and personal safety are available through the Department of Public Safety ext. 4357 and the local police department.

Human Resources, ext. 5465, coordinates and provides sexual assault training for Staff and Faculty.

III. Reporting Options and Considerations

The College strongly encourages Complainants to report any incident of sexual misconduct as soon after the incident as possible. A Complainant has the right and can expect to have incidents of sexual misconduct taken seriously by the College when reported. Only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the Respondent.

Different people on campus have different reporting responsibilities and different abilities to maintain confidentiality under Title IX and College policy, depending on their roles. When consulting campus resources or speaking with someone at the College about sexual assault, you should be aware of confidentiality and mandatory reporting as required by law in order to make informed choices.

If you are unsure of someone's duties and ability to maintain the confidentiality of your conversations, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can best assist and/or support you.

Responsible Employees

Certain employees at the College are considered "Responsible Employees," which means that they are employees who are required to report any alleged sexual misconduct incidents to the Title IX Coordinator.

The following are Responsible Employees under this Policy:

- The President of the College;
- All Senior Staff members;
- The Title IX Team;
- All employees within the Department of Public Safety;
- The Office of Student Life;
- Residents Assistants and Resident Directors;
- The Athletics Department;
- The Human Resources Office;
- All Faculty; and
- Staff who have sufficient authority to take action to address the concern.

To formally report an incident of sexual misconduct and/or related concern, you are encouraged to contact a member of the Title IX Team (see Section II, above, for contact information).

You may also inform any of the Responsible Employees, listed above. Because the College is required by law to investigate these matters, all Responsible Employees must report any claims or incidents arising under the Sexual Misconduct Policy to the Title IX Coordinator.

Confidentiality

Once a formal investigation has begun, complete confidentiality may not be possible. The College is required by law to protect the safety of its campus and its campus community. When the College receives a report of sexual misconduct, it has a legal obligation to respond in a timely and appropriate manner. Reasonable attempts will be made to preserve confidentiality. Only those within the Title IX Team with a legitimate need-to-know will be kept apprised of the investigation details. Additionally, the Complainant, the Respondent and any third-party will be advised of the need to preserve confidentiality.

However, based on information gathered, the College may determine that it has a responsibility to initiate a complaint procedure (even without the Complainant's participation). The College will balance any requests for confidentiality against the responsibility to provide a safe and nondiscriminatory environment for all students, staff, and faculty. Complete confidentiality could handicap the College representative's ability to conduct a thorough investigation of the allegations.

The Title IX Coordinator will evaluate all requests for confidentiality to determine the extent to which the College can honor the request and still satisfy its obligations under Title IX and this Policy.

When the College is obligated to provide the College community with timely warnings, names of the individuals are not used and every effort will be made to reserve identifying information.

Confidential Disclosure

Despite the College's strong interest in having individuals report allegations of sexual misconduct, the College realizes that not every individual is prepared to make a report to the College.

The College has designated certain specific persons as confidential resources for individuals who prefer to speak with someone confidentially about their concerns. These confidential resources will not tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others.

If you want details of the incident to be kept confidential, you should speak with one of the following confidential resources:

- Centre College Counselors;
- the Chaplain;
- Parsons Student Health Center staff; and/or
- Off-campus mental health providers or rape crisis providers.

Persons in these positions are not required to report any personally identifiable information given in confidence, unless given permission by the individual, the allegations involve the physical or sexual abuse of a child or vulnerable adult, or there is an imminent threat to the life of any person. (Confidential resources may submit non-identifying, anonymous information about violations of this Policy to the Department of Public Safety for purposes of legally required statistical reporting under the Clery Act.)

Reports to Law Enforcement

As noted above, Complainants are strongly encouraged to notify local law enforcement authorities of any criminal sexual misconduct. Individuals will be assisted, upon request, in notifying law enforcement by the Department of Public Safety. They can assist you with making claims, petitioning for restraining orders, and/or advising on other legal options that may be available to you.

Note that if you choose only to communicate with a confidential resource (and do not notify a Responsible Employee or law enforcement), no further action will be taken.

IV. Complaint Procedures

Complaints are generally initiated by individuals who believe that their rights under this Policy have been violated, but any individual (including a representative of the College) may initiate a complaint.

As soon as the College receives sufficient information alleging a violation under this Policy, the representative receiving the concern must report the incident to the Title IX Coordinator within 5 business days. An investigation will begin within 5 business days after the Title IX Coordinator receives a formal complaint, unless unusual or complex circumstances exist. The investigation will be timely and impartial. Barring unforeseen circumstances, the investigation will be completed, including any formal proceedings that occur, within 60 calendar days from the time a formal complaint is initiated. If the investigation extends beyond 60 calendar days, the College will explain the reason for the delay to both parties and keep them apprised of the modified timeline. At the conclusion of the investigation and proceedings (if any), writing notification about the outcome of the investigation and any appeal will be delivered concurrently to the Complainant, the Respondent and any appropriate College officials.

If an individual decides to file a formal complaint, a detailed written (typed, emailed, or handwritten) statement of the alleged incident(s) must be submitted to the College. This formal statement must be signed and dated. The statement should be as specific as possible, including dates, times, locations, a description of the alleged misconduct and the name(s) of the accused person(s). Provide a list of any person(s) who may have information that would be helpful to the review and resolution process. See the Formal Resolution Process below.

Initial Inquiry

An initial inquiry will be made by a member of the Title IX Team, as determined by the Title IX Coordinator, and will include interviews with the person(s) reporting misconduct and the person(s) accused of misconduct, and may include interviews of other potential witnesses. Following the initial inquiry, the Title IX Team member conducting the inquiry will determine, in conjunction with Title IX Coordinator, if the information gathered during the initial inquiry indicates that the complaint falls within the Sexual Misconduct Policy. If appropriate, the steps taken within the initial inquiry can also be used as part of the investigative process (for example, to avoid unnecessarily duplicative interviews with a Complainant or Respondent).

College's Responsibility

Once a report of sexual misconduct is formally made to one of the Responsible Employees, the College is obligated by law to investigate and to take appropriate action regardless of whether the Complainant wishes to participate or considers the behavior sexual misconduct.

The College's authority to investigate, to compel cooperation, or to impose sanctions against those who are not members of the College community is limited. The informal and formal processes as described below apply to faculty, staff, and students of the College. Complaints against guest lecturers, volunteers, vendors, and visitors will be referred to the Title IX Coordinator or his/her designee for investigation and appropriate action.

Immediate College Action

Upon receiving a complaint, the Title IX Coordinator or designee will take appropriate immediate actions to protect the safety and well-being of the individuals involved in a complaint of sexual misconduct. Generally, such actions include but are not limited to the following:

1. Notify the Respondent that a complaint has been made;
2. Provide a copy of the Sexual Misconduct Policy to both parties;
3. Establish an agreement between the parties that they are not to initiate contact with the other party or parties until further notice by the College. Failure to cooperate or honor the agreement could result in restricting either party's presence on campus;
4. Take such other immediate measures to prevent contact with or proximity to the other party, including housing relocation, adjustment to work or class schedules and/or other measures as deemed appropriate by the Title IX Coordinator or designee.
5. Have each of the parties and any witnesses acknowledge the expectation of confidentiality as outlined in this Policy;
6. Advise all parties and any witnesses that they may not retaliate against any party or any witness involved in any investigation under this Policy.

The Rights of the Parties

The Complainant and a Respondent can expect the College to respect the rights of all involved by following the appropriate stated College sexual misconduct resolution process.

Rights of the Complainant and the Respondent:

- To options outlined as the informal process or formal process if applicable.
- To have the allegations investigated in a thorough and timely manner.
- To refrain from making self-incriminating statements. (However, the College will make a determination of whether a violation of the Sexual Misconduct Policy occurred based on the information presented.)
- To be informed of the outcome of the sexual misconduct resolution process.

Although a reported concern may come in through many sources, the College is committed to ensuring that all reports are referred to the Title IX Team which ensures consistent application of this Policy to all individuals and allows the College to respond promptly and equitably to resolving the concern.

Availability of Formal and Informal Resolution Options

When a Complainant or the College chooses to move forward with a complaint, there are two avenues for resolution of an alleged policy violation; formal and informal resolution. The Complainant or the College has the option to proceed informally when permissible. If a complaint is processed informally, the Complainant, Respondent, or College has the option to move the complaint to the formal process at any time. *The Informal Process and/or mediation are never permissible in cases involving sexual violence.*

Each resolution process is guided by the same principles of fairness and respect for all parties. Resources are available for both students and employees, whether as Complainants or Respondents, to provide guidance throughout the investigation and resolution of the complaint. These resources are maintained by the Title IX Team and available through the Student Life, Human Resources, and Academic Affairs offices.

While the resolution processes for students, faculty, and staff might differ from one another, each process will include the following, essential attributes:

- The parties will have an equal opportunity to present relevant witnesses and other evidence;
- In any resolution process involving a burden of proof, the College will use the preponderance-of-the-evidence standard (that is, more likely than not that sexual misconduct occurred);
- If either party is allowed to introduce third-party expert testimony, both parties will be allowed to do so on the same basis;
- Where appeals are allowed, each party will have the same opportunity to appeal as the other; and
- Both parties will be notified, in writing at the same time, of the outcome of both the complaint and any appeal.

Informal Resolution Process

Purpose

The informal process is an opportunity to bring resolution to an informal complaint through awareness, education, and/or a facilitated discussion. The Title IX Coordinator will appoint a College official to facilitate the informal resolution. During an informal process, written statements are not taken from the Complainant or the Respondent, and no hearing is conducted.

Step 1: Facilitate Resolution

This process utilizes the information gathered during the initial inquiry to facilitate an appropriate resolution to the informal complaint. The following are examples of possible options, one or more of which may be used to bring resolution to an informal complaint.

Potential Informal Actions:

1. Distribute a copy of the Sexual Misconduct Policy as a reminder to the person, group, or area where behavior is being questioned;
2. Educate all parties regarding the College's Sexual Misconduct Policy;
3. Advise the person(s) how to communicate the unwelcome nature of the behavior to the alleged harasser;
4. Conduct a sexual misconduct educational workshop for the designated group or department;
5. Meet with the accused to raise awareness about alleged inappropriate behavior and provide notice about possible College consequences;
6. Facilitate discussion with the agreement of the accuser, accused, and the designated reporting office representative(s);
7. Institute alternative work/ living arrangements, class schedule, advisor/supervisor arrangements; or
8. Limit contact or impose a no-contact order between accused and accuser.

Step 2: Document Informal Resolution

At the conclusion of the informal process, a letter summarizing the outcome(s) of the process will be sent by the College official leading the process to the accuser and accused and other appropriate College officials to bring closure to the matter (see Retention of Documents section in this Policy).

If the matter is not resolved to the satisfaction of the accuser or the accused utilizing the informal process, and/or the College determines the matter should be resolved through the formal process, the accuser, the accused and/or the College may pursue the formal process. In such an instance, the accuser, the accused and/or the College may pursue the formal process within 5 business days of the date on the informal outcome letter.

Formal Resolution Process

The College offers a formal process leading to resolution of a complaint if: the complaint involves sexual violence; the informal resolution is not agreed upon or fails to satisfactorily resolve a concern; and/or the College determines the formal process is appropriate or necessary.

Investigation

The College will strive to complete a thorough, fair, impartial, and timely investigation. The Title IX Coordinator will appoint a member (or more than one if necessary) of the Title IX Team to conduct the investigation. The Complainant and the Respondent will be notified in writing of the investigator(s) assigned to their case.

The investigator will require the Complainant or College representative making the complaint to complete Step 1. Steps 2-4 will follow.

Step 1-Complainant's Written Statement:

1. Complete a written statement of the sexual misconduct complaint. The statement should be as specific as possible, including dates, times, locations, a description of the alleged misconduct and the name(s) of the Respondent(s).
2. Provide a list of any person(s) who may have information that would be helpful to the hearing process.
3. Submit the above information to the designated investigator.

Step 2: College's Response:

The investigator will contact the Respondent, provide him/her with a copy of the written statement, and ask that a written response to the complaint be submitted by a specified date within a reasonable period of time necessary to keep the process moving forward. The investigator will meet with the Respondent to ask questions and to hear his or her version of the incident.

The investigator will also meet with the Complainant to hear his or her complaint and to ask any clarifying questions from the written report. The investigator will make sure that the Complainant has been adequately advised of available immediate measures (such as housing reassignments, security escorts, or class schedule changes) that are appropriate prior to a hearing on the complaint

Step 3: Respondent's Response:

1. Submit a written response to the complaint to the investigator. The response will be forwarded to the Complainant or the College representative bringing the complaint, as the case may be; and
2. Provide a list of any person(s) who may have information that would be helpful to the hearing process.

Step 4: Witness Statements:

The investigator will collect any witness statements he or she deems important to help assess whether sexual misconduct has occurred.

Administrative Hearing

The function of this hearing is to hear from the Complainant, the Respondent, and/or any other witness the investigator deems necessary to determine whether it is more likely than not that the Respondent is responsible for the misconduct alleged, whether the conduct violated the College's Sexual Misconduct Policy, and, if so, to determine an appropriate sanction.

All administrative hearings will be conducted by the following College hearing officers:

- **Complaints against Students** will be heard by the Vice President and Dean of Student Life (or a designee). Please see below for the Hearing Procedure;
- **Complaints against Staff** will be heard by the Vice President for Human Resources and Administrative Services (or a designee).
- **Complaints against Faculty** will be heard by the Vice-President for Academic Affairs (or a designee). Please see the Faculty Handbook for the Sexual Misconduct Hearing Procedure.

