

**EMPLOYEE HANDBOOK**

**2019-2020**

**MONROE**  
**COLLEGE**

## 24-Hour Public Safety Numbers:

**Bronx: 646-393-8495**

**New Rochelle: 914-740-6854**

## Human Resources:

**646-393-8306 or x8306**

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Welcome.

It is my great pleasure to formally welcome you to Monroe College, a national leader in educating urban and international students.

The stellar commitment of Monroe's faculty and staff to our students' success is, without question, the cornerstone of our strength as an educational institution. We are confident that you can help us in delivering on our mission and making a difference in students' lives.

Your hard work will not only help us to succeed, but will also provide you with a sense of pride and accomplishment as well. Please do not hesitate to ask questions and seek assistance, when necessary.

Once again, congratulations on your decision to join Monroe College. I look forward to working with you.

My door is always open to you. Please come by with any questions or suggestions – or just to say hello.

Marc M. Jerome

Marc M. Jerome

President

### 1.0 Introduction

Monroe College provides professional, career-oriented higher education to students from diverse backgrounds. The College, founded in 1933, educates nearly 8,000 students each year at our three locations and online, and is recognized as one of the leading higher education institutions in the country for graduating low-income and minority students. Its real-world learning approach prioritizes hands-on academic experiences, practical and relevant academic programs, flexible learning schedules, best-in-class instructional technologies, and committed and engaged faculty to ensure that students are prepared for career success upon graduation.

The College's culture has three unwavering components: dedication to facilitating students' success; a warm, supportive and collegial family-oriented environment for our faculty and staff; and a commitment to achieving the best outcomes in the country for low-income and minority students.

The institution offers Certificate, Associate, Bachelor's, and Master's degree programs, and has campuses in the Bronx and New Rochelle, as well as in the Caribbean nation of St. Lucia; students may also take courses online. Programs are offered through Schools of Allied Health Professions, Business & Accounting, Criminal Justice, Education, Hospitality Management and Culinary Institute of New York, Information Technology, and Nursing, as well as through its King Graduate School. Liberal arts and continuing education programs are also offered.

#### Institutional Accreditation

Monroe College is accredited by the **Middle States Commission on Higher Education**, 3624 Market Street, Philadelphia, PA 19104 (Telephone: 267.284.5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

#### Program Accreditation

The A.A.S. programs in Culinary Arts and Baking & Pastry Arts are accredited by the **American Culinary Federation Education Foundation Accrediting Commission (ACF-EFAC)**.

The A.A.S. programs in Business Administration and Accounting, B.B.A. programs in Business Management, Accounting, General Business, and Public Accounting and the M.B.A. program in Business Management are accredited by the **Accreditation Council for Business Schools and Programs (ACBSP)**.

The A.A.S. in Registered Nursing, the B.S. in Nursing, and the Certificate program in Practical Nursing are accredited by the **Accreditation Commission for Education in Nursing (ACEN)**.

### New York State Authorization

Monroe College academic programs are registered by the New York State Education Department.

College curricula are registered by the New York State Education Department. The College is authorized by the Board of Regents of the University of the State of New York to grant:

- Certificates in Practical Nursing, Business Administration CASAC/Credentialed Alcohol and Substance Abuse Counselor, and Bilingual Education (extension certificate)
- Associate in Science (A.S.) degrees in Criminal Justice, Human Services, and Computer Information Systems
- Associate in Applied Science (A.A.S.) degrees in Accounting, Baking and Pastry, Business Administration, Culinary Arts, Diagnostic Medical Sonography, Hospitality Management, Medical Administration, Medical Assisting, Nursing, and Sports Management
- Bachelor of Business Administration (B.B.A.) degrees in Accounting, Business Management, General Business, Health Services Administration, Hospitality Management, and Sports Management
- Bachelor of Science (B.S.) degrees in Computer Information Systems, Computer Networks and Cybersecurity, Criminal Justice, Early Childhood Education, Human Services, Information Technology, Nursing, and Public Health
- Master of Business Administration (M.B.A.) degree in Business Management
- Master of Public Health (M.P.H.) degree in Public Health
- Master of Science (M.S.) degrees in Accounting, Executive Leadership in Hospitality Management, Computer Science, Criminal Justice, and Health Care Administration
- Master of Teaching (M.A.T.) degrees in Early Childhood Urban Education/Urban Special Education and Childhood Urban Education/Urban Special Education

### 1.1 Mission Statement and Core Values

#### Vision

To be a national leader in educating urban and international students.

#### Mission Statement

Monroe College, founded in 1933, is a national leader in higher education access, affordability, and attainment. We believe in the power of education to facilitate social mobility and transform communities, and embrace our responsibility to advocate national policies that serve students' best interests. We are proud of our outcomes and unique caring environment, especially for first-generation college students, newly arriving immigrants, and international students. Our innovative curriculum, taught by experienced industry professionals, integrates local, national, and global perspectives. Our academic programs align with industries that drive the New York and international economies that we serve. Our graduates are prepared for continued scholarship, professional growth, and career advancement.

#### Core Values

##### Outcomes drive us.

We are committed to remaining a national leader in delivering strong outcomes for students and always strive for continuous improvement.

##### Integrity guides us.

We create a uniquely supportive atmosphere that stresses respect and collegiality among students, faculty, and staff.

##### Relationships define us.

We build strong personal connections among students, faculty, and staff, as well as with external educational, corporate, and community partners

#### Strategic Goals

The five strategic goals for 2018-2023 are as follows:

- To ensure graduates possess the competencies for successful careers, advanced education, and lifelong learning.
- To shape institutional enrollment by attracting, enrolling, and retaining students with the potential to succeed academically, graduate, and advance professionally.
- To formally cultivate and institutionalize a responsive culture and structure to more effectively serve students, faculty, and staff.
- To validate program quality and learning outcomes through rigorous self-assessment and enhanced external institutional and programmatic recognition.
- To allocate resources effectively and efficiently in support of the strategic plan and institutional priorities.

### 1.2 Nature and Purpose

This Handbook applies to all staff and faculty, including part-time staff and adjunct faculty. It is designed to help new employees become better acquainted with the College and the policies that affect their employment. This Handbook is only intended to provide a summary of the policies and benefits of the College. The provisions of this Handbook and the policies contained herein may be modified, substituted, or deleted at any time.

None of the provisions, policies, or other information contained herein is contractual in nature. This Handbook is a set of guidelines only; it does not modify the employment relationship the College has with each of its employees. Employment with the College is voluntarily entered into and, unless otherwise agreed in writing by the President or a Senior Vice President of the College, employment with the College is at-will, which means that the employee or the College may end the employment relationship at any time.