Hearing Procedure (Students & Staff):

1. The Complainant and Respondent will be notified of the date, time and location of the hearing.
2. The hearing is closed and generally includes only the Complainant, the Respondent, and the College Hearing Officer and one College selected observer. The College Hearing Officer may meet with the parties together or separately, based on the circumstances. The Complainant is permitted to attend the hearing although attendance is not required.
3. Both parties are allowed to have an advisor for the hearing. The advisor (for either party) may be an attorney, but the attorney is not allowed to participate in the hearing in any manner. They may attend and consult with their client (the Complainant or the Respondent) but may not ask questions and/or otherwise engage in the process. If a party's attorney is present, then the College may also have an attorney present.
4. The Complainant and Respondent may each submit a written statement concerning the alleged misconduct, the effect of the misconduct, and the appropriate sanction. The College Hearing Officer may, in his or her discretion, limit the testimony or information offered if it is cumulative, irrelevant, or otherwise not helpful to the determination of responsibility or sanction.
5. The College Hearing Officer may ask questions of the Complainant, the Respondent and any other witnesses and will consider the statements and any relevant information received during the investigation.
6. The College Hearing Officer will determine whether the Respondent has violated the College's Sexual Misconduct Policy. If there is a determination of violation, then the College Hearing Officer will also determine, after consultation with appropriate College personnel, appropriate sanction(s) against the Respondent. The College Hearing Officer will also determine if any remedies are appropriate to provide to the Complainant following the hearing process.
7. After the hearing is concluded, the Respondent and Complainant will be informed in writing at the same time of the outcome and the rationale for the same. The sanction(s) will be communicated in writing to the Respondent, and any sanction(s) that directly relate to the Complainant will be communicated in writing to the Complainant. Also, any College administrators, faculty, or staff who require the

information to carry out the sanction(s), will receive the appropriate information. The Complainant will also receive information on any remedies that are available to him or her.

Appeal Process (Students & Staff)

The Respondent or the Complainant each may appeal the decision and/or sanction to the President. Appeals are only available on the bases for appeal set out below. Appeals must be submitted to the Title IX Coordinator within (5) five business days of receipt of the written decision and must specify the grounds for the appeal.

The grounds on which an appeal may be filed with the President are limited to the following:

1. New information not available to the hearing officer which, if available at the time of the hearing, may have affected the decision;
2. Evidence that established procedures were not followed in a manner that may have affected the decision, and/or;
3. The sanction was disproportionate for the violation.

Any appeal filed pursuant to this Policy shall be shared with the other party(ies) within 2 business days of the receipt of the appeal. The other party will have 3 business days to respond in writing, sending the response to the Title IX Coordinator.

The President shall review the report and sanctions to be imposed, and may review any documents, materials, or statements obtained during the investigation or presented during the hearing. In addition, the President shall review the appeal document and any response received from the non-appealing party(ies).

The President may accept, reject, or modify the finding and/or sanctions based on one of the three, above-listed grounds for appeal.

The President will, under normal circumstances, make a final decision on the appeal within 10 business days of receiving the timely-filed appeal and timely-filed responses. The President will communicate his/her decision, in writing, to the Title IX Coordinator, who will forward the decision to the Respondent, the Complainant, and the College Hearing Officer who conducted the underlying hearing in the case.

The Title IX Coordinator shall forward the President's decision to the Respondent's department chair, dean/supervisor, and appropriate vice president(s).

The President's decision shall be final.

Disciplinary Action

Should disciplinary action be required, it will be taken by the following College officials, after consultation with appropriate Centre personnel:

- **Students:** Disciplinary action will be taken by the Vice President and Dean of Student Life.
- **Staff:** Disciplinary action will be taken by the supervisor and Vice President for Human Resources and Administrative Services.
- **Faculty:** Disciplinary action will be taken by the Vice President for Academic Affairs.

Sanctions

The sanctions available under these processes are intended to reflect the facts and circumstances of a particular case as best they can be determined. Sanctions also are premised on the College's role as an educational institution. Sanctions may be issued individually, or a combination of sanctions may be imposed. The determination of sanctions is based upon a number of factors, including: the harm suffered by the Complainant; any ongoing risk to either the Complainant or the community posed by Respondent; the impact of the violation on the community, its members, or its property; any previous conduct violations; and any mitigating or aggravating circumstances.

Depending upon the severity of the misconduct and other factors pertinent to the situation and the parties involved, for a student, the sanctions range from a warning to expulsion, and could include a requirement of counseling or education. For faculty and staff, the sanctions range from a warning to termination of appointment/employment, and could include a requirement of counseling or education.

Final Report

Upon completion of a sexual misconduct investigation, the file containing all documentation relating to the complaint will be maintained in the Human Resources Department in a separate confidential file.

A copy of the final outcome or determination letter from any formal disciplinary action will be maintained in accordance to the following guidelines:

- **Students:** In the Student's file, maintained by the Vice President and Dean of Student Life.
- **Staff:** In the Staff member's personnel file, maintained in the Human Resources Department.
- **Faculty:** In the Faculty member's personnel file, maintained in the Human Resources Department, and within the office of the Vice President of Academic Affairs.

As required by law, Centre College Department of Public Safety collects and annually reports statistical information concerning sexual misconduct that occurs within its jurisdiction.

V. Sexual Misconduct Policy Definitions

Complainant

The individual who has experienced an alleged incident of sexual misconduct.

Respondent

The individual(s) who has/have been accused of sexual misconduct.

Sex Discrimination

Conduct based on an individual's sex that excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of, an individual's employment, education, living environment or participation in a program or activity. Sex discrimination encompasses all forms of sexual harassment, sexual misconduct, differential treatment, and gender-based harassment.

Sexual Harassment

The College prohibits sexual harassment. Harassment on the basis of sex is a form of sexual misconduct. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a requirement of employment or participation in a College program or activity, (2) submission to or rejection of such conduct by an individual is used as the basis for employment or other College decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, academic, or campus environment.

The College recognizes two types of sexual harassment: quid pro quo (something for something) and hostile environment misconduct. *Quid pro quo harassment* occurs where sexual activity is demanded in exchange for an actual, tangible job or academic benefit. *Hostile environment harassment* exists where the conduct creates an environment that may impair another individual's academic or professional performance, or hinder his or her ability to function within the community.

Examples of sexual harassment can include, but are not limited to: sexual exploitation; stalking with a sexual or gender based component; relationship intimidation; sexually-charged name calling; retaliation against someone who reports sexual harassment; and use of language or the presentation of posters/banners and/or t-shirts that promotes the diminishing of a particular sex or gender.

Sexual Violence

The College prohibits sexual violence. Sexual violence, a form of sexual misconduct, refers to physical acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. Sexual assault, rape, sexual battery, and sexual coercion are all acts of sexual violence. Examples include, but are not limited to:

- Having or attempting to have sexual intercourse with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with a body part or object, or oral copulation by mouth-to-genital contact.
- Having or attempting to have sexual contact with another individual without consent. Sexual contact includes kissing, touching the intimate parts of another, causing the other to touch one's intimate parts, or disrobing of another without permission. Intimate parts may include the breasts, genitals, buttocks, mouth or any other part of the body that is touched in a sexual manner.

Consent

Consent for sexual activity is based on the mutual understanding and respect of all people involved for the desires and wishes of their partner(s). In order for individuals to engage in sexual activity of any type with each other, there must be clear consent. Consent is sexual permission. Consent:

- Is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested an understandable agreement between them to do the same thing, in the same way, at the same time and with one another;
- Is not merely the absence of a verbally stated "no", silence without actions demonstrating permission, cannot be assumed to show consent;
- Is never final or irrevocable;
- Is time-limited and situation-specific; even if someone obtained consent from a partner(s) in the past, this does not mean that consent is automatically granted again;
- Can only be given by someone who is free from verbal or physical pressure, coercion, intimidation, threat, or force; and
- Can only be given by someone in an unimpaired state of mind who is able to understand what is happening.

Consent is not valid if the person from whom consent is sought is impaired by the use of alcohol or drugs, is asleep, passed out, or unconscious. There is not consent when:

- A person is forced to submit through use of forcible compulsion.
- A person does not expressly or implicitly acquiesce in the other party's conduct under circumstances other than forcible compulsion or incapacity to consent.
- A person is deemed to be incapable of consenting because he/she is less than 16 years old, has an intellectual or other disability that prevents them from having the capacity to give consent, , or is physically helpless.

- A person is mentally incapacitated or physically helpless due to the influence of any intoxicating substance.
- A person is unconscious or for any other reason is physically unable to knowingly communicate unwillingness to act.

The use of alcohol or drugs does not minimize or excuse a person's behavior or responsibility for committing sexual misconduct. If you were assaulted while under the influence of alcohol or other drugs, your intoxicated state does not excuse the behavior of your attacker.

Incapacitation

Sexual activity with someone one knows to be, or should know to be, mentally or physically incapacitated (by alcohol or other drug use, unconsciousness, sleep, blackout, or any other means). Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the: who, what, when, where, why or how of their sexual interaction.

Capability to Give Consent

An objective standard will be used in determining whether a person is incapable of giving consent due to the person's use or consumption of drugs or alcohol, or if a physical or mental condition as described above is present. That is, consent is not valid when:

(a) From the standpoint of a reasonable person, the respondent knew, or reasonably should have known, that the person was incapable of giving consent due to the person's use or consumption of drugs or alcohol, or that the person's physical or mental condition would prevent knowing and voluntary consent; and (b) The person was, in fact, incapable of giving consent due to the person's use or consumption of drugs or alcohol, or the person was incapable of providing knowing or voluntary consent due to a physical or mental condition.

Domestic Violence

A felony or misdemeanor crime of violence committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under applicable domestic or family violence laws.

Dating Violence

Violence committed by a person who is or has been in a social relationship or intimate nature with the victim. The existence of such a relationship will be determined based on consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking

The College prohibits stalking. Stalking is defined as a course of conduct involving more than one instance of unwanted attention, misconduct, physical or verbal contact, or any other course of conduct directed at an individual that could be reasonably regarded as likely to alarm or place that individual in fear of harm or injury, including physical, emotional, or psychological harm. This includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts or other similar devices or forms of contact are used to pursue, harass or make unwelcome contact with another person. Stalking and cyber-stalking may involve individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals not known to one another.

Sexual Exploitation

The College prohibits sexual exploitation. Sexual exploitation happens when:

- a person takes non-consensual, unjust, or abusive advantage of another either for his/her own advantage or benefit, or for the benefit or advantage of anyone other than the one being exploited; and
- that behavior does not otherwise constitute one of the other defined sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to, prostitution, non-consensual video or audio-taping of sexual or other private activity, exceeding the boundaries of consent (e.g., permitting others to hide in a closet and observe consensual sexual activity, videotaping of a person using a bathroom), engaging in voyeurism, or engaging in consensual sexual activity with another person while knowingly transmitting an STD or HIV/AIDS without informing the other person of such infection.

Bullying

The College prohibits bullying and cyber bullying. Bullying or cyber bullying is harassing conduct that may take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Bullying or cyber bullying creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a person's ability to participate in or benefit from the services, activities, or opportunities offered by the College. When such harassment is based on gender, sexual orientation, or perceived gender or sexual orientation, it is considered sexual misconduct.

Retaliation

It is a violation of this Policy to act or attempt to retaliate, intimidate, or seek retribution against anyone involved in or connected to reporting a concern, the investigation of, and/or the resolution

of a sexual misconduct allegation. Retaliation against an individual for the purpose of interfering with any right or privilege secured by Title IX is also unlawful.

The College recognizes that retaliation can take many forms, may be committed by an individual or a group against an individual or a group, and that the Respondent can also be the subject of retaliation by the Complainant or a third party. The College will take immediate and responsive action to any report of retaliation and may pursue disciplinary action as appropriate. An individual reporting sexual misconduct is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not proven.

Responsible Employees

The following are Responsible Employees under this Policy: The President of the College and all members of Senior Staff; members of the Title IX Team; all Public Safety employees, the Office of Student Life (including Resident Assistants and Residence Directors), the Athletics Department, the Human Resources Office, all Faculty, and any Staff who have sufficient authority to take action to address the concern.

Approved by Senior Staff, May 27, 2014

Amended and Approved by Senior Staff as of July 1, 2015

106 FRATERNIZATION POLICY

With Students: In all of their interactions with students, members of the Faculty and Staff must exercise discretion, honor, professional responsibility, and common sense. In particular, the College prohibits dating and intimate relationships between students and any members of the Faculty or Staff. Even consensual relationships present real or perceived conflicts of interest and jeopardize the impartiality with which members of the Faculty and Staff are expected to carry out their responsibilities.

Should someone begin work at the College while already engaged in a dating or intimate relationship with a student (i.e., in the case that a recent graduate becomes a Faculty or Staff member), the new Faculty or Staff member must alert the Vice President for Academic Affairs (for Faculty) or the supervisor (for Staff) at the time of his/her employment so that present or future conflicts of interest can be avoided.

Fraternization Conflict of Interest Policy

With Faculty or Staff: Conflicts of interest, real or perceived, can arise in relationships between members of the Faculty or Staff and persons over whom they have a supervisory or evaluative relationship. No member of the Faculty or Staff is permitted to be in a position where he or she may influence, directly or indirectly, the salary, promotion, work assignments, or other working conditions or evaluate the performance of work, scholarship, or teaching of another member of the Faculty or Staff with whom he or she has a dating or

intimate relationship. Real or perceived conflicts of interest can arise even in consensual relationships and jeopardize the impartiality with which members of the Faculty and Staff are expected to carry out their responsibilities. Because of the perceived or real imbalance of power and influence between the parties involved, these situations also pose a real or perceived danger of sexual harassment, as defined by the policies of the College. (See Sexual Misconduct Policy in the *Faculty Handbook* or *Staff Handbook*). Persons who are in positions of authority or influence at the College must be especially careful to avoid these conflicts. For example, a conflict would arise for a Staff supervisor who is in a relationship with a member of the Staff they supervise. Likewise, it would be a conflict for two members of the Faculty to be in a dating or intimate relationship where one party serves on the Tenure and Reappointment Committee or as a Division Chair and is, therefore, in a position to review the performance of the other party in the relationship.

Where a conflict of interest arises (or reasonably could arise) between any members of the Faculty or Staff who are in an intimate or dating relationship, they must disclose this conflict of interest (whether actual or reasonably anticipated) to (in the case of Faculty) the Vice President for Academic Affairs, or (in the case of Staff) his or her supervisor. Once the Vice President for Academic Affairs (in the case of Faculty) or a supervisor (in the case of Staff) becomes aware of a conflict as it exists or reasonably could exist, the Vice President or the supervisor may take or recommend action to correct or mitigate the situation, including reassigning professional roles to one or both parties or removing one of the parties from a position of influence over the other party.

It is especially incumbent upon those who are in positions of authority or influence to avoid these conflicts and to disclose them if they arise. Any member of the Faculty or Staff who should disclose his /her own potential conflict under this policy, but fails to do so, will be subject to appropriate disciplinary action, up to and including termination of employment.

Approved 4/23/13

107 WORKPLACE SAFETY

The College is committed to maintaining a safe, hazard-free workplace. It is the responsibility of each employee to maintain safe working habits on the job and to follow any safety guidelines or requirements provided by the supervisor. Unsafe working conditions and work related accidents should be immediately reported to your supervisor. Accident reports should be completed and submitted to the Human Resources Department within 24 hours.

108 REPORTING & DISCLOSURE OF SUSPECTED VIOLATIONS OF LAW OR COLLEGE POLICIES

CAMPUS CONDUCT HOTLINE: 866-943-5787

Centre College is committed to providing all members of the College community, including students, faculty, staff, alumni, vendors, and guests, with a safe and productive

environment. If any member of the College community has a reason to believe or reasonably suspects that the College or any of its agents is acting contrary to any applicable federal, state or local laws or regulations, or contrary to any established College policy, he or she should feel welcome and encouraged to report such action or activity without fear of reprisal or retaliation. It is in the best interest of the College and the whole College community for this information to be brought forward immediately and dealt with promptly.

Employees: Any employee with reasonable suspicion of such illegal or improper activity should notify his/her immediate supervisor. If the complaint involves the immediate supervisor, the employee should contact his or her next higher level of supervisor and/or the Vice President for Human Resources and Administrative Services. Instead of or in addition to notification of supervisory personnel, any College employee with such a complaint may notify the College's General Counsel.

Students: Any student with reasonable suspicion of such illegal or improper activity should notify the Dean of Students. Instead of or in addition to notification of Dean of Students, any student with such a complaint may notify the College's General Counsel. In the case of sexual misconduct, please see our sexual misconduct policy.

Others: Any vendor, guest, or alumnus/a of the College, or any other interested person with reasonable suspicion of such illegal or improper activity should notify the College's General Counsel.

Any College employee receiving such a report of suspected illegal or improper activity will report it to the College's General Counsel. The General Counsel will then conduct a thorough investigation and recommend to the President what, if any, action might need to be taken. All such allegations shall be logged and kept under seal in the Office of General Counsel.

Retaliation against anyone bringing forward a report of suspected illegal or improper activity will not be tolerated and is, itself, against the law. Should retaliation actually occur, such act shall be considered a serious violation of College policy and will be dealt with accordingly. Encouraging others to retaliate is also a violation of this policy. At the same time, those who file fraudulent or bad faith complaints pursuant to this policy will be subject to disciplinary and/or legal action as well.

Should you wish to make a report anonymously, you may use the campus conduct hotline. Using this reporting service is easy. If you have a question or concern about a possible violation of our code of Ethics or policies, simply dial toll-free to **866-943-5787**. Once you have dialed the toll-free number, here is how the reporting and follow-up processes work:

- Your call will be greeted promptly and courteously by a person who makes certain you understand the Campus Conduct Hotline program and how it functions. If you prefer to make your report in a language other than English, just let the person who answers know and they will arrange for a translator to participate.

- At the beginning of the interview, you will be provided with a five digit, randomly generated case number that you should use to check back for updates and requests for additional information. Be sure to write this number down and remember where you put it!
- You will then be interviewed about the question or concern that is on your mind.
- Your interview will not be recorded. Instead, the interviewer will be typing notes of your conversation. Whether or not you choose to provide your name is completely up to you.
- Within one business-day of your call, a summary of the interview will be forwarded to the College. The goal will be to have a basic response back to you in five business days.
- To receive your response, you will need to call back and provide the five digit case number that has been assigned to you. At that time, you might be asked to provide additional information or to call back at a later date. You will be able to keep checking back for updates until your case is closed.

Because of the built-in confidentiality, it is important that you try to be as specific as possible about the information you provide. For example, those taking the information will need to know the name of the department you work in and the location you are calling about. And, please be sure to call back in five business days to check to see if any additional information is needed. Alternatively, if you would like someone to contact you directly, you can leave your name along with a phone number where and when you would prefer to be called.

To repeat, at no time is any caller required to identify himself or herself and all information provided can be completely confidential and anonymous.

109 CAMPUS SECURITY

It is the College's desire to maintain a secure campus and the Department of Public Safety is charged with this responsibility. Unarmed security officers patrol the campus 24 hours per day. Security concerns should be reported promptly to Public Safety at 236-HELP or 236-4357.

In the interest of security, the College reserves the right to search the person, office, desk, locker, carrying bag, automobile, or any other property of any employee.

110 ALCOHOL AND DRUGS

The unlawful manufacture, possession, use, or distribution of illicit drugs or alcohol by employees on Centre College property or as part of any Centre activity is strictly

prohibited. Employees who engage in such activities are subject to disciplinary action up to and including immediate termination.

The Federal Drug Free Schools and Communities Acts Amendments of 1989 and the Drug Free Workplace Act of 1988 require all public and private institutions of higher education to develop, distribute, and publicize a policy establishing standards of conduct regarding drugs and alcohol. It is the intention of that legislation and, in complying, it is the intention of this Centre policy to address the problem of underage and irresponsible drinking and/or use of illicit drugs on our campus should such problems arise. Because employees and students do not share the same relationship to the College, parts of this policy might apply differently to each group.

The College regards intoxication as irresponsible behavior both because of its effects on an individual's ability to exercise sound judgment and because of its potential threats to health and safety. Not only do students incur serious risks for themselves and others when they drink to excess, but also they make themselves legally liable to prosecution, as well as morally responsible, when they contribute to irresponsible consumption by others and dire consequences ensue.

Students and employees who are clearly under the influence of drugs or alcohol, in a state of intoxication, or who represent a possible threat to their own health and safety or to that of others, or who appear prone to disorderly conduct, are subject to sanctions through the College. In cases of disorderly conduct or vandalism connected with the abuse of alcohol, the fact that the offender had been drinking will not be treated as a mitigating circumstance in meting out sanctions. The Department of Public Safety and other College officials are authorized to issue citations to those who are intoxicated in public.

Whenever the use, possession, or sale of alcohol would represent a potential legal liability to the institution, the College is required to prohibit its availability. College officials cannot serve alcohol to students in violation of the law, nor can alcohol be used in places to which the public has ready access, such as athletic contests, in the dining hall, or in other locations that the College may stipulate from time to time.

Federal and State laws prohibit the illegal possession or misuse of drugs such as marijuana, barbiturates, amphetamines, prescription tranquilizers, LSD compounds, mescaline, psilocybin, DMT, narcotics (including cocaine), and opiates. Centre College will not condone the illegal possession or use of drugs and cannot and will not protect students from prosecution under State and Federal laws. In addition, possession on campus of paraphernalia for the use of drugs is a violation of College regulations and sufficient reason for disciplinary action against those who are responsible for its presence or allow it in their rooms or vehicles.

Centre intends to send a "zero tolerance" message regarding illegal possession or misuse of drugs, or knowingly being in the presence of those who possess or misuse drugs. Students

found to be in violation of this policy are subject to immediate administrative suspension. An example of “knowingly being in the presence of” someone possessing or misusing drugs is standing in a discernable group of people where one or more persons is using drugs when observed by a College official, giving rise to the inference that all those in the group were participating in a drug activity. This is only one example, but there could be many such situations, so students must be sure to dissociate themselves from those possessing or misusing drugs.

It is the policy of the College that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, as defined under state law, is prohibited by the employee in the workplace or at any Centre activity. Employees who engage in such activities are subject to disciplinary action which may lead to termination of employment. As a condition of employment, each employee agrees to abide by the terms of this statement. In addition, any employee who is convicted of a drug crime for a violation occurring in the workplace must notify his or her employer of such conviction within 5 days.

It is widely acknowledged that there are significant health risks associated with the use of drugs and abuse of alcohol. Physical and psychological dependence; damage (in many cases irreversible) to vital organs such as brain, liver, lungs, heart, kidneys, and pancreas; heart attack, high blood pressure and strokes; birth defects; immunosuppression and increased susceptibility to infectious disease; coma; and death have all been attributed to use of illicit drugs or abuse of alcohol. Other less life threatening ill effects, but nonetheless serious in the college environment include nausea, convulsions, insomnia, delirium, depression, nervousness, loss of concentration, and fatigue.

Centre offers students confidential counseling services for alcohol and drug abuse through Campus Counseling Services located in Parsons Student Health Center. Appointments for counseling may be made by calling 859-238-5740. In addition, the Director of Counseling Services can refer students to off-campus treatment resources, and self-help groups in the community. Any cost of off-campus treatment is the financial responsibility of the student and parents or employee. In addition, Residence Directors and Resident Assistants are annually provided with training in peer counseling and intervention techniques. Alcohol and drug education and prevention programs are available to be provided by Parsons Student Health Center and the Campus Counseling staff. Employees may take advantage of the Employee Assistance Program by calling 1-800-865-1044 or visit AnthemEAP.com.

Students or employees who violate the standards of this drug and alcohol policy will be subject through the usual channels to disciplinary sanctions including possible suspension or expulsion for students, and termination for employees, from the College. In addition, violators may be subject to prosecution or imprisonment and/or referral for mandatory treatment/educational services under established laws, which make such violations misdemeanor or felony crimes.

The College chooses to inform employees and students of the laws of the United States and the Commonwealth of Kentucky regarding the use, sale, and possession of alcoholic

beverages in Kentucky, and the local option provisions of Boyle County, and also to warn them of the serious legal penalties to which they may be subject if they violate the laws.

LAWS AND PENALTIES REGARDING ALCOHOL AND OTHER CONTROLLED SUBSTANCES

KRS 244.085 - Minors not to purchase liquor or to misrepresent age.

(1) No person under 21 years of age shall enter any premises licensed for the sale of alcoholic beverages for the purpose of purchasing or receiving any alcoholic beverages.

(2) No person under 21 years of age shall possess for his or her own use or purchase or attempt to purchase or have another purchase for him or her any alcoholic beverages. No person shall aid or assist any person under 21 in purchasing or having delivered or served to him or her any alcoholic beverages.

(3) No person under 21 years of age shall misrepresent his or her own age for purpose of inducing any licensee, or other employee of any licensee, to serve alcoholic beverage to such person.

KRS 244.080 – Retail sales to minors.

(1) A retail licensee, or the licensee's agent, servant, or employee, shall not sell, give away, or deliver any alcoholic beverages, or procure or permit any alcoholic beverages to be sold, given away, possessed by, or delivered to a minor.

(2) It shall be an affirmative defense that the sale was induced by the use of false, fraudulent, or altered identification papers or other documents and that the appearance and character of the purchaser were such that his or her age could not have been ascertained by any other means and that the purchaser's appearance and character indicated strongly that he or she was of legal age to purchase alcoholic beverages.

KRS 222.202 – Offenses of alcohol intoxication or drinking alcoholic beverages in a public place.

(1) A person is guilty of alcohol intoxication when he appears in a public place manifestly under the influence of alcohol to the degree that he may endanger himself or other persons or property, or unreasonably annoy persons in his vicinity.

(2) A person is guilty of drinking alcoholic beverages in a public place when he drinks an alcoholic beverage in a public place, or in or upon any passenger coach, or other vehicle commonly used for the transportation of passengers, or in or about any depot, platform, or waiting room.

KRS 525.100 – Public Intoxication

(1) A person is guilty of public intoxication when he appears in a public place manifestly under the influence of a controlled substance, or other intoxicating substance, excluding alcohol (unless the alcohol is present in combination with any of the above), not therapeutically administered, to the degree that he may endanger himself or other persons or property, or unreasonably annoy persons in his vicinity.

(2) Public intoxication is a Class B misdemeanor.

KRS 189.530 – Providing Motor Vehicle to Person Intoxicated or Under Influence of Substance; Prohibition of Open Alcoholic Beverage Container in a Motor Vehicle.

(1) No person shall provide a motor vehicle to another to operate upon a highway, knowing that the other person is in an intoxicated condition, or under the influence of any substance which may impair one's driving ability.

(2) A person is guilty of possession of an open alcoholic beverage container in a motor vehicle, when he or she has in his or her possession an open alcoholic beverage container in the passenger area of a motor vehicle located on a public highway or on the right-of-way of a public highway. However, nothing in this section shall prohibit the possession of an open alcoholic beverage container by an individual who is strictly a passenger and not the driver, in the passenger area of a motor vehicle maintained or used primarily for the transportation of persons for compensation, such as buses, taxis, and limousines, or in a recreational vehicle, motor home, or motor coach.