The College provides, in policy and practice, the best working conditions possible within the limits of its resources to ensure that the academic environment is conducive to the teaching-learning process.

It further attempts to ensure that faculty and staff enjoy the full support of their immediate supervisor and adequate materials, equipment, and supplies to fulfill their employment obligations. Faculty and staff are encouraged to contact Human Resources, your supervisor, or a college administrator to discuss any suggestions, ideas, or concerns regarding working conditions.

“Supervisor” refers to any person who has the authority and/or responsibility to hire, promote, discipline, evaluate, assign, or direct faculty, staff, or employees of the College. “Employee” refers to any person employed by the College in any capacity.

### 1.3 Staff Relations Philosophy

The College's warm, personal culture has proven to be the cornerstone of its success for more than 85 years.

When President Marc Jerome took office in January 2017, he identified five key areas deemed essential to creating an environment where students would thrive and the staff and faculty would be better positioned to provide exceptional service to students' benefit and their own. Called the Five Pillars, they are:

- Creating a responsive culture
- Collaborating across departments
- Leading by example
- Strengthening internal and external relationships
- Initiating and nurturing strong relationships rests with us

As explained during new employee onboarding and orientation, there are very specific ways that our responsive culture is reflected in how we work.

#### MONROE'S CULTURE IN ACTION:

**We are our students' greatest champions. We believe they can succeed even when they do not.**

**We know that nurturing warm, personal, caring connections with students are a cornerstone of our success – and theirs – and seek to facilitate them whenever possible and prudent.**

**We act with integrity, and treat each other with respect and dignity at all times. We do the right thing – always – and if we see something amiss, we speak up.**

**We deploy good judgment and critical thinking in all we do. We know when to ask for assistance and guidance – and when to be self-motivated and show leadership.**

**We are curious and improvement-driven. We value innovation and applaud those with the courage and confidence to bring new ideas to the table, even if we do not act on them.**

**We focus on great results rather than process. Impact matters.**

**We recognize the need to evolve with the changing needs of students and the broader evolution of the higher education space. We embrace change.**

**We are responsive and attentive to the needs of students, colleagues and those outside the College community. We understand that our responsibilities don't always fit neatly between 8:30 am and 5:00 pm during weekdays, and that we sometimes have to work after hours to assist those who count on us.**

### 1.4 Problem-Solving Procedures for Employees

The College recognizes that employee conflicts may arise from time to time. Most conflicts are effectively resolved through good communication. There are, however, instances when informal procedures cannot or should not be practiced. In such cases, the procedure below is designed to provide employees with a path toward resolving conflicts or problems.

#### Step One

Employees should bring their concerns to their immediate supervisor in an attempt to reach a satisfactory solution.

#### Step Two

In the event a satisfactory solution is not reached in Step One, or if for some reason the employee does not wish to discuss the problem with their immediate supervisor, the employee may submit the concern to Human Resources or the appropriate Vice President or Dean, who will take all appropriate steps to review the matter and find a mutually agreeable solution.

#### Step Three

In the event that a satisfactory outcome is not reached in Step Two, the employee may appeal to the President or a Senior Vice President who will convene administration members to resolve the matter.

Information gathered during this procedure will be treated discreetly and confidentially by supervisors and administration. The College expects employees to continue to satisfactorily perform their job duties while these procedures are underway.

### 1.5 Grievance Policy and Procedures

The purpose of the Grievance Policy is to provide equitable and orderly processes to resolve grievances between or among employees relating to workplace matters.

#### What is a Grievance?

A grievance is a formal difference or dispute between or among Monroe employees (staff or faculty) regarding a workplace issue that is perceived as negatively affecting one or more parties. Issues may include the provision of services or the interpretation and/or application of policies and procedures by a supervisor, senior administrator or colleague. Typically, a grievance may be based on one of the following claims:

- Failure to provide services
- Arbitrary and/or capricious actions by a College employee or administrative office
- A policy or procedure applied unfairly and/or in a different manner than it was applied to others
- An administrative error in the application of the policy or procedure

## 1. Mission, Core Values, Employment Philosophy

Employees may file a grievance in the case of an unresolved difference or dispute between themselves and the College (office or individual) related to services rendered or workplace decisions. The policy covers matters outside the scope of other policies of the College, such as complaints about sexual harassment and discrimination based upon protected class, which are addressed under *2.1 Title IX and Sexual Misconduct*.

### Informal Resolution of a Grievance

The employee is strongly encouraged to first seek informal resolution of a grievance by bringing it to the attention of the relevant supervising administrator or office. An attempt at informal resolution should begin as soon as possible, but no longer than 20 business days after occurrence of the issue being grieved.

### Filing a Formal Grievance

If the employee is unsatisfied with the attempt at informal resolution, the employee may make a formal, written grievance to the appropriate Senior Vice President, who will review it with Human Resources. An employee may also file the grievance with Human Resources directly (please see Kerry McLaughlin).

The employee must submit any formal grievance within 40 business days after the informal resolution has been rendered. He or she must state the nature of the grievance and the remedy they are seeking, and describe any previous attempts to resolve the issue being grieved.

The senior administrator, working with Human Resources, reviews the grievance and provides a written response, including appeal information, within 15 days of receiving the complaint, copying the primary supervisor. The employee(s) will be informed if extenuating circumstances require additional time.

### Appeal of a Formal Grievance Decision

If the employee is dissatisfied with the formal grievance decision, an appeal may be submitted in writing to the appropriate Senior Vice President or designee. Any appeal must be submitted within 20 business days of the transmission of the formal grievance decision. The employee must state the nature of the justification for the appeal.

The Senior Vice President or designee reviews the grievance and provides a written response within 15 days of receiving the appeal. This decision is final.

## 2. General Policies

### 2.0 Equal Employment Opportunities

Monroe College prides itself on the diversity of its workplace. It is one of the greatest strengths of the institution. Consistent with the College's commitment to equal employment opportunity, it complies with all applicable federal, state, and local laws concerning employment and the workplace. Accordingly, employment decisions are made without regard to an employee's or applicant's actual or perceived race; color; religion; creed; sex; sexual orientation; gender identity or expression; national origin; age; ancestry; ethnicity; disability; citizenship; marital status; familial status; military or veteran status; genetic information; predisposing genetic characteristic; status as a victim of domestic violence, stalking, sex offenses, or any other status protected by federal, state, or local law. This policy applies to all aspects of the employment relationship including, but not limited to, recruiting, advertising, interviewing, hiring (or failure or refusal to hire), job assignments, working conditions, training, compensation, benefits, promotions, discipline, use of facilities, participation in College-sponsored activities, termination, and all other obligations and privileges of employment.