KRS242.230 - Traffic in alcoholic beverages in dry county prohibited.

(1) No person in a dry territory shall sell, barter, loan, give, procure for or furnish another, or keep or transport for sale, barter, or loan, directly or indirectly, any alcoholic beverage.

(2) No person shall possess any alcoholic beverage unless it has been lawfully acquired and is intended to be used lawfully, and in any action the defendant shall have the burden of proving that the alcoholic beverages found in his possession were lawfully acquired and were intended for lawful use.

KRS 242.250

(1) No person, while representing either the buyer or seller, shall distribute, solicit or receive contracts, proposals or orders for the purchase or sale of any alcoholic beverages, or distribute any handbills or posters advertising them in dry territory.

KRS 242.370 - Search and seizure

When an officer or reputable citizen files an affidavit with any circuit or district judge, describing premises or vehicle where alcoholic beverages are sold, disposed of or possessed in violation of this chapter, the judge shall by his warrant cause the premises or vehicle to be searched for the detection of any alcoholic beverages which are possessed, or kept for disposition, in violation of this chapter.

Boyle County is a “dry territory” and also subject to the prohibitions for such territories set out by the local option statutes of KRS Chapter 242. The limited exception to Boyle County’s classification as a “dry territory” is that the City of Danville is “wet”, which authorizes the sale of alcohol in restaurants, bars, and package stores, and the drinking of alcohol on licensed premises. Despite Danville’s designation as a “wet” city, Kentucky law makes it illegal to drink an alcoholic beverage in a public place or motor vehicle. Persons convicted of violations of these statutes face the possibility of fines and/or imprisonment and will have a permanent criminal record. Legal liability could arise as well through the illegal sale or provision of alcohol to a person who is then harmed or harms someone else in an alcohol-related accident. In addition, any contribution to the irresponsible drinking of others can be grounds for personal and group liability. Students

are also reminded that the legal sanctions for operating a motor vehicle while under the influence of intoxicants are severe.

KRS 189A.010 - Operating a Motor Vehicle while under the influence of alcohol or other substance which may impair driving ability is prohibited.

1st offense:

\$200-\$500 fine*

48 hours-30 days in jail*

2-30 days community service in lieu of fine/jail if no injury

License suspended 6 months*

(30 days if education program completed*)

\$150 service fee*

If driving on license suspended for DUI,

\$250 fine,*

90 days in jail*

2nd offense within a 5 year period

\$350-\$500 fine*

7 days-6 months in jail*

License suspended 1 year*

If driving on license suspended for DUI, \$500 fine,*

1 year in jail*

3rd offense within a 5 year period

\$500-\$1,000 fine*

30 days-1 year in jail*

License suspended 2 years*

If driving on license suspended for DUI, \$10,000 fine*

1-5 years in jail*

*Cannot be probated

KRS 222.990 - prescribes penalties for violation of public intoxication and controlled substance laws. A summary follows:

Public Intoxication

1st or 2nd offense - not less than \$25

3rd offense within a 12 month period - \$25 to \$100 and/or imprisonment 5 to 90 days and/or education programs for 6 months

Controlled Substance

1st offense - 1 to 10 years imprisonment and/or

\$3,000 to \$10,000 fine

Any subsequent offense - 5 to 20 years imprisonment and/or \$5,000 to \$20,000 fine

111 WEAPONS

In the interest of safety and security, it is the College's policy that no employee or other person may possess, use, sell, or store, while on College business, on campus, or on property under the control of Centre College, any dangerous weapon (operational or decorative), firearm, explosive, or any other potentially harmful device. Violation of the policy will result in serious disciplinary action up to and including termination.

SECTION IV: **EMPLOYMENT**

201 EMPLOYEE CLASSIFICATIONS

Hourly Staff (non-exempt)

Staff who are subject to the provisions of the Fair Labor Standards Act and are paid hourly wages including time and one-half (overtime) for all hours worked in excess of 40 hours per week. Full-time hourly staff normally work a regular schedule of 35 to 40 hours per week, as determined by the nature of the work and department head.

Salaried Staff (exempt)

Staff who do not receive overtime pay and are expected to work the hours necessary to fulfill their duties, normally a minimum of 40 hours per week.

Part-time

Staff members who normally work less than 35 hours per week.

Regular or Temporary

A regular staff member is one who works in a position that is expected to continue indefinitely. Nevertheless, regular positions are “at will” with no guarantee of continued employment.

Temporary staff members are “at will” employees who work on a temporary basis, normally on fixed, short-term assignments of less than six months. Temporary employees may be hired by the College or “leased” from a temporary help agency. The use of temporary employees should be approved by the appropriate Senior Staff member and the Human Resource Department.

202 HIRING PROCESS

Open staff positions are communicated via email and posted to the Human Resources Web site. Ads may run concurrently with internal postings. Some jobs, due to the nature of their short duration, may not be posted, or may be posted internally only.

All resumes and applications received by the closing date will be reviewed and the qualifications of the applicants considered.

Assuming satisfactory qualifications, supervisors will normally interview a minimum of three applicants. If none appears satisfactory, additional external advertisements will be

placed. When an acceptable applicant is selected, the supervisor will recommend the individual to his/her budget manager for a final decision. In all hiring decisions, the College's commitment to equal employment opportunity must be fulfilled.

203 EMPLOYMENT OF MINORS

With the exception of Centre students on the work study program, it is the intention of the College to hire only individuals eighteen years of age or older.

204 INTRODUCTORY PERIOD

All new employees are considered on probation for the first three months of employment. During this period, the new employee's performance will be observed to determine if a continuation of employment seems justified. The successful completion of the introductory period does not erode the College's at will employment rights and the employee or the College may terminate the employment at any time for any reason.

205 OTHER EMPLOYMENT

Staff members are expected to satisfactorily fulfill all the requirements of their position. Additional employment, outside of the college, is discouraged. Outside employment that has the potential to interfere with the requirements of the employee's job should be discussed with the employee's supervisor prior to accepting another job.

206 PROMOTIONS AND TRANSFERS

The College encourages promotions from within whenever practical. Where appropriate, a regular staff member may be promoted or transferred to another position in the same department without the position being posted. Because Centre is a relatively small college, with many departments only having one director, promotional opportunities to that level will not be available unless that position is vacated.

Directors should make any promotion request directly to their Senior Staff representative. Any Senior Staff representative interested in having a promotion considered should discuss the matter with Human Resources and the President. Employee eligibility for promotion will be determined by the requirements of the current position held in relation to the open position. New or additional duties may be added to a job description, without it being considered a promotion due to changes in technology, change in processes, or a variety of reasons that may occur over a given period of time. All of these are evaluated by Human Resources with the Senior Staff representative and the director of the appropriate area. In addition, to be considered, employees should have held their current position for at least six (6) months, have a satisfactory performance record and have no disciplinary actions during the same period.

Generally, in looking at promotions a person may move from Assistant, to Associate to Director. In consideration of titles, the College may use some titles (Associate/Assistant Dean) in only certain departmental areas as these titles are a common practice amongst comparison higher education colleges and/or universities.

Transfer requests that would not involve a meaningful salary increase will be considered, but are not encouraged. Persons interested in a promotion or transfer should make their interests known to the Human Resource Department.

207 STUDENT SUMMER EMPLOYMENT PROGRAM

Each summer the College hires a number of summer workers if the College work load and economic conditions permit. Applicants must be college bound high school graduates at least 18 years of age. Priority in hiring is given to Centre students, the children of College employees, and others, in that order. Applications are normally received during the month of March of each year and details of the program are posted at that time. The Human Resources Department administers the Student Summer Employment Program and all job offers will be extended through that office.

SECTION V: **COMPENSATION**

301 PAY DATES

Hourly staff (non-exempt) employees are paid every other Friday for time worked in the previous two week period.

Salaried staff (exempt) employees are paid on the last work day of the month for work performed during that month.

Direct deposit of employee paychecks is required.

302 HOURS OF WORK

The College's normal work week begins at 12:01 a.m. Monday and ends at midnight Sunday. Employees are expected to report to work on time and to work the hours assigned by their supervisor including overtime and emergency call-out. Because Centre is primarily a residential college, the College rarely closes due to weather conditions. If in doubt, employees should listen to local radio stations for announcements. Unless notified otherwise, employees should assume that normal work schedules will be observed.

303 OVERTIME

Hourly staff (non-exempt) employees are paid time and one-half for all hours worked over forty hours in one work week as defined above. Employees required to work College holidays may be given time off during the same work week or be paid for holiday at regular hourly rate and any time worked at the employee's overtime rate.

Working overtime hours is generally discouraged, but employees are required to work any schedule, including overtime, as directed by their supervisors. This includes emergency call-outs. In no case is an employee authorized to work overtime without the approval of his/her supervisor or other appropriate authority.

Salaried staff (exempt) employees are exempt from the overtime provision of the Fair Labor Standards Act and therefore not eligible for overtime pay.

304 COMPENSATION ADJUSTMENTS

The budget for compensation adjustments is normally considered by the President and Board of Trustees on an annual basis, taking into consideration the financial outlook for the College. Adjustments may take the form of performance based merit increases and/or cost of living increases. Any pay increase must be approved by the employee's supervisor.

305 PAYCHECK DEDUCTIONS

The following abbreviations may be noted on your check stub. Any deductions are either required by law or authorized by you.

<u>Abbreviation</u>	<u>Description</u>
AFND	Annual Fund
COWA	Cowan
CITY	City Tax – Danville
CNTY	County Tax – Boyle
CSUP	Child Support
DTBT	Delta Dental, Before Tax
DTAT	Delta Dental, After Tax
EICM	Earned Income Credit Married
EICS	Earned Income Credit Single
FICA	Social Security, Employee
FICR	Social Security, Employer
FITM	Federal Tax, Married
FITS	Federal Tax, Single
FLEX	Flexible Benefits, Medical
FLXD	Flexible Benefits, Dependent Care
GARM	Garnishment
GRFD	Green Fund
KY	State Tax
LF50	Life Insurance greater than \$50,000
LIF1	Life Insurance, Employee (1 times your salary)
LIF2	Life Insurance, Employer (2 times your salary)
LIFR	Life Insurance, Employer
LTDS	Long Term Disability, Employer
MEDE	Medicare Tax, Employee
MEDR	Medicare Tax, Employer
MIAT	Medical Insurance , After Tax
MIBT	Medical Insurance, Before Tax
MICC	Medical Insurance, Centre College
NACT	Norton Art Center Tickets
RENT	Rent
ROTH	ROTH After –Tax Elective Deferral
SRAE	Supplemental Retirement Annuity
TIAA	Retirement College Contribution
UWAY	United Way
VIBT	Vision Insurance Before Tax
VIAT	Vision Insurance After Tax
WW	Weight Watchers

306 TRAVEL EXPENSES

Certain expenses employees incur while traveling on College business will be reimbursed by the College. These normally include transportation, lodging, and meals. Employees are expected to utilize the most economical methods of transportation and lodging available. Questions concerning acceptable, reimbursable expenses should be directed to the employee's supervisor. All expenses to be reimbursed must be submitted on an expense reimbursement form and approved by a department head. Detailed receipts to substantiate expenses must be attached to the expense report. In certain situations an advance may be necessary, which must be reconciled in a timely manner by an expense report.

SECTION VI: **BENEFITS**

The College attempts to provide an outstanding employee benefits program designed to protect the employee and his/her family from significant specified health related expenses and in the event of the death of the employee, to provide the family with financial assistance through life insurance coverage. The benefits also provide paid time away from work, and offer an opportunity to save significant sums for retirement. A generous college tuition assistance plan is also available. Additional details are provided in the benefits summary available from the Human Resource Department.

For the purposes of benefits at the College, a domestic partner (either same sex, or opposite sex) must meet the following guidelines to qualify for the benefits provided to an employee's spouse:

The employee and intended domestic partner must provide evidence attesting to the following eligibility requirements: 1) we are each other's sole domestic partner and intend to remain so indefinitely; 2) neither one of us is married to someone else; 3) we are at least 18 years of age and mentally competent to consent to contract; 4) we are not related by blood to degree of closeness which would prohibit legal marriage in the state in which we legally reside; 4) we reside together in the same residence, have done so continuously for the past six months, and intend to do so indefinitely; and 6) we are jointly responsible for our common welfare and financial obligations, and are to provide as evidence thereof a document which reflects our joint financial responsibilities, i.e. (copies of federal income tax return listing one of us a dependent of the other, mortgages, leases, titles of real or personal property).

Centre College benefits and welfare programs are not conditions of employment and the College must reserve the right to interpret, amend, revise or terminate any of these benefits at any time with or without notice.

401 MEDICAL INSURANCE

The Centre College Employee Health Care Plan is a self-funded PPO. Single and family coverage is available with the payment of a premium that is determined annually and shared between the employee and the College. A preferred provider network of doctors and hospitals reduces co-insurance. Please refer to the Summary Plan description, located on CentreNet.

402 FLEXIBLE SPENDING ACCOUNT

All regular employees who work a minimum regular schedule of 20 hours per week may elect to deposit pre-tax payroll deductions into an account to pay for eligible medical expenses, and/or dependent care expenses.

403 **CATASTROPHIC SICK LEAVE DONATION POLICY**

This program provides an opportunity for employees to donate some of their accrued sick or PTO days to assist a fellow employee affected by a catastrophic illness or injury. Voluntary donation of leave time is used by employees who have exhausted their leave balances and have a serious, long-term catastrophic (at least 20 consecutive workdays) illness or injury affecting himself or herself or an eligible family member.