The College will endeavor to make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability, or who may be a victim of domestic violence, unless doing so would result in an undue hardship on the College. Similarly, it will make reasonable accommodations, upon request, specific to an individual's religious beliefs or practices. If you have any questions or concerns, please let Human Resources or your supervisor know.

Any individual, at any time, even after separation of employment, who feels this policy has been violated should immediately contact his or her supervisor or Human Resources. Employees may raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of inappropriate conduct under this policy will be subject to disciplinary action, up to and including termination of employment.

### 2.1 Sexual Harassment and Misconduct

The College will not tolerate the sexual harassment of its employees. The purpose of this policy is to ensure that employees of the College are free from sexual harassment in the workplace or at any other location where College-sponsored activities occur, since such conduct may be unlawful and negatively affect employees and the College. If you believe that you or another employee is being sexually harassed by a supervisor, employee, student, vendor, or other third-parties with whom you interact as part of your job, you are directed to bring the matter to College Administration's attention immediately in the manner set forth below.

#### Please note:

Examples of conduct that could constitute sexual harassment include: unwelcome sexual advances; request for sexual favors; obscene gestures; displaying sexually graphic magazines, calendars, posters, or Internet sites; sending sexually explicit email, voicemail, or other electronic transmissions; or other verbal, non-verbal, or physical conduct of a sexual nature, such as uninvited or non-consensual touching or sexually related comments or compliments, that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities. In addition to the above, any disrespectful behavior through insulting or degrading sexual remarks or conduct, and threats, demands, or suggestions that an employee's work status is contingent upon the employee's toleration of, or acquiescence to, sexual advances, is grounds for disciplinary action, up to and including termination.

All employees have a duty to report any instances of sexual harassment, whether the harassment is directed toward them or another employee, and whether committed by a supervisor, fellow employee, or non-employee. If you feel that you have been subjected to sexual harassment, or if you witness conduct that you believe is sexual harassment, report the matter immediately to your immediate supervisor. If you are not sure to whom you should speak about an issue of sexual harassment, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be sexual harassment, immediately contact Human Resources to ensure that an investigation is promptly conducted. Every report of perceived sexual harassment will be fully investigated and corrective action will be taken where appropriate.

Any employee who engages in inappropriate conduct deemed to be sexual harassment, or who otherwise violates this policy, will be subject to disciplinary action, up to and including termination of employment. It is unlawful and against the College's policy to retaliate against an employee for making a sexual harassment complaint or for cooperating in an investigation of a sexual harassment complaint; such retaliation is also grounds for disciplinary action, up to and including termination.

Information resulting from complaints filed under this procedure will be kept confidential by the College to the extent possible.

It is important that employees know the College's position, policies, and procedures regarding incidents of sexual misconduct. The documents linked below explain individual rights under federal and New York State laws, as well as:

- How to respond if subjected to sexual violence (personally or if it happens to someone else), including sexual assault, rape, stalking, domestic violence, dating violence, sexual harassment, unwanted sexual activity or contact, and other sexual misconduct
- How to file a confidential or anonymous report of sexual misconduct
- How to access resources and support services
- College policies and disciplinary procedures regarding incidents of sexual misconduct

**Please see our full policies posted here:**

Title IX and Sexual Misconduct at Monroe College [MonroeCollege.edu/policy/TitleIX](https://monroecollege.edu/policy/TitleIX)

New York State "Enough is Enough" [MonroeCollege.edu/policy/NYSEnoughisEnough](https://monroecollege.edu/policy/NYSEnoughisEnough)

### 2.2 Other Forms of Harassment

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

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

All employees have a duty to report any instances of unlawful harassment, whether the harassment is directed toward them or another employee. If you feel that you have been subjected to unlawful harassment, or if you witness conduct that you believe is harassment, report the matter immediately to your supervisor. If you are not sure to whom you should speak about an issue of harassment, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, immediately contact Human Resources to ensure that an investigation is promptly conducted. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate.

Any employee who engages in conduct that violates this policy will be subject to disciplinary action, up to and including termination of employment. It is against the College's policy to retaliate against an employee for filing a harassment complaint or for cooperating in an investigation of a harassment complaint. Such retaliation is also grounds for disciplinary action, up to and including termination.

Information resulting from complaints filed under this procedure will be kept confidential by the College to the extent possible.

### 2.3 Meetings and Travel

Employees who attend off-campus meetings related to professional development and/or official college business are required to complete a travel request form prior to the trip that includes:

- Rationale/purpose of the trip
- Projection of expenses
- Approval from the appropriate supervisor

Final approval is made by the appropriate Senior Vice President at each campus.

Employees will be reimbursed for reasonable expenses when proper documentation is submitted. Expenses may include those related to meals, lodging, transportation, and conference/workshop fees. The College reserves the right to deny reimbursement for items that are unreasonable or not properly documented.

Within one week of returning to work, employees must file a travel expense report showing actual expenses, prepaid fees, and charges billed to the College. Scans/copies of all receipts must be submitted together with the report template, which is available from finance.

In the event of business travel, employees may be asked to submit a report to his or her immediate supervisor summarizing the conference or meeting. If requested, this must be done within two weeks of the trip/event.

### 2.4 Alcohol/Drug Use on Campus

The College maintains a Drug and Alcohol Abuse Prevention Program as defined by federal regulations. The unlawful possession, use, or distribution of illicit drugs or alcohol by students or employees is prohibited at all times on College property, in College vehicles, or as part of any College activity. Any violation of this policy will subject the violating employee to disciplinary actions up to and including suspension, expulsion, or termination of employment and referral to the authorities for prosecution. The College reserves the right to implement a formal drug testing program for applicants and employees of the College. The College's full policy statement on compliance with Drug-Free Workplace regulations is appended to this Handbook.

### 2.5 Non-Smoking Policy

The College is a smoke-free institution as mandated by local and state laws. Smoking is not permitted anywhere on campus.

### 2.6 College Closing

In the event that the College is closed because of inclement weather or other circumstances, employees will be notified by telephone and email blasts. College closings will also be posted on the Monroe College website ([monroecollege.edu](http://monroecollege.edu)). Unless a formal announcement is made, employees are to assume that the College is open.

When the College offices are open during inclement weather, employees should determine whether they can travel safely. Those who choose not to travel during these days must use paid time off (PTO) days, if available. They should inform their supervisor and record PTO days taken in ADP Workforce Now.