Any Centre College employee may donate accrued leave days (100% sick days and PTO) to any other eligible Centre College employee, subject to the following conditions (and completion of the appropriate form):

- The person (s) receiving days must have used all of their own accrued sick and PTO days. He or she must be approved to receive donated leave time due to a catastrophic illness or injury of the employee or of a member of the employee's immediate family, which qualifies for leave under FMLA and which will require the employee's absence for a period of at least 20 consecutive workdays. Evidence from a medical professional may be required. **The number of days an employee may receive shall not extend beyond the duration of that employee's FMLA leave.**
- Donated days must come from existing accrued days and not days that an employee might anticipate losing at the end of the year.
- There is no restriction on donating PTO days. Employees wishing to donate 100% sick days must maintain a minimum of 40 days in that account. (60% sick days are not available to be used under this program)
- The employee receiving donated leave days must first sign an appropriate agreement and release.
- Days would be donated on an "as needed" basis.
- Coercion or intimidation to donate would be strictly forbidden.

404 **SHORT TERM PAID SICK LEAVE**

Eligibility

Full time regular staff (maintains a regular schedule of 35 or more hours per week) earn sick leave coverage at a rate of one day a month at full pay (100%) and one day a month at (60%) of pay for each month actively at work, up to a maximum of 65 days in each account.

Part time regular staff (those who are regularly scheduled to work 17 ½ hours or more per week) will earn sick leave coverage at a rate of ½ day a month at full pay (100%) and ½ day a month at 60% of pay for each month actively at work, up to a maximum of 65 days in each account.

Accrual

Employees accrue their sick leave at the conclusion of each month worked.

The use of PTO days, FMLA or sick days will be considered as “workdays” for the purpose of this policy and sick days do not accrue during periods of unpaid leave.

The amounts accumulated will be calculated and maintained in the Human Resources Department. An individual’s PTO and sick time may be found on the Human Resources Web page, under Staff Information.

An employee’s sick pay account may not contain more than 130 days total (65 days at 100% pay and 65 days at 60% of pay), at the end of each calendar year.

Newly hired employees become eligible to accrue sick leave coverage after 3 months of continuous employment. Those 3 months will be counted as follows: (example) – if an employee starts March 15th – the month of March is not counted, April, May and June would be counted as the 3 full months of continuous employment. The first day accrued will be July 31st in this example.

Procedures

- 1) An employee who suffers an illness that will result in an absence from work, must notify his/her supervisor at the beginning of his/her normal work schedule. Evidence of illness, in the form of a physician’s statement or through other methods, may be requested by the immediate supervisor at any time. If evidence satisfactory to the college is not promptly received, sick pay benefits may not be paid.
- 2) Use of Sick Leave - Earned sick days cannot be used for any reason other than:
 - the illness of the employee and his/her child(ren);
 - scheduled/ approved medical/dental appointments for employee and his/her child(ren);
 - birth of a child, or placement of a child with you for adoption or foster care;
 - in the event of a serious health condition of a spouse/domestic partner and/or parent ordinarily as defined under the Family and Medical Leave Act (FMLA). In extraordinary cases where the spouse/domestic partner (as defined on page 47), or parent could not provide self-care as provided for under the FMLA, but does not meet the more than 3-day requirement of FMLA, the employee could utilize one to three days of sick leave. (An example would be someone having outpatient surgery and may need transportation on the date of treatment);
 - in the event of a serious health condition, as defined under the Family and Medical Leave Act (FMLA) above for whom the staff member has power of attorney;
 - in the event of a serious health condition, as defined under the Family and Medical Leave Act (FMLA) above for the employee’s mother-in-law and father-in-law;

- qualifying exigency arising out of the fact that the employee's spouse/partner, child, or parent is on active duty or has been called to active duty status in support of a contingency operation as a member of the National Guard or Reserves;
- you are the spouse/partner, child, parent or next of kin of a covered service member with a serious injury or illness.

Employee's should minimize the amount of time away from work, with regards to medical/dental appointments. For example, try to schedule appointments at the very beginning or end of a work shift.

- 3) Any individual who is off for three (3) or more days needs to contact Human Resources no later than the third day of absence to determine if the absence falls under FMLA leave and if so, appropriate paperwork can be completed.
- 4) During an extended period of illness, accrued sick days at 100% of pay, will be paid first. After 100% days have been exhausted, either accrued sick days at 60% of pay or accrued PTO days will be utilized.
- 5) Sick days may only be taken in $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, or full day increments. (Note: Conversion of 60% days into 100% days – e.g. convert five 60% days into three 100% days, will not be permitted).
- 6) It is expected that employees will make every attempt to build up their sick days to cover a long-term illness. These should not be considered as extra "vacation" or "personal" days. Abuse of the sick leave time may lead to disciplinary action.
- 7) To receive sick leave pay, hourly employees sick time must be listed as sick days on the employee's timecard and approved by his/her supervisor.
- 8) Salaried staff should enter their sick time through CentreNet, located behind the Staff tab and then via the Time Entry/Approval link.
- 9) Accrued sick days are not paid out when an employee terminates from the College.

405 WORKERS' COMPENSATION

All staff members are protected under Workers' Compensation legislation. This benefit covers accidental injuries or occupational illnesses that are caused by, arise out of, or occur in the course of the employee's employment at the College. All work related injuries must be reported immediately to the employee's supervisor who will promptly report the incident to the Human Resources department. Accident reports should be completed and submitted to the Human Resources Department within 24 hours.

406 LIFE INSURANCE

The College provides group term life insurance coverage of one and one-half times the employee's basic annual salary. An employee may, at their own expense, purchase additional life insurance.

407 SOCIAL SECURITY

In addition to the legally required deduction from the employee's pay, the College contributes a matching amount to the Social Security and Medicare fund. Social Security benefits may be paid for death, disability, and retirement. Claims must be filed with the Social Security Administration.

408 TOTAL DISABILITY INCOME ASSURANCE

After 180 days of certified total disability, eligible, approved, staff may receive up to 60 percent of their base salary during the defined period of disability.

409 BASIC RETIREMENT ACCOUNT

For eligible staff members, the College contributes an amount equal to 10 percent of the employees base wages on a monthly basis to a fund which provides a number of investment options directed by the employee.

410 SUPPLEMENTAL RETIREMENT ACCOUNT

The SRA is an annuity designed for those who want to set aside a tax-deferred fund in addition to the amounts that may be accumulating under the Centre College retirement plan.

Penalty free withdrawals are permitted in only a few cases (i.e. for retirement after age 59 ½). You should consult your personal tax advisor, regarding any tax related matters.

411 TUITION ASSISTANCE

Tuition assistance for attendance at Centre, at other Kentucky state colleges, eligible State of Kentucky technical colleges, colleges participating in the Associated Colleges of the South tuition exchange program, or those under the Tuition Exchange, Inc. program is also available after completion of five years of employment, and other eligibility requirements are met.

Part-time employees are eligible for some tuition benefits. Please see a Human Resources representative for details.

Scholarships at the ACS schools or through the Tuition Exchange, Inc. are competitive and not guaranteed. An eligible dependent must meet admission requirements of the institution they are applying to.

A maximum of two (2) children per family will be eligible to participate.

Any financial aid assistance received by a dependent, whether or not based on need, shall be deducted from the above award by Centre College.

The maximum award will cover the equivalent of the normal four-year undergraduate period.

Staff Development

Centre recognizes that the skills and knowledge of its employees are critical to the success of the College. The *Staff Development Benefit* is designed to balance both the needs of the institution and to encourage personal development through a formal education.

Centre will provide educational assistance to all eligible employees who have completed (1) year of service in an eligible employment classification. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily (i.e. current satisfactory evaluation and no disciplinary documentations within the previous 12 months in their personnel file) through completion of each course. Employees in the following employee classification (s) are eligible for educational assistance:

*Regular full-time employees who maintain a regular work schedule of at least 35 hours per week during the academic year.

An individual course or courses must be a part of a degree, licensing, or certification program and must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance. The Vice President/Sr. Staff member responsible for the area the individual works in must approve the course (s) along with the immediate supervisor. All requests must normally be made one year in advance for budgeting purposes. If the College has a large number of requests for the Staff Development benefit in any given year, the college may prioritize those requests submitted based on relevance of the course to the job, and length of service to the college. The employee should not presume approval until they have received official notification from the Human Resources department. A limit of one course per semester/two per academic year will be approved at a time.

Upon successful completion with a minimum grade of a "C", the college will reimburse for one-half the cost of the course up to a maximum of \$1,500.00 per fiscal year. Only the cost of the course will be considered for reimbursement; fees and books will not be covered. Employees should contact the Human Resources office for paperwork to complete should they wish to seek tuition assistance. While educational assistance is expected to enhance the employee's performance and professional abilities, Centre cannot guarantee that participation in formal education will entitle the employee to any advancement, a different job assignment, or pay increases.

412 PAID TIME OFF (PTO)

PURPOSE: To establish a paid time off benefit that will provide compensation during periods of absence that could be used for personal business, trips, rest or other activity not covered under other policies such as sick leave, jury leave, bereavement, etc. and to support the College's goals to attract and retain quality employees.

PTO days for regular full-time employees (those who maintain a regular schedule of 35 or more hours per week) are accrued in accordance with the table below, at the end of each month worked. PTO does not accrue during periods of unpaid leave.

<u>Length of Service</u>	<u>Rate of Accrual Per Month</u>	<u>PTO</u>
First Year	1.25	1.25 days per month
1 - 5 Years	1.25	15 days annually
6 - 10 Years	1.67	20 days annually
11 - 15 Years	1.67	20 days annually
15 - 20 Years	1.67	20 days annually
After 20 years	2.08	25 days annually

Maximum "banked" days = 25 days at end of calendar year.

Part-time employees who work at least 17 ½ hours per week are eligible for PTO on a prorated basis. Employees working less than 17 ½ hours per week, as well as, temporary and seasonal employees shall not be eligible for paid time off benefits. Part-time staff employees will earn PTO at the following rates:

<u>Length of Service</u>	<u>Rate of Accrual Per Month</u>	<u>PTO</u>
First Year	.63	.63 days/month
1 - 5 years	.63	7 ½ days annually
6 - 10 years	.84	10 days annually
11 - 15 years	.84	10 days annually
15 - 20 years	.84	10 days annually
After 20 years	1.04	12 ½ days annually

Maximum "banked" days = 25 days at end of calendar year.

Regular full-time salaried employees – Regular base salaries are continued during periods of approved paid time off.

Regular full-time hourly employees – Weekly approved paid time off is determined by multiplying the straight-time hourly rate by the numbers of hours normally scheduled in a regular workweek up to a maximum of 40 hours.

It is the responsibility of each department head to schedule both the timing and length of PTO in an orderly manner so as not to interfere with the function (s) of a particular work area. An employee is encouraged to schedule his/her PTO well in advance with his/her department head. All attempts will be made to grant PTO requests. However, the College reserves the right to approve or disapprove PTO requests depending upon the needs of the department.

The College strongly discourages an individual to utilize any PTO days off prior to accruing those days. A request made would require the supervisors advanced approval. The supervisor may approve or deny the request based upon the needs of the department, the employee's work performance, and the length of service. Maintaining a negative balance on PTO days or being "off" without time available should not be a regular practice and will lead to disciplinary action. At no time, should an employee have a negative balance at the end of the calendar year.

An employee is expected and encouraged to take his/her earned paid time off each calendar year. There will be no pay in lieu of earned PTO not taken during a calendar year. A maximum of 25 days may be "banked" at the end of each calendar year. Paid Time Off that is "banked" may be scheduled at a later date or paid upon separation from Centre College employment, at the discretion of the College. **The maximum days to be paid at termination will be 25 days for all employees.**

Paid time off (PTO) and holiday pay will not be paid for the same day. If a college holiday falls during a period of PTO, that day will be charged to holiday pay.

Any PTO days that were approved by the supervisor and taken, but not earned or "banked," will be deducted from a terminating employee's final pay.

If employment ends, you or your beneficiary will be paid for any earned unused PTO time up to a maximum of 25 days. When determining payment for PTO at termination, fractional days will be rounded to the nearest whole number (example: 12.49 days = 12.50 days).

An employee who was "grandfathered" with more than the maximum allowable (25) days, should attempt to schedule his/her "excess" days with his/her supervisor in order to achieve the maximum allowable limit (25) days. As these employees use their "excess" days in their bank, their balance will be reduced until they achieve 25 banked days.

At a minimum, PTO may be taken in ½ day units.

Hourly staff PTO must be noted on the bi-weekly time card and approved by the supervisor. Salaried staff should submit their PTO through CentreNet, behind the Staff tab and then via the Time Entry/Approval link.

413 DENTAL

Two dental options are available for the employee to voluntarily elect. One plan allows employees to seek treatment from the provider of their choice. The other option has an in and out-of-network feature. Both plans have a \$1,000 lifetime orthodontic benefit.

414 HOLIDAYS

The following holidays are currently observed by the College:

- | | |
|------------------|------------------------|
| New Year’s Day | Thanksgiving Day |
| *Memorial Day | Day after Thanksgiving |
| Independence Day | Christmas Eve |
| | Christmas Day |

*Memorial Day, may on occasion be replaced by a floating holiday – depending on the academic calendar. If the college does not officially close at Christmas time, floating holidays will be provided. A total of 11 holidays are paid annually between September 1st and August 31st.

Floating holidays in any given year (Sept-Aug), will be prorated based on an individual’s hire date. For example, if we have a total of four floating holidays, and an individual is hired between September – January, they will receive four available floating holidays. Those hired February – May will receive two of the floating holidays. Anyone hired from June 1st through August 31st, will not receive any floating holidays.

415 BEREAVEMENT LEAVE PAY

All full-time regular salaried and hourly employees are eligible for approved bereavement leave.

Immediate family includes the following relatives of eligible employees:

- | | | |
|--------------------------|----------------|-------------------|
| *Spouse/Domestic partner | *Sister | *Brother-in-law |
| *Child | *Brother | *Stepchild (ren) |
| *Parent | *Father-in-law | *Grandchild (ren) |
| *Stepparents | *Mother-in-law | *Legal Guardian |
| *Grandparent | *Sister-in-law | |

While the number of paid days off is not specified, normally a maximum of three days are granted. The employee’s responsibilities in regard to funeral arrangements, travel time, etc., may be considered in authorizing paid time off. However, all time off must be approved, **in advance**, by the employee’s supervisor.

An employee’s regular base pay, as determined by the College, will be continued for scheduled work time missed during authorized time off.

Hourly staff bereavement leave should be shown on the timecard covering the days of work missed during his/her loss. Timecards must be approved by the supervisor.

Salaried staff should submit their bereavement days through CentreNet, located behind the Staff tab then via the Time Entry/Approval link.

If the employee wishes to have visitation and/or funeral information sent out to the campus, they should notify their supervisor and/or Human Resources. Information will be sent out for the following relatives: (spouse/partner, children, parent and in-laws).

416 COLLEGE FACILITIES AND ATHLETIC EVENTS

All staff members will be admitted free of charge to all regular season Centre home athletic events. College athletic facilities may be used by employees when open and not in use by students or other priority activities.

Employee I.D. cards are required for admission. Employee I.D. cards are issued in the Student Life Office. Employee dependents may also be admitted free with a dependent identification card obtained from the Student Life Office. In order to use certain athletic facilities, dependents must meet certain age requirements, defined by the athletic department. Dependents, in this case, are defined as it relates to the Centre Dependent ID card and includes the employee's spouse or domestic partner of the same or opposite gender, and any children of the spouse or partner. Children include biological child(ren), stepchildren, children legally placed for adoption and legally adopted children. Employees should complete the Dependent ID Request form, located on CentreNet. The form is electronically sent via email to Glenda Beaven. You will be notified via email when the information is set up and the dependent may go to Student Life to have their ID card made. Hours for dependent ID's are 8:30 am – 4:30 pm, Monday through Friday.

417 COWAN COMMONS DINING HALL

All staff are invited to purchase economical and nutritious meals at the students' dining hall. These are provided at a reduced rate to all faculty and staff and their dependents. Three meals per weekday are normally served during the school year with two meals daily on the weekend.

418 NORTON CENTER

The College schedules some of the most talented and well-known U.S. and international artists and entertainers at the Norton Center each year. Subscriptions to these outstanding events are available to employees at discounted prices.

419 LIBRARY PRIVILEGES

Regular staff members are encouraged to use the materials, services, and facilities of the library. The library is available free of charge and all of the normal rules regarding the

return of checked out materials, etc. must be followed. Books and other appropriate resources may be checked out with the use of your employee I.D. card. All regular circulation rules that apply to students also apply to employees.

420 EMPLOYEE ASSISTANCE PROGRAM

The College maintains an Employee Assistance Program. The phone number is 800-865-1044. Employees and their dependents may contact this service directly for assistance with a variety of problems including depression, alcoholism and drug dependency, as well as other conditions. Employees may contact this service for up to four visits per situation, at no initial cost to the employee and all contact is totally confidential between the employee and the Employee Assistance Program.

421 THE CENTRE BOOKSTORE

The College bookstore is located downtown on the corner of Main and Third Street in the former Hub store. In addition to textbooks, the College bookstore maintains an inventory of trade books, clothing with the College logo, greeting cards, gifts, and office supplies. Certain employee discounts may apply to specified non-food purchases.

422 WELLNESS CENTER

Employees may visit the Wellness Center for blood pressure monitoring and certain inoculations including flu, tetanus, and hepatitis B. Some serums are at the expense of the employee. All other health problems must be addressed by the employee's personal physician.

SECTION VII: **LEAVE OF ABSENCE**

The College recognizes that, under certain circumstances, it may be necessary for the employee to be absent from work and has developed the following guidelines to assist the employee in those situations.

501 PAID SICK LEAVE

Full-time employees (those who maintain a regular schedule of 35 or more hours per week) earn sick leave coverage at a rate of one day a month at full pay and one day a month at 60% of pay.

Part-time employees who are regularly scheduled to work 17 ½ hours or more per week, will receive sick leave at a rate of ½ day a month at full pay and ½ day a month at 60% of pay. Temporary workers and employees working less than 17 ½ hours a week are not eligible for sick leave accrual.

Newly hired employees will become eligible for the program after three months of continuous employment.

Use of Sick Leave - Earned sick days cannot be used for any reason other than:

- the illness of the employee and his/her child(ren);
- scheduled/ approved medical/dental appointments for employee and his/her child(ren);
- birth of a child, or placement of a child with you for adoption or foster care;
- in the event of a serious health condition of a spouse/domestic partner and/or parent ordinarily as defined under the Family and Medical Leave Act (FMLA). In extraordinary cases where the spouse/domestic partner (as defined on page 47), or parent could not provide self-care as provided for under the FMLA, but does not meet the more than 3-day requirement of FMLA, the employee could utilize one to three days of sick leave. (An example would be someone having outpatient surgery and may need transportation on the date of treatment);
- in the event of a serious health condition, as defined under the Family and Medical Leave Act (FMLA) above for whom the staff member has power of attorney;
- in the event of a serious health condition, as defined under the Family and Medical Leave Act (FMLA) above for the employee's mother-in-law and father-in-law;
- qualifying exigency arising out of the fact that the employee's spouse/partner, child, or parent is on active duty or has been called to active duty status in support of a contingency operation as a member of the National Guard or Reserves;

- you are the spouse/partner, child, parent or next of kin of a covered service member with a serious injury or illness.

Refer to the Short Term Paid Sick Leave, Section VI: Benefit number 404 for more details.

502 OTHER PAID LEAVES

The regular base pay of a staff member who serves on a jury in any state or federal court will be continued. A copy of the court summons should be promptly provided to the employee's supervisor.

Days required for U.S. Armed Forces Reserve or National Guard annual training will be paid to participating employees as required by state and federal law not to exceed two weeks per year. The employee's benefits will be continued on a normal basis during this training.

503 UNPAID FAMILY AND MEDICAL LEAVE (FMLA)

In accordance with the Family and Medical Leave Act of 1993 (FMLA) and other applicable law, the College grants eligible employees up to 12 weeks of FMLA leave during any 12-month period, and up to 26 weeks of leave in any 12-month period for military caregiver leave (defined below).

Eligibility:

To qualify for FMLA leave, an employee must: (1) have worked for Centre College for at least 12 months, though it need not be consecutive; (2) have worked at least 1,250 hours in the 12 month-period immediately preceding the date when leave is to commence; and (3) be employed at a location where 50 or more employees are employed by the employer within 75 miles of that location.

Leave Entitlement:

An eligible employee may take up to 12 weeks of FMLA leave in a 12-month period, which is measured using a "forward" method as defined below, for any of the following reasons:

- the birth of a child and in order to care for that child (leave to be completed within one year of the child's birth);
- the placement of a child for adoption or foster care and in order to care for the newly placed child (leave to be completed within one year of the child's placement);
- to care for a spouse, child or parent with a serious health condition;
- to care for the employee's own serious health condition, which renders the employee unable to perform the functions of the employee's job; or
- a qualifying exigency of a spouse, son, daughter or parent who is a covered military member on covered active duty or called to covered active duty (referred to as qualifying exigency leave).

An eligible employee may take up to 26 weeks of FMLA leave in a single 12-month period to care for a family member who is a covered military member and who has experienced a serious injury or illness related to active duty service (known as military caregiver leave).

*The College also permits the following reasons for absences under sick/FMLA which are not part of the required FMLA guidelines:

- To care for a family member, in the event of a serious health condition, as defined under FMLA for whom the staff member has power of attorney, and for the employee's mother-in-law and father-in-law.
- In extraordinary cases where the spouse/domestic partner (as defined on page 47), or parent could not provide self-care as provided for under the FMLA, but does not meet the more than 3 day requirement of FMLA, the employee could utilize one to two days of sick leave. An example would be when the spouse/partner or parent was having outpatient surgery and may need transportation on the day of treatment, or another example would be when they needed chemo treatments and needed someone to drive them.

12-Month Period Measured Forward:

An eligible employee may take up to 12 weeks of FMLA leave (or up to 26 weeks of military caregiver leave) during any 12-month period. The College will measure the 12-month period forward from the first date an employee takes leave under this policy. The next 12-month period will begin the first time FMLA leave is taken after completion of the prior 12-month period.

Both Spouses Employed by Centre College:

Spouses who both work for the College who are both eligible to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent with a serious health condition may only take a combined total of 12 weeks of leave. Spouses who both work for the College who are both eligible to take military caregiver leave or a combination of military caregiver leave and certain types of other FMLA leave may only take a combined total of 26 weeks of leave.

Procedure for Requesting Leave:

Any employee requesting FMLA leave must provide notice with an explanation of the reason(s) for the leave to his/her supervisor and Human Resources. If the employee's need for FMLA leave is foreseeable, the employee must give the College at least 30 days' prior notice. If this is not possible, or where the need for leave is not foreseeable, the employee is expected to notify the College as soon as practicable, generally within one to two business days, of learning of the need for leave, except in extraordinary circumstances.

The College may require that an employee's leave to care for the employee's covered family member with a serious health condition, or due to the employee's own serious health condition, be supported by a certification issued by the health care provider of the employee or the employee's family member.

The College may also require that an employee's leave because of a qualifying exigency or to care for a covered service member with a serious injury or illness be supported by a certification.

If the College has reason to doubt the validity of a medical certification, it may require the employee to obtain a second medical opinion at the College's expense. In the event of conflicting opinions, the College may require the employee to obtain certification from a third health care provider, again at the College's expense, which opinion will be final and binding.

If the employee requests an extension of the leave period, the College may require recertification.

If an employee is planning a medical treatment or a series of treatments, the employee must consult with the College first regarding the dates of such treatment to work out a schedule that best suits the needs of both the employee and the College.

Reporting While on Leave:

If the employee takes leave because of the employee's own serious health condition or to care for a covered relative, the College requests that the employee report periodically to his/her supervisor and Human Resources regarding the employee's status and intention to return to work. In addition, the employee must give notice as soon as practicable if the dates of leave change or are extended or initially were unknown and become known.

Unpaid FMLA Leave; Substitution of Paid Leave; Concurrent Leave:

FMLA leave is unpaid. Employees are required to substitute any accrued, unused paid vacation leave and any accrued, unused paid sick leave (in accordance with existing sick leave policies) for unpaid FMLA leave.

The term "substitute" as used in this section means that the paid leave provided by the College, and accrued pursuant to the College's policies, will run concurrently with unpaid FMLA leave.

The use of accumulated paid leave does not extend the 12 or 26 weeks (whichever is applicable) of the FMLA leave period. In no case can the use of paid leave result in an employee's receipt of more than 100% of his/her salary. FMLA-qualifying absences that exceed an employee's accumulated paid leave allotment will be unpaid. An employee's FMLA leave runs concurrently with all other types of applicable leave to the extent permitted by the College's policy and applicable law.

Health Benefits:

During approved FMLA leave, the College will maintain the employee's health and dental plan benefits (and life insurance coverage for those eligible) as if the employee continued to be actively employed. Employees are responsible for paying their portions of premiums. Arrangement for payment of premiums should be made through the payroll office.

Intermittent and Reduced Schedule Leave:

If certified as medically necessary, FMLA leave occasioned by a serious health condition may be taken intermittently or on a reduced leave schedule. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee, a family member, or a covered service member, including during a period of recovery from the employee's own serious health condition, a serious health condition of a spouse, parent, son, or daughter, or a serious injury or illness of a covered service member, the College may require the employee to transfer temporarily, during the period that the intermittent or reduced leave schedule is required, to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position.

Returning From Leave:

If the employee takes leave (except for intermittent leave or leave on a reduced leave schedule) because of the employee's own serious health condition, the employee is required to provide medical certification that the employee is fit to resume work. The employee will not be permitted to resume work until such certification is provided.

Upon returning from approved FMLA leave, the College will restore the employee to his/her former job or an equivalent position, subject to the terms, limitations and exceptions provided by law.

504 OTHER UNPAID LEAVES

Under extreme circumstances and when the leave is in the best interest of the employee and the College, an unpaid leave of absence, with the length of the leave to be determined by the College, may be granted. Requests for leave should be submitted in writing to the employee's supervisor outlining the reason for and duration of the leave. The appropriate Senior Staff member and Director of Human Resources will review the request and make a determination.

505 ADMINISTRATIVE DEVELOPMENT LEAVE

Members of Centre's salaried staff who have served full-time for at least fifteen consecutive years, may request a four to six week paid leave of absence to pursue study or professional development. Normally, these leave of absences would occur during the summer months. Such a request should go to their immediate supervisor and then to the senior staff for discussion and possible approval. Relevant considerations are: the maintenance of orderly work in the area without the necessity of hiring replacements, the relevance and value of the project proposed, the quality of the individual's record of work performance, and the timing of such a leave in such a way as to minimize disruption of service.

SECTION VIII: **OTHER PERSONNEL ACTIONS AND INFORMATION**

601 PERFORMANCE DISCUSSIONS

The appraisal process offers an excellent opportunity to establish work objectives and review results, as well as, providing a vehicle for effective two-way communication between the employee and the supervisor.