Please keep HR informed of any changes to your home or cell phone number so that we will be able to contact you in an emergency.

### 2.7 Delayed Opening

In instances where weather conditions may not allow employees to arrive at the College in a safe and timely manner, we may have a delayed opening. Notification will be made by telephone or other means by a College official. Delayed openings will also be posted on the Monroe College website ([monroecollege.edu](http://monroecollege.edu)).

### 2.8 Emergencies

Please report any emergencies or unusual events to Public Safety at the appropriate number below.

#### 24-Hour Public Safety Numbers:

**Bronx: 646-393-8495 • New Rochelle: 914-740-6854**

### 2.9 Fire Instructions

The College periodically runs fire drills. For your safety, please take the time to learn:

- location of emergency exits and evacuation plans
- building fire alarm signals
- location of the nearest fire alarm box
- operating requirements for the alarm box
- location and operating technique of the nearest fire extinguisher

Upon discovering or suspecting an active fire, the employee should leave the building, call 911 immediately, and then report it to the Office of Public Safety, who will take the appropriate steps and initiate the emergency building evacuation procedures.

### 2.10 Electronic Communications Policy

Telephones are provided for official College business. Personal calls must be kept to a minimum and should not interfere with an employee's job responsibilities. Employees are required to obtain prior approval for making international calls for personal matters.

All employees are expected to use the College's internet and email resources for academic or business research, communication with students and colleagues, or to conduct College business. However, employees are prohibited from using these resources for harassment or conducting illegal or offensive activities.

Employees must limit their personal use of the College's internet and email resources so as not to interfere with their job responsibilities. The College's policies prohibiting all forms of harassment apply to the use of electronic communications systems. Employees are prohibited from using the Internet or email to:

- access or disseminate any illegal or obscene materials
- engage in any conduct which may be considered abusive or harassing
- act in conflict with the College's mission and philosophy

Adult entertainment sites are specifically prohibited. Employees have no right of privacy as to any information stored or transmitted through the College's computers, voicemail, email, telephone network, or College-issued cellphones.

The College may access its electronic communications systems and obtain the communications within these systems with or without notice to users of the system, in the ordinary course of business when the College deems it appropriate to do so. The reasons for which the College may obtain such access include, but are not limited to: quality control; maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that the College's operations continue appropriately during an employee's absence.

The College's electronic communications systems may not be used to solicit for religious or political causes, outside organizations, or other personal matters unrelated to the College's business.

No one may access, or attempt to obtain access to, another individual's electronic communications without appropriate authorization by a Senior Vice President.

### 2.11 Hosting Events on Campus

The College welcomes guests on campus for classroom presentations and special events. Requests to book the Mintz or Gaddy Hall for such activities must be made to Jackie Ruegger in the President's Office (jruegger@monroecollege.edu or x6455), especially when dignitaries and elected officials are expected, to ensure appropriate scheduling, hospitality and Public Safety support.

### 2.12 Media Engagement Policy

The College's Office of Public Affairs serves as its official liaison with the media (newspapers, magazines, radio and TV broadcasters, online news sites, bloggers, and the like) and manages all College interactions with reporters.

All press releases, statements, and other media-related communications are drafted and disseminated by Public Affairs. Employees interested in media coverage on an event, program milestone, or other newsworthy happening are to contact Jackie Ruegger at x6455 (914-740-6455) or jruegger@monroecollege.edu for assistance. Please do not invite any reporters or news organizations to campus without her prior approval.

**Any calls or emails received from a reporter or media outlet should be redirected to Jackie Ruegger for immediate handling. Please do not engage the media without her prior knowledge.**

Monroe College complies with all applicable federal and state laws regarding public disclosure of personal and/or educational records of employees and students.

Under no circumstances should information pertaining to any legal or otherwise sensitive matters be discussed publicly without the prior approval of the Office of the President.

Failure to comply with this policy is grounds for disciplinary action.

### 2.13 Social Media

This policy establishes a set of rules and guidelines for the use of social media. These rules are intended to be adaptable to the changes in technology and norms of online communication and behavior, and may be amended by the College at any time, for any reason, without notice to users. See the Appendix for the additional policy guidelines.

### 2.14 Solicitations and Distribution

Solicitation and/or distribution of advertising material or other literature by employees or third-parties is prohibited at all times.

### 2.15 Non-Fraternization Policy

The College strives to provide a respectful environment for students, faculty, and staff that is free of unlawful harassment or discrimination. To avoid potential conflicts of interest, favoritism, exploitation, harassment, or breaches of professional conduct or standards, the College prohibits romantic or sexual relationships where there is supervision, direction, or control between the parties, including between employees. Unprofessional, romantic, or sexual relationships with students are prohibited.

No supervisor shall have or pursue a romantic or sexual relationship with any employee who reports to the supervisor or over whom the supervisor has the authority and/or responsibility to hire, promote, discipline, evaluate, assign, or direct. If such a relationship exists, both parties must immediately report the relationship to the next-level supervisor (the person to whom the supervisor reports).

If a student attempts to engage in an unprofessional relationship with an employee, it is the employee's obligation to report it to their supervisor.

Employees who violate this policy will be subject to discipline, up to and including termination of employment. Any employee who becomes aware of a relationship prohibited by this policy should report such relationship to their supervisor, Human Resources, or the appropriate Senior Vice President for each campus.

### 2.16 Intellectual Property

The College retains ownership of course content, web materials, projects, and all research developed by employees if created while employed at the College, with College support, and/or at the College's request, unless otherwise agreed to by the President. This includes material commissioned in writing, created as a specific requirement of employment, or original records, including, but not limited to, software, electronic files, databases, programs, templates, etc. College materials cannot be reproduced or shared without authorization. Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

### 2.17 Academic Freedom

To carry out the academic mission of Monroe College, faculty must be free to pursue areas of inquiry and research related to their disciplines in the course of educating and developing students, and to achieve the established learning outcomes. The principle of academic freedom shall be accompanied by a corresponding principle of responsibility. Faculty may not claim as their right the privilege of discussing controversial matters that have no relation to the subject matter. Faculty are expected to create a teaching/learning environment where students are engaged in meaningful discussions and activities that advance the goals of the curriculum and the objectives of their courses.

### 2.18 Consulting and Other Professional Activities, Including Outside Employment

Full-time faculty and staff may not undertake outside employment or professional activities, including consulting engagements, whether remunerative or not, without the prior written approval of their immediate supervisor and the appropriate Senior Vice President.

### 3.0 Description of Work Week

#### Staff

Full-time staff are paid based on a 40-hour work week. Departments that provide direct service to students or faculty maintain schedules that accommodate a broad range of day and evening hours. While the College maintains regular office hours Monday through Friday, some offices are open late during the week and open on Saturday to meet the needs of the College. Employees are expected to work outside of their regular hours as requested or as may be necessary to fulfill their job responsibilities.

- Full-time staff are generally expected to work 40 hours per week. However, additional hours may be necessary at times to satisfactorily fulfill the requirements of a job or to attend campus events.
- Part-time staff work 28 or fewer hours per week. Part-time staff also may be required to work beyond their scheduled hours.

#### Flexible Work Schedules

The College recognizes that there are instances when a flexible work arrangement will benefit the employee, the College, and students. However, students are the first priority. The College may offer an employee a flexible work schedule that is consistent with the needs of the employee and the needs of the department. Every office and department has different needs and some positions have unique responsibilities that may or may not be suitable for a flexible work schedule. Accordingly, department managers are responsible for recommending flexible work schedules and should seek approval from Human Resources or the appropriate Senior Vice President for each campus when looking to implement a flexible work schedule.

#### Faculty

Faculty schedules are based on a range of factors, including but not limited to, professional expertise, design and flow of the curriculum, students' educational needs, student enrollment, and course registrations. As professional educators, faculty are expected to devote the time necessary to meet the goals of the curriculum, the objectives of their courses, and the educational needs of their students.

As part of its work to facilitate continuous improvement in academic and career outcomes, the College published "Building Faculties of Distinction: A Guide to Faculty Development." It holds relevant documents, delineates instructional goals and core values, discusses orientation and faculty development, presents various components of the annual evaluation process, and provides instructions and descriptions where needed. Faculty may request a copy from Academic Affairs.

Full-time faculty are paid based on a 40-hour work week and are evaluated on five core responsibilities:

- Instruction
- Instructional preparation, assessment, and administrative tasks
- Professional responsibilities to the College, school, and department
- Student advisement, mentoring, and support
- Campus and community engagement

**Full-time undergraduate faculty** devote at least 22.5 hours per week directly engaged with students through a combination of teaching, advising, and academic support. Course loads are typically 12 to 18 credits per semester.

**Full-time graduate faculty** devote at least 22.5 hours per week directly engaged with students through a combination of teaching, advising, research, and mentoring. Additionally, they devote considerable time each week engaged in study and research related to their discipline. Course loads are typically 9 to 12 credits per semester.

**Full-time online faculty** devote at least 22.5 hours per week directly engaged with students through a combination of online teaching, student advising, academic support, weekly live office hours, and monthly "live chats." Course loads are typically 12 to 15 credits per semester.

- Course loads beyond the ranges indicated above require written approval of Dr. Karenann Carty, the Senior Vice President of Academic Affairs.
- All full-time faculty are expected to attend graduation ceremonies and related activities, faculty meetings, professional development sessions, faculty retreats, and other College events.
- Members of the full-time faculty may not be employed elsewhere or teach at another institution without written approval of Dr. Karenann Carty.

**Administrative instructors** are full-time faculty who have considerable administrative responsibilities and/or responsibilities related to academic support, experiential learning, or clinical instruction. As such, they maintain an office and vacation schedule typical of full-time staff. Their teaching schedules are determined by the needs of their program or department.

**Adjunct faculty** are paid on a per-course basis and evaluated on three core responsibilities:

- Instruction
- Instructional preparation, assessment, and administrative tasks
- Professional responsibilities to the College, school, and department

Course loads for adjuncts may not exceed three courses per semester. Any assignment above three in a given semester requires written approval of Dr. Karenann Carty. The College reserves the right to cancel or reassign classes.

### 3.1 Employee Classifications

The following classifications, as specified by federal and state law, determine whether or not employees are eligible for overtime compensation for hours worked beyond 40 hours in a work week.

- **Exempt employees** are those employees, including faculty, whose duties and responsibilities make them exempt from overtime compensation as defined by federal and state law. Exempt employees may be asked to work hours beyond their usual schedule (whether full- or part-time), as necessary in order to fulfill their responsibilities. As a general matter, exempt employees are not entitled to "overtime" or extra compensation when they work additional hours beyond their normal schedule or over 40 hours in a work week.
- **Non-exempt employees** are those employees whose duties and responsibilities make them eligible for overtime pay for hours worked beyond 40 hours in a work week, consistent with federal and state laws. Non-exempt employees may be full-time or part-time. Overtime will be paid at a rate of time and one-half of the employee's regular hourly rate for hours worked over 28 (part-time) or over 40 (full-time) in a work week.

### 3.2 Tracking of Hours and Payment of Overtime

**Full-time non-exempt** employees may be compensated on an hourly or salaried basis, and must record all hours worked and report any overtime hours they have worked.

**Part-time non-exempt** employees are paid on an hourly basis and must record all hours worked and report any overtime hours they have worked. Part time non-exempt employees are paid for hours worked in the pay period following the work week in which the hours were worked. Hours must be approved by the employee's supervisor.

Overtime by non-exempt employees must be approved, in writing, by the employee's supervisor in advance of overtime hours worked. Failure to obtain written approval in advance of any overtime hours worked may lead to disciplinary action. All overtime hours are paid in the pay period following the pay period in which they are earned.

Supervisors are responsible for the oversight of employee hours worked.

**Temporary/seasonal employees** are employees that work less than 1,000 hours per year and/or less than six months during the academic year. Temporary/Seasonal employees also may be eligible for overtime.

#### Non-Exempt Employees

Non-exempt employees must maintain a record of the total hours they work each day. These hours must be accurately recorded using the eTime system. Each employee must verify that the reported hours worked are complete and accurate. The completed record must accurately reflect all regular and overtime hours worked and any absences, late arrivals, early departures, and meal breaks. At the end of each week, the completed time card must be submitted to the employee's supervisor for verification and approval. Employees must check to make sure each pay check accurately reflects all hours worked for each work week and notify their supervisor immediately if there are any inaccuracies.

Unless authorized by an appropriate supervisor, non-exempt employees should not work any hours beyond their schedule. Please do not start work early, finish work late, work during a meal break, or perform any other extra or overtime work unless authorized to do so. All time worked must be recorded using the College's timekeeping system; employees are prohibited from performing any "off-the-clock" work. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination.

It is a violation of the College's policy for any employee to falsify a time worked record or to alter another employee's time records. It is also a serious violation of College policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time to under- or over-report hours worked. If any manager or employee instructs you to (1) incorrectly or falsely under- or over-report your hours worked, or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately to Human Resources.

#### Exempt Employees

Exempt employees receive a salary that is intended to compensate them for all hours they may work for the College. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed, except as described in this policy.