While supervisors and employees are encouraged to meet to conduct performance appraisals, employees who have served three consecutive years in the same position and who have been rated “meets expectations” or higher in all appraisal categories on their last appraisal may be formally evaluated every other year.

602 PERFORMANCE AND CONDUCT EXPECTATIONS

Normal lapses of performance will generally be addressed using the evaluation procedure outlined in section 601 above. Failure to meet performance expectations may result in negative actions up to and including termination. In certain situations involving prohibited behavior and/or serious misconduct, immediate suspension or termination may be the result. Some examples include:

- Recurring tardiness, absenteeism, or both;
- Conduct that interferes with the College operations;
- Conduct that brings discredit on the College;
- Insubordination, failure to follow a supervisor’s reasonable order, or failure to carryout reasonable job assignments;
- Failure to improve performance after warning;
- False statements or falsification of records, including falsification of the employment application;
- Violation of any College rules or regulations;
- The possession of firearms on College property;
- Entry into residence hall or other facilities for purposes other than assigned duties;
- Unlawful behavior including discrimination or harassment;
- Unauthorized disclosure of any confidential College information;
- Coming to work under the influence of alcohol, drugs, or other comparable substances, or possessing the same on College property;
- Rudeness or fighting with employees, students, or others;
- Unauthorized use of College property or personnel for personal reasons or theft or willful destruction of College property;
- Other serious incidents of misconduct.

All terminations for any reason must be approved by the Vice President for Human Resources and the appropriate Senior Staff member. If desired, the employee affected may

make a timely written appeal consistent with the grievance procedure as outlined in this handbook.

In any case, the College reserves the right to terminate an employee at will for any reason, with or without cause.

603 LAYOFF AND RECALL

Under certain circumstances, it may become necessary to reduce staff for a limited or extended period of time. In these situations, attempts will be made to place employees in other vacant active positions consistent with the employee's skills and the College's job requirements. Any staff member laid off will be given a minimum of two weeks' notice. Performance evaluations, the required skills, seniority, and the pertinent job knowledge possessed, will be the primary considerations in the event of any layoff or recall.

604 RESIGNATIONS

Resignations should be submitted in writing to the employee's supervisor and forwarded to the Human Resource Department for filing in the employee's personnel file. It takes time to replace an employee, and a two-week notice from the employee is requested. Any employee absent from work for three consecutive days without notifying his/her supervisor will be considered to have resigned.

605 RETIREMENTS

The College recognizes "normal" retirements at age 65 and beyond, but employees may retire "early" at age 55 to 65 and access any accumulated retirement funds. Any fund withdrawals prior to age 59 1/2 may be subject to certain tax penalties and should only be considered after consultation with a personal tax advisor.

Upon retirement, the employee will be paid for accumulated but unused PTO days, up to a maximum of 25 days. Retirees, with a minimum of five years continuous health insurance coverage, may retain coverage under the Centre College Health Care Plan, until the retiree becomes eligible for Medicare, with the total cost, as determined by the College, borne by the retiree.

Retired full-time employees may continue to be eligible for dining at the Cowan Commons Dining Hall on a reduced price cash basis, and on the same basis as other employees, enjoy free admission to Centre College athletic events, and the use of College exercise facilities, reduced price Norton Center subscriptions, and library privileges. A new Retiree ID should be obtained by contacting the Student Life office. Retirees may, with the permission of a professor, audit a class at no costs. Those who have given to the college during their employment at the Centre Associate level, may continue that relationship after retirement if they wish by signing up through the Alumni/Development office. The College reserves the right to alter these provisions in their entirety or on a case-by-case basis.

606 GRIEVANCE PROCEDURE

It is the desire of the College to offer an avenue of appeal in those situations where a violation of a specific provision of this employee handbook may have occurred.

All employees are encouraged to discuss job related problems with his/her supervisors. Most differences can be resolved at this point. If this effort fails, the employee may contact the Human Resource Department to discuss the situation. If the employee remains dissatisfied and the complaint represents the alleged violation mentioned above, a written grievance may be filed.

Step I - Submit the written grievance to your immediate supervisor.

The provision of the employee handbook allegedly violated should be specified.

Describe the situation in detail including the date, time, location, witnesses (if any), and other facts surrounding the alleged violation.

The supervisor will issue a written determination to the employee no later than ten (10) working days from receipt of the grievance.

Step II - If the problem is unresolved, forward your written grievance to the next higher-level supervisor, as applicable. This appeal must be made within ten (10) working days from receipt of the decision in Step I.

The supervisor will issue a written determination to the employee no later than ten (10) working days from receipt of the grievance.

Step III - If still not resolved, your written grievance may be submitted to your department head, as applicable and the Vice President for Human Resources. This grievance must be filed within ten (10) working days from receipt of the decision in Step II of the Procedure.

The Vice President for Human Resources will meet with the employee, the supervisor, and, at a later time, the department manager/director, as applicable. After this discussion, but in any case no later than ten (10) working days from the date Step III was received, the Vice President for Human Resources will issue a written determination to the employee, the supervisor, and the department manager/director.

Step IV If the employee remains dissatisfied, he/she may request a hearing with the Human Resource Committee which will include representatives of the faculty, hourly staff, salaried staff, and senior staff. The Vice President for Human Resources will chair the committee. This final appeal must be filed within ten (10) working days from receipt of the decision rendered in Step III. The

recommendation of the Human Resource Committee will be forwarded to the President of the College no later than ten (10) working days from the date of the committee hearing for final review and determination.

Upon receipt of the Human Resource Committee's recommendation, the President of the College shall review and make a final determination within ten (10) working days of receipt of the committee's recommendation. This serves as the final grievance step.

Other grievance procedures may also be available for allegations of sexual harassment or sexual misconduct.

607 PERSONNEL RECORDS

The college Human Resource Department maintains individual employee personnel files which may contain a variety of forms and correspondence relating to the employee.

An employee may request an appointment to review his or her file (except for confidential letters of recommendation) in the Human Resource Department and make copies of the documents signed by the employee contained therein. A reasonable copying charge may be applied.

608 PET POLICY

To ensure the safety and cleanliness of all campus buildings and to minimize the health risk to any individual, pets are not allowed in any of our college buildings at any time, except for a brief visit into a building (e.g. to pick something up) and then be leashed and under the owner's control. This policy does not apply to service animals. Animals on the campus grounds should be under the owner's control at all times.

609 BREAST FEEDING & LACTATION SUPPORT GUIDELINES

Recognizing the importance of breastfeeding for both mothers and their infants, and of promoting a family-friendly workplace, Centre provides breastfeeding and lactation guidelines. The College strives to create an environment conducive to working and learning and one that is attuned to both professional and personal needs of its women faculty, staff, and students.

The College recognizes the importance and benefits of breastfeeding and is committed to promoting this effort. Therefore, in a manner consistent with Kentucky Revised Statute, the College acknowledges that a woman may breastfeed her child in any place open to the public on campus. Additionally, the College shall provide sanitary and private space for expressing milk wherever possible, and lactation breaks.

Upon returning to work after the birth of a child, nursing mothers may request an area to pump breast milk in the workplace during normal business hours. Supervisors and

Department Chairs will work with employees who are nursing to schedule reasonable and flexible break times each day for this activity.

1. Lactation Breaks

- a. Whenever possible, the College shall provide flexibility for staff and faculty members who give their Department Chair or Supervisor adequate notice identifying a need for lactation facilities.
- b. Mothers are responsible for requesting lactation support prior to or during maternity leave, preferably no later than two weeks before returning to work.
- c. Supervisors and employees shall work together to establish mutually convenient times.
- d. Employees who need assistance are encouraged to make appropriate arrangements with their supervisors to ensure that normal work related activities are not severely disrupted and their assigned tasks are completed as expected.

2. Lactation Facilities

- a. The College, at a minimum, should provide private rooms with locked doors that are clean and comfortable. Each room should have an electrical outlet and one table and one chair.
- b. The location may be the place an employee normally works if there is adequate privacy, cleanliness, and is comfortable for the employee. If not, the College will provide a place in close proximity to the employee's work area.
- c. Supervisors who receive a lactation accommodation request should review available space in their department/unit and be prepared to provide appropriate nearby space and break time.

KRS 211.755 specifically provides that a mother may breast-feed her baby or express breast milk in any location, public or private, where the mother is otherwise authorized to be.

610 SMOKING POLICY

For reasons of public health, the College became smoke free, effective August 1, 2005. This policy extends to all Centre buildings including but not limited to indoor/outdoor classrooms, studios, offices, residential facilities, break rooms, restrooms, administrative buildings, and dining facilities. Smoking is also prohibited within the College owned or leased vehicles. All smoking is limited to the outside away from exits and entryways. Smoking includes, but is not limited, to the use of cigarettes, cigars, pipes,

water pipes (hookahs), and electronic cigarettes. This policy applies to all individuals including faculty, staff, students, and visitors to the College.

Beginning in Fall, 2016 smoking will be further restricted, and will no longer be allowed inside the academic quadrangle. The academic quadrangle is a horseshoe formed by sidewalks beginning at the Northern corner of the Campus Center at Main Street, extending South to include sidewalks in front of Old Carnegie, Sutcliffe, Crouse, Young, Olin, then North to end at Old Centre near Main Street.

611 EMAIL TERMINATION POLICY

This policy governs the disposition of Centre College constituent email accounts precipitated by a change in status.

Employees

- Staff who leave College employment for any reason other than termination: email account will be closed 30 days following the last date of employment (per HR records).
- Faculty who leave the College at the conclusion of Spring Term: email account will be terminated on September 1 of the same calendar year, allowing the individual time to establish an account at the new institution or place of employment.
- Faculty who leave the College, for any reason, during the academic year other than at the conclusion of Spring Term: email account will be terminated 30 days following the last date of employment/termination date (per HR records).
- Faculty and staff who retire from the College and who are designated with Emeriti status or who retire with a minimum of 15 years of continuous active service (as defined for Years of Service awards): email account remains active and is not terminated.
Note: individuals whose email accounts remain active will continue to have membership on the appropriate *lists* distribution list unless the individual specifically requests to be removed from said list. Only Centre College email addresses are included in distribution lists.
- Any exception to this policy must be approved by the appropriate Senior Staff official.

Students

- Students who complete graduation requirements from the College: email accounts remain active until June 1 one year following the completion of their course of study at which time they are offered an email account through Alumni Affairs.
- Students who voluntarily withdraw from the College prior to graduation: email account will be terminated 30 days following the last date of enrollment (per Registrar's Office records).
- Students who are suspended, either for academic or disciplinary reasons, and are eligible to apply for readmission: email account will be terminated 270 days following the effective date of the suspension (per Registrar's Office records) if the student has not been readmitted to the College.
- Students with an approved Leave of Absence: email account remains active pending individual's return to regular enrollment.

612 COMPENSATION RELATED TO RECRUITMENT & RETENTION

The College may not provide any commission, bonus or other incentive payment based in any part, directly or indirectly, upon success in securing enrollment or the award of financial aid, to any person or entity who engages in any students recruitment or admission activity, or in making decisions regarding the award of financial aid.

613 AMERICANS WITH DISABILITIES ACT

Policy and Definition

The purpose of this policy is to ensure that the College's policies and practices are administered without discrimination against anyone on the basis of a disability and to provide information concerning the Americans with Disability Act "ADA, as amended by the American with Disabilities Act ("ADAAA").

The College provides in every aspect of the employer-employee relationship, equal employment opportunity and necessary reasonable accommodation to qualified individuals with disabilities. This policy is intended to comply with the ADA and ADAAA.

The College will not tolerate discrimination against qualified individuals with disabilities during the employment process or in any of the terms and conditions of employment.

Definitions: An individual with a disability is a person who:

1. Has a physical or mental impairment that substantially limits one or more major life activities.
2. Has a record of such an impairment (i.e., individuals with histories of disability and who are not currently limited in major life activities. Individuals who currently use illegal drugs are not considered disabled).
3. Is regarded by others as having an impairment.

Physical and mental impairments that are recognized as disabilities within the scope of the ADA include, but are not limited to, the following: speech impediment, hearing impediments, vision impediments, HIV infection, heart disease, diabetes, epilepsy, cerebral palsy, cancer, mental retardation, mental illness, and certain learning disabilities.

The ADA defines a qualified individual with a disability as "an individual with a disability who, with or without reasonable accommodation, can perform the *essential functions* of the employment position. . ." The *essential functions* of the position are the fundamental duties and activities of the job. Reasonable accommodations are modifications to the work

environment, or to how a job is customarily performed, that enable a qualified individual with a disability to perform in a position, given modifications which do not impose an undue hardship while retaining the *essential functions* of the job.

Guidelines:

Supervisors' Responsibilities:

Supervisors are responsible for upholding the principles of equal employment opportunity of, and reasonable accommodation for, all qualified individuals with disabilities, which includes complying with the requirements of the ADA, as amended by the ADAAA. This includes, but is not limited to, the following:

- Assisting in the identification of the essential functions of the positions under their supervision/management.
- Determining how to reasonably accommodate individuals with disabilities, when necessary.
- Conducting interviews that are in compliance with the ADA and ADAAA.
- Evaluating disabled employees by the same performance standards and policies as employees who are not disabled.
- Providing disabled employees with the same terms, conditions, and benefits of employment that are provided to employees who are not disabled.

614 CENTRE COLLEGE CONTRACTING POLICY

PURPOSE: This policy is intended to help the College's contract managers identify potentially problematic issues raised by the contracts entered into to further the College's business. While the decentralized negotiating and signing of contracts offer a high level of efficiency in College business affairs, all contract managers should adhere to certain College standards of practice and should be alert to provisions in contracts that pose an unreasonably high level of risk to the College and its employees or students. This policy also helps contract managers identify situations where they need to consult the College's legal counsel prior to entering into a contract.