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

- Full-day absences for personal reasons, if allotted Paid Time Off (PTO)/Paid Sick Time (PST) is exhausted
- Full-day absences for sickness or disability, if allotted Paid Time Off (PTO)/Paid Sick Time (PST) is exhausted
- Full-day disciplinary suspensions for infractions of the College's policies or procedures
- To offset amounts received as payment for jury and witness fees or military pay
- The first or last week of employment in the event you work less than a full week
- Any full work week in which you do not perform any work
- Failure to report to work without authorization on a scheduled work day

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

- Approved partial day absences for personal reasons, sickness, or disability
- The College closed your workplace or building on a work day and cannot adequately relocate you
- Absences for jury duty, attendance as a witness, or military leave
- Any other deductions prohibited by state or federal law

**Please note:** The College may reduce an employee's accrued vacation, personal, or other forms of paid time off for full- or partial-day absences for personal reasons, sickness, or disability.

#### To Report Payroll Concerns or Obtain More Information

**Employees with questions about deductions from their pay must contact their supervisor immediately.**

We make every effort to ensure that compensation is accurate. However, mistakes sometimes happen. If an employee believes they have been subject to an improper deduction or their pay does not accurately reflect their hours worked, they should immediately report the matter to their supervisor. If they are unavailable, or if it would be difficult or inappropriate to contact that person (or if they have not received a prompt, acceptable reply), they must immediately contact Human Resources so it can be addressed. The College will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in an investigation of such reports. Retaliation is unacceptable and will result in disciplinary action, up to and including discharge.

### 3.3 Staff Members Taking Teaching Roles

Qualified administrative staff may teach up to two courses per semester provided they have the prior approval of their immediate supervisor and have met all of the requirements set by the school or academic department.

### 3.4 Staff Evaluations

Each employee is evaluated annually. Employees are expected to conduct a self-evaluation, and their direct supervisor is responsible for completing and discussing the evaluation with the employee.

### 3.5 Faculty Evaluations

All new faculty are subject to a formal classroom observation and follow-up conference conducted by their Dean or Director within their first semester of teaching.

All full-time and adjunct faculty are evaluated annually. The evaluation has two components: 1) a formal observation (onsite classroom or online) and follow-up conference conducted by their Dean or Director; and 2) a written appraisal focused on their core responsibilities, as detailed in their position description.

**Full-time faculty are evaluated on five core responsibilities, as detailed in their position description:**

1. Instruction
2. Instructional preparation, assessment, and administrative tasks
3. Student advisement, mentoring, and support
4. Professional responsibilities to the College, school, and department
5. Campus and community engagement

**Adjunct faculty are evaluated on three core responsibilities, as detailed in their position description:**

1. Instruction
2. Instructional preparation, assessment, and administrative tasks
3. Professional responsibilities to the College, school, and department

### 3.6 Promotion and Advancement

The College ascribes to a merit-based approach for awarding promotions and other opportunities for professional advancement. An employee's past performance, work experience, credentials and qualifications, teamwork qualities, and length of continuous service are carefully weighed when considering them for a promotion or new assignment.

Whenever possible, it is the College's intent to give qualified employees preference over external applicants when filling job vacancies within the institution. That is not always possible, however.

Factors such as an individual's age, creed, disability, gender, gender expression or identity, national origin, marital status, pregnancy, race, religion, sexual orientation, or veteran status are expressly prohibited as consideration when assessing an employee's suitability for a promotion.

To ensure the College's operational needs are met, the institution reserves the right to assign employees to positions within the College that are commensurate with their experience, skills, knowledge, and abilities. If it should become necessary to transfer an individual from one department to another, they will be notified as far in advance as possible. The College reserves the right, at its sole discretion, to promote, demote and transfer employees, with or without cause or advance notice.

### 3.7 Conflicts of Interest

Conflicts of interest may arise when a staff or faculty member's personal interests could take precedence over the interests of the College and its students, or where such personal interests unduly influence the employee's professional judgments, decisions, or actions.

Monroe defines conflicts of interest three ways:

- **Actual** conflicts of interest (the employee faces a real, existing conflict)
- **Potential** conflicts of interest (the employee is in a situation that may lead to a conflict)
- **Perceived** conflicts of interest (the employee may appear to be conflicted)

Conflicts of interest can interfere with an employee's ability to perform work for the College objectively and effectively, and may have legal and regulatory consequences.

While the College respects employees' rights and choices and does not wish to interfere with their personal lives, the avoidance of conflicts of interest is an important part of maintaining the integrity and sustainability of the institution.

Employees are expected to recognize when they have, potentially have, or could be perceived as having, a conflict of interest and report it to their supervisor. Those who fail to do so may face disciplinary action.

3.8 Disciplinary Guidelines

The College adheres to a progressive performance improvement process.

3.9 Resignations

An **employee** who intends to resign their position at the College must notify their immediate supervisor in writing. Employees are expected to return College property obtained during the course of their employment.

**Staff members** who intend to resign from their position at the College must notify their immediate supervisor, in writing, at least two weeks prior to their last date of employment.

**Faculty members** are expected to give notice of their resignation at least one month prior to the start of their final semester and complete their semester responsibilities.

*Any employee who, in the judgment of the College, does not comply with these requirements and/or does not complete their responsibilities in a satisfactory manner may forfeit accrued benefits such as paid time off (PTO). The College reserves the right to deduct for negative PTO balances.*

3.10 Exit Interview

The College requires an exit interview with an employee leaving the College's service on or before the employee's last day of work. Exit interviews are conducted in order to answer the employee's questions, to discuss benefits, and to assess their experience at the College.

3.11 Vacation Accruals

If an employee has a positive vacation balance (PTO) at the time of separation from the College, reimbursement will be made for unused accrued time. Any employee who, in the judgment of the College, does not comply with their outlined responsibilities when separating from the institution in a satisfactory manner, may forfeit accrued benefits such as paid time off (PTO). The College reserves the right to deduct for negative PTO balances.

4.0 Benefits for Full-Time Employees

The College provides an excellent benefit package for eligible employees, which currently includes medical, dental, vision, life insurance, disability, and long-term care benefits. The College also offers 401(k) Retirement and Flexible Spending accounts. The provisions of those benefits are fully described in the formal plan documents, including the applicable Summary Plan Descriptions. The legal plan documents are available for employees' review by contacting Human Resources.

The College reserves the right to modify, suspend, or terminate any benefits provided consistent with applicable law and the terms of the plans.