CONTRACTING AUTHORITY: The Board of Trustees of the College has assigned to the President all the authority, with a few exceptions, to enter into contracts on behalf of the College. The President, in turn, has delegated to various officers and administrators around campus the authority to contract on behalf of the College within their spheres of business. Some delegations are in writing, while others are by nature of the job function performed. Anyone considering a contract on behalf of Centre must determine, prior to entering into the contract, whether he or she has the proper authority.

REVIEW OF THE CONTRACT: The contract manager should read through the entire contract and all attachments very carefully to understand exactly what is being offered as an agreement. The manager should be sure that:

- the contract fully and accurately describes the relationship, product, or service desired by the College;
- the employee most knowledgeable about the subject matter of the contract has, at a minimum, reviewed the contract;
- all attachments, appendices, charts, and schedules that are incorporated into the contract or that should be attached are indeed attached and satisfactory;
- he or she understands all the terminology used and how it applies to the contract;
- he or she understands how the contract can be terminated, by whom, under what circumstances, and with what result;
- he or she understands how any disputes arising under the contract will be resolved; and
- all deadlines and schedules for payments, renewals, etc., will be tracked and observed by the appropriate College person.

CONTRACTS THAT REQUIRE REVIEW BY THE COLLEGE COUNSEL: While legal review might be advisable for many reasons, any contract where any of the following terms or provisions are present must be reviewed by the College Counsel prior to signature:

- a dollar value of over \$25,000;
- a term of performance for longer than one year;
- anything involving real estate (sale, purchase, or encumbrance);
- requirement for the College to indemnify/hold harmless anyone else;
- requirement for the College to purchase insurance or post a bond for anyone else;
- exclusive rights for someone else or non-compete provisions;
- provisions giving rights to any labor or trade unions;
- permission for the other party to assign its rights and obligations to another party without the College's prior approval;
- anything imposing HIPAA obligations upon the College;

or where the contract DOES NOT contain

- a clear and fixed price term;
- a provision requiring all amendments to be in writing; or
- key terms that were presented orally or in other materials outside the contract.

TIMETABLE FOR REVIEW: No contract should be signed and returned to the other party before all its terms are fully reviewed and understood. College contract managers should inform outside contractors that all contracts must be carefully reviewed prior to

signature and that all pertinent attachments, appendices, charts, and schedules must accompany the review draft.

Approved by Senior Staff, August 25, 2004.

615 ACCEPTABLE USE POLICY

Centre College provides computing and networking services for Centre students, faculty, and staff. Any member of the Centre College community may request and maintain a network account. Computer and networking services are provided to users in accordance with principles of free speech and free and open access to information and communication. Nevertheless, a Centre College network account is a privilege, and the following usage guidelines have been established for this system.

1. Users are expected to act ethically, responsibly, and legally or risk forfeiture of their network accounts. Unacceptable conduct may include:

- Maliciously interfering with normal ability of others to use computer and network resources
- Masquerading as another user
- Violating the privacy of others' files and accounts
- Violating software copyright and/or licensing agreements
- Abusing computing facilities at other sites through network connections from Centre College

2. Use of a Centre College network account must comply with all federal, Kentucky, and other applicable law; all applicable contracts and licenses; and College policies as articulated in the Student, Faculty and Staff handbooks. These laws, contracts, licenses, and policies include the laws pertaining to defamation, privacy, civil rights, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking," "cracking," and similar activities; and the College's sexual misconduct policy.

3. Centre College respects the privacy of all electronic communications. However, the College cannot guarantee confidentiality. Due to limitations in technology, electronic mail messages and stored data are inherently insecure. In order to maintain, repair, or develop the campus network, ITS staff will have reasonable access to the information in files and messages when necessary. Such access will be governed by the normal expectations of professional conduct.

4. When there is an indication that a misuse of computing facilities has occurred, the Director of Information Technology Services is authorized to investigate the incident and take appropriate action, including referring the issue to other college authorities.

616 POLICY ON DRIVING FOR COLLEGE- SANCTIONED TRIPS

(Approved by Senior Staff, August 20, 2014)

This Policy is intended to provide guidance and rules for driving of vehicles, whether owned by Centre or another party (including rented vehicles), on all the trips undertaken by members of the Centre community, in connection with a Centre sanctioned activity. Examples are class trips, club trips, and athletic trips.

Student Drivers

1. It is the clear preference for employees (staff or faculty) to be the drivers on all trips sanctioned by the College.
2. In unusual cases or where it is wholly not practical for employees to drive a vehicle on a trip, students may be allowed to drive on such trips, with some limitations. The employee responsible for the activity (such as a faculty member, club sponsor, or coach) must approve any student driver and ensure that the student meets the qualifications in this Policy.
3. Any student driver must have these qualifications:
 - A. Have a validly issued driver's license;
 - B. Have not accumulated more than three points on their license during the past two years; and
 - C. Be capable of driving the particular vehicle.
4. Students will normally not be permitted to be drivers on any trip that is longer than four hours or 250 miles. It is not permissible to stack multiple student drivers on a longer trip. For a trip longer than this, there must be an employee driver or a hired commercial driving company.

College Vehicle Preference and Insurance Coverage

Where possible, the trip should be taken in a vehicle owned or leased by the College. If that is not possible, the driver may be allowed to drive his or her own vehicle. In that case, the liability insurance applicable to the driver and/or the vehicle will be the primary coverage; in the event that the trip is for College business (that is, it is a College sanctioned trip), the College's auto liability coverage will provide excess insurance.

Van Drivers

1. The College owns several multi-passenger vans (MPVs) able to carry 12 or 15 passengers; these are occasionally rented from rental firms, as well. The following rules apply to any use of an MPV on a College-sanctioned trip.
2. Anyone driving an MPV must qualify as follows:

- A. Have a validly issued driver's license;
- B. Have not accumulated more than three points on their license in the past two years;
- C. Passed an online safety training module assigned through the College's insurance carrier; and
- D. Passed a driving test in a similar vehicle as the one to be driven, which test is administered by a designated College official.

3. A student may, under limited circumstances, be allowed to drive an MPV if he or she qualifies as above in section 2, plus has no significant disciplinary violations in his or her record. A member of the Senior Staff must approve any student for driving an MPV on a College-sanctioned trip.

Drivers on Any College-Sanctioned Trip

All drivers on College-sanctioned trips, whether in a personal vehicle or one owned or leased by the College, must obey all traffic rules regulations and all applicable laws. In addition, drivers must observe rules of reasonable safety, must not use cell phones or other electronic devices while driving, and must minimize distractions while driving (no excessively loud music, keep eyes on the road, and so on). A driver risks losing insurance protection or indemnification from the College in cases of recklessness or violations of law.

Training for Drivers

All drivers on College-sanctioned trips should be trained appropriately for the trip. For drivers of MPVs, the College will provide in-the-vehicle training at the beginning of each semester. Anyone seeking to be permitted to drive an MPV must have received this training prior to driving, and as often as once every two years. In addition, the online training module will be provided and must be passed prior to driving. The online training must be passed once every academic year.

617 INCLEMENT WEATHER POLICY

Because Centre is a highly residential campus, the College historically has not closed during inclement weather. Centre's goal is to maintain normal operations and educational processes while remaining sensitive to safety concerns.

Because of the residential nature of the College, Centre does not cancel classes campus-wide. In the event of severe weather where faculty members feel that it is unsafe for them to make it to campus and convene class, those faculty will notify students by email at least one hour prior to class time with assignments and arrangements for making up the missed class. Staff members who feel that it is unsafe for them to make it to campus, except those deemed essential as described below, should notify their supervisor and take PTO time. Updated information will be posted on the College's website and social media channels.

For the purposes of this policy, regardless of the weather situation, employees who perform duties essential for the support of students and the College during inclement

weather will be expected to come to work. Examples include Senior Staff personnel, public safety officers, those responsible for snow removal or storm cleanup and other facilities management positions as identified, the switchboard operator, and members of the College's Crisis Management Team. Supervisors of employees who perform these or other essential duties during inclement weather are responsible for communicating attendance expectations in advance and discussing anticipated transportation difficulties.

618 **OTHER**

Emergencies -

In an emergency or life-threatening situation, the employee should dial 9-911 if using the College telephone system, or contact the college Department of Public Safety at 236-HELP for assistance. Injuries that are not emergencies or life-threatening should be promptly reported to the employee's supervisor.

Parking Permits -

Permits for parking in any of the College's parking lots are required and must be obtained by completing the online registration form. This form can be found by logging onto CentreNet, clicking the Staff tab and then clicking on Vehicle Registration. Permits are non-transferable and can be cancelled at the discretion of the College.

Communication -

Internal - A calendar of campus public events is available through CentreNet. Bulletin boards are located in most buildings on campus and include both permanent and temporary postings.

External – For media requests contact Michael Strysick at 238-5710 or Amy Wise at 238-5748.

Staff Recognition -

The President may host an annual dinner in the Cowan Dining Commons to recognize the outstanding staff employees of the year, and to recognize years of service.

Conflicts of Interest -

Employees are not permitted to accept extraordinary gifts, entertainment, or any other personal favors from any individual or firm that supplies, or seeks to supply, any materials or services to the College. Any observed violations of this guideline should be reported to the employee's supervisor and/or a member of Senior Staff.

Keys -

If the employee's job requires that he/she be issued keys to College facilities or equipment, the employee is responsible for the safekeeping of the keys and their prompt return upon request by the College.

Employee Identification Cards -

All new employees will be issued an identification card at the Student Life Office. This card should be carried at all times during working hours. The employee I.D. card may be required for admission to certain College facilities, bookstore discounts, etc. The I.D. card must be returned upon separation from College employment.

Campus Post Office/Centre Document Services -

The Post Office/Centre Document Services receives and distributes mail for the campus. Window hours are normally 8:00 a.m. – 5:00 p.m., Monday through Friday, for mailing regular mail; UPS service; and the purchase of postage, certified, and insured mail.

To minimize the cost of staffing the campus Post Office, personal mail should not normally be mailed from, or received at, the Post Office. This is especially important for personal packages that may be heavy and difficult to handle. Should you receive a personal package at the Post Office, it is your responsibility to pick up the package in a timely manner.

The Centre Document Services provides in-house printing and copying services for large departmental projects. Many jobs previously outsourced by departments should be able to be handled at a reduced rate.

Office Supplies -

Office supplies are available through Staples, Office Depot, Office Max, Danville Office Equipment, Cardinal Office Supply and The Centre Bookstore. Procedures for ordering are outlined in the Finance Office Policy and Procedures.

Personal Use of Telephones, Computers, Copiers, Etc. -

College equipment, including telephones, copiers, computers, and fax machines, are to be used to conduct the work of the College and any use that interferes with this purpose is prohibited. Employees are expected to use good judgment in limiting the number of copies made and personal telephone calls made or received. Any long distance calls, faxes, or copies made using College equipment will be at the personal expense of the employee.

Blood Donor Program -

From time to time, voluntary blood donation programs may be held on campus and all able employees are encouraged to donate.

United Way -

The College conducts an annual fund drive and encourages contributions to the United Way which may be made by payroll deduction or as a one-time donation.

United Way Service Policy –

- Participants must contribute to the Centre College United Way campaign, either by payroll deduction or cash/check.
- Service will be in support of local United Way agencies.
- Hourly employees would be allotted up to 4 hours service time in one fiscal year. Service time would be taken in increments of no less than one hour up to the maximum of four hours.
- Salary employees would be allotted up to a half day of service in one fiscal year.
- Notification of intent to participate must be made in advance of the activity so that supervisors can arrange adequate coverage.
- Permission to participate on a particular day is at the discretion of the supervisor based on departmental work load and obligations.
- Supervisors will be responsible for tracking time off used by their direct reports.

Medical Fund –

The College established a Medical Fund Committee comprised of the President of the Faculty, the President of the Staff Congress and the Vice President for Human Resources and Administrative Services. Members of the staff and faculty may make a tax deductible contribution to the fund by sending a check made payable to Centre College, with “medical fund” noted on the memo line. This check should be sent to the Alumni Department for processing.

Assistance will be available for medical expenses not covered by an employee’s health insurance policy. Any member of the faculty or staff who is covered by a health insurance policy is eligible for assistance. Applications for assistance, with appropriate documentation (e.g. bills, insurance company explanation of benefits paid) should be submitted to either the Faculty President or Staff Congress President. The request will be considered by the full Medical Fund Committee. *Need* will be the primary consideration in evaluating applications. *Need* will be a function of the amount of uncovered expenses and the faculty and staff member’s means, as well as, what dollars may or may not be available in the medical fund account.

Green Fund

This fund was established, effective in the 2009 academic year, by our student body, and then offered to faculty and staff members. The purpose of this fund is to purchase renewable energy credits to support the Mother Ann Lee Electric Plant (MAL) through EON Energy.

Since the energy produced by the Hydroelectric Plant is more costly to produce than forms of energy that do harm to the environment, in purchasing the renewable energy credits, the purchaser is paying the difference of cost to help subsidize production of the MAL. Doing so ensures that the MAL remains competitive and the buyer spurs growth of more clean energy production onto the Kentucky Energy Grid. The dam in Shakertown does not disrupt any migratory fish habits and is one of only 28 U.S. hydro electric plants to earn green-e certification from dams from the Low-Impact Hydro Institute. Most importantly, the MAL has no carbon emissions.

If you wish to contribute to the College's purchase of Renewable Energy Credits through the Green Energy program, you would need to complete the Renewable Energy Credit Purchase Agreement found on the Human Resources web site.