4.1 Disability Leave

The College provides for both Short-Term Disability as well as Salary Continuation. Please note that benefits will not commence until required documentation has been processed. Short-Term Disability and Salary Continuation will be paid based on the schedule below. Once Salary Continuation is exhausted, an eligible, disabled employee may continue to receive Short-Term Disability benefits for a maximum of 13 weeks.

Years of Service	100 % Salary Continuation	The College Pays	Disability Pays
Completion of 1 year full-time service	2 weeks	40%	60%
Completion of 2 years full-time service	3 weeks	40%	60%
Completion of 3 years full-time service	4 weeks	40%	60%
Completion of 4 years full-time service	8 weeks	40%	60%

4.2 Workers' Compensation

On-the-job injuries are covered by the College's Workers' Compensation insurance policy. This insurance is provided at no cost to employees. Employees injured while working must report the incident immediately to their direct supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize an employee's claim. Your assistance in alerting administration and Public Safety to any condition that could contribute to an employee accident is greatly appreciated and expected.

4.3 Tuition Reimbursement for Study Outside the College

Tuition reimbursement is provided as a benefit for the faculty and staff of the College according to stated policy, and may be awarded/granted when it is determined that the course of study is *either job-related and/or will benefit the College and its students*. An individual must first present a plan for advanced study to their immediate supervisor outlining the course of study, degree objective, institution, tuition and fees, and estimated start date. A brief explanation is required stating the relevance of the course of study to the employee's position with the College. The individual must be employed for at least one year and be in good standing to be eligible for consideration. The plan must then be approved by the appropriate Senior Vice President. The employee must attain a grade of "C" or better, submit academic and financial documentation, and remain in good standing with the College to receive reimbursement.

There is a three-year employment commitment after the employee completes their course of study. If an employee should choose to terminate employment with the College prior to the required three-year commitment, the College may require reimbursement (one-third of the tuition for each year of the three-year obligation that has not been fulfilled).

Master's and Doctorate

Tuition reimbursement for advanced study is capped at \$5,250 per year. The College reserves the right to offer a higher reimbursement where it is determined that the degree will be of significant benefit to the College.

4.4 Tuition Waivers for Employees and Employees' Dependents

Enrolling in Monroe's Undergraduate Programs

The College provides a tuition waiver for full-time employees, their spouses, and eligible dependents who wish to study at the College. There is a three-year employment commitment after the employee or approved relative completes their course of study. If an employee separates from the College prior to the required three-year commitment, they will reimburse the College one-third of the tuition for each year of the three-year obligation that has not been fulfilled. The waiver covers the cost of tuition only. Books, dormitory expenses, and the administrative fee are not included in this waiver. Administrative fees must be paid in full and in advance of registering for classes.

Full-time employees may take up to two courses per semester at the College without charge, with appropriate approval as long as doing so does not interfere with the employee's work schedule or responsibilities.

Enrolling in King Graduate School's Programs

Employees who wish to study at the College are generally limited to enrolling in one class in the first semester, followed by two classes in subsequent semesters with prior approval from the employee's department head. Staff enrollment may be dependent upon space availability. The Tuition Waiver benefit is open to employees employed at the College on a full-time basis for a minimum of two years. Interested employees should request approval from their supervisor before formally applying to King Graduate School. Spouses and dependents are not eligible for the tuition waiver benefit at the graduate level. Once they are accepted, they may complete a form available from Human Resources to request a tuition waiver.

4.5 Adjunct Faculty Benefits

Tuition Waiver Benefit

The College provides a partial tuition waiver for spouses and eligible dependents (to age 24) who wish to pursue their educational objectives at the College in an undergraduate program. The benefit is for 50% of full-time tuition per semester. All other related costs, such as additional uncovered tuition, books, supplies, housing, and administrative fee are paid by the student. An adjunct must have taught at Monroe in some capacity for at least nine semesters and be in good standing to be eligible for this benefit.

Professional Development Benefit

The College provides a professional development award of up to \$500 per academic year to assist in covering the cost of pursuing professional development, such as attending conferences or workshops that enhance an adjunct's professional knowledge. An individual must have taught at Monroe in some capacity for at least three semesters and be an adjunct in good standing to be eligible for benefits under this plan. Awards must be approved by the respective School Dean or Director and Dr. Karenann Carty in advance of incurring the expense. Appropriate academic and financial documentation must be provided for reimbursement.

4.6 Paid Time Off (PTO) For Full-Time Staff

Full-time staff are eligible to accrue PTO in accordance with the following schedule.

Completed Years of Service*	Deans & Directors	All Other Full-Time Staff
1 – 5	21 PTO Days	16 PTO Days
6 – 10	26 PTO Days	21 PTO Days
11 – 24	26 PTO Days	26 PTO Days
25 or more	31 PTO Days	31 PTO Days

\*Based on the actual anniversary date of initial full-time employment.

All full-time staff accrue and may utilize PTO on a calendar year basis (January 1 to December 31).

Employees begin accruing PTO upon date of full-time hire (or promotion to full-time) and are eligible to use the time as it accrues.

PTO accrues in equal installments each pay period during which the employee is actively working. For example, an employee who is entitled to 16 PTO days per calendar year would earn .61 days of PTO each pay period. PTO is not accrued during times of personal or medical leaves of absence.

PTO can be utilized in half-day and full-day increments only. Requests for PTO must be submitted for approval to the immediate supervisor (and entered into ADP Workforce Now). When PTO is being utilized for planned activities such as vacation, the requests must be submitted at least two weeks prior to the commencement of the PTO period. Whenever possible, PTO should be scheduled consistent with the needs of the College. Best efforts will be made to grant each request. When the need for PTO is not planned or foreseeable, the

employee must provide notice to his or her immediate supervisor as soon as possible.

PTO is an important benefit. Staff members are encouraged to make use of this opportunity for rest and relaxation. Accordingly, employees should make every attempt to use PTO in the calendar year in which it is accrued. However, a maximum of five accrued, unused PTO days will be carried over to the following calendar year. All other accrued unused time will be lost, and employees will not be compensated for the unused PTO.

Generally, PTO is to be used for vacation and/or personal time. However, PTO can also be used for any of the reasons set forth in the Paid Sick Time Policy (PST) if PST has been exhausted.

Accrued, unused PTO will be paid out upon termination of employment, except if the employee fails to give proper notice of resignation as stated in the "Resignation" policy or was terminated for misconduct. Negatively accrued PTO balances may be deducted upon an employee's resignation.

### 4.7 Paid Time Off (PTO) for Full-Time Faculty

Full-time faculty receive paid time off in accordance with the academic calendar. The faculty PTO schedule is distributed by the Office of Academic Affairs annually. PTO does not accrue or carry-over for faculty employees.

### 4.8 Other Time Off

#### Holidays

In addition to the prescribed vacation schedule, employees will observe the schedule of holidays as described in the Academic Calendar and as published in the College Catalog. Please note: staff must report on days that the College is open but classes are not in session.

#### Jury Leave

Employees selected for jury duty will be granted leave with full pay when attendance as a juror is required by the court, provided the employee transmit the checks paid for jury service to the College, where applicable. As soon as notification of jury duty is received, employees must present the jury notice to their supervisor to ensure that the appropriate forms are completed. Upon release from jury service, employees may be asked to provide a copy of the release to their supervisor. If an employee is excused early from jury duty service, they are expected to promptly return to work.

#### Blood and Bone Marrow Donation Leave

Employees who work an average of 20 hours or more each week are eligible to receive up to 24 hours of unpaid leave per year to donate blood, platelets or bone marrow. An employee must provide advance notice to his or her supervisor of his or her intention to take this leave. For more information regarding this leave, please contact Human Resources.

### Nursing Mothers Accommodation Policy

The College is committed to the health and well-being of students, faculty, and staff, and is proud to support the needs of nursing mothers on campus. In keeping its our family-friendly environment, the college is pleased to provide a dedicated, comfortable space in King Hall in the Bronx and Harrison Hall in New Rochelle for mothers to privately express breast milk.

This policy is issued in accordance with New York Labor Law § 206-c and other applicable regulations and guidelines, including the mandates of the Lactation Amendment to the Fair Labor Standards Act (FLSA) as part of the Affordable Care Act.

Please see the College's full policy posted here: [MonroeCollege.edu/policy/NursingMothers](https://monroecollege.edu/policy/NursingMothers)

### Voting Leave

The College encourages all eligible employees to exercise their right to vote. Employees who are eligible to vote in an election and who do not have four consecutive hours in which to vote either before or after work while the polls are open may request up to two hours off with pay to vote. Employees intending to take time off to vote are asked to notify their supervisor one week before Election Day.

### Other

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

### 4.9 Sick Leave

#### Paid Sick Time (PST)

**Eligibility:** The College provides paid sick time to employees who work more than 80 hours in a calendar year. Please note: sick days do not carry over into the next calendar year.

#### Yearly Entitlements/Accruals

**Full-time faculty and staff:** Full-time faculty and staff receive five (5) sick days annually on January 1 and at the start of employment.

**Part-time employees:** Employees who work more than 80 hours per calendar year but are not full-time begin accruing paid sick time at the start of employment. These employees accrue one hour of paid sick time for every 30 hours worked, up to a maximum accrual of 40 hours each calendar year. Eligible employees may begin using accrued time 120 days (six months) after the start of employment. Sick time is used in increments of at least four hours. An employee may not use more than 40 hours of accrued paid sick time in any calendar year.

#### Payment

Employees utilizing PST will be paid at their normal compensation rate.

### Carryover

Unused PST hours do not carryover into the following year.

### Usage

Eligible employees may use PST for absence from work due to:

- The employee's mental or physical illness, injury, or health condition or need for medical diagnosis, care, treatment of a mental or physical illness, injury, or health condition, or need for preventive medical care; or
- Care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, or who needs preventive medical care;

Family members include an employee's child, grandchild, spouse, domestic partner, parent, grandparent, sibling (including a half-, step-, or adopted sibling), and the child or parent of an employee's spouse or domestic partner.

### Notice

The College requires reasonable notice of the need to use paid sick time. Where the need is planned and foreseeable, the employee must provide seven (7) days advance notice to their immediate supervisor. Where the need is not planned or foreseeable, the employee must provide notice to their immediate supervisor as soon as possible.

The College may require supporting documentation if the employee uses accrued sick time for more than three consecutive days. For sick time used for the employee's or a family member's illness, documentation signed by a licensed health care provider indicating the need for the amount of sick time taken will be considered reasonable documentation, and such documentation need not specify the nature of the employee's or the employee's family member's injury, illness, or condition.

Additionally, the College may request an employee to provide written confirmation that an employee used sick time in accordance with this policy.

### Enforcement and Retaliation

**Employees have the right to request and use sick time and may file a complaint for alleged violations of this policy with the New York City Department of Consumer Affairs.** The College prohibits retaliation or the threat of retaliation against an employee for exercising or attempting to exercise any right provided in this policy, or interference with any investigation, proceeding, or hearing related to an employee's rights pursuant to this policy and applicable law.

**Employees with questions regarding this policy should contact Human Resources.**

### 4.10 Family and Medical Leave Act (FMLA)

#### Basic Leave Entitlement

The Family and Medical Leave Act (FMLA) requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees in a rolling year for the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or childbirth
- To care for the employee's child after birth, adoption, or foster care placement
- To care for the employee's spouse, son, daughter, or parent who has a serious health condition
- For a serious health condition that makes the employee unable to perform the employee's job

#### Military Family Leave Entitlements

The College supports military families. Eligible employees with a spouse, son, daughter, or parent on covered active Armed Forces or National Guard duty may use their 12-week leave entitlement to address certain qualifying situations. Among them: certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A "covered service member" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." Covered service members also include a veteran who was discharged or released from military service under condition other than dishonorable at any time during the five (5) year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of a "serious health condition" applicable to FMLA leave to care for a covered family member.

#### Benefits and Protections

During FMLA leave, the College will maintain the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

### Eligibility Requirements

Employees are eligible if (1) they have worked for the College for at least one year, (2) they have worked 1,250 hours over the previous 12 months, and (3) at least 50 employees are employed by the College within a 75-mile radius.

### Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy or a chronic condition. Other conditions may meet the definition of continuing treatment.

### Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the College's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

### Substitution of Paid Leave for Unpaid Leave

Employees may use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the College's normal paid leave policies.

### Employee Responsibilities

Employees must provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable. When 30-day notice is not possible, the employee must provide notice as soon as possible and generally must comply with the College's normal attendance-reporting procedures.

Employees must provide sufficient information for the College to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave.

Supporting information may include:

- that the employee is unable to perform job functions
- the family member is unable to perform daily activities
- the need for hospitalization or continuing treatment by a health care provider
- circumstances supporting the need for military family leave

Employees also must inform the College if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

### Employer's Responsibilities

The College will inform an employee requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employee's rights and responsibilities. If they are not eligible, the College will provide a reason for ineligibility.

The College will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the College determines that the leave is not FMLA-protected, the College will notify the employee.

### Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA

### Enforcement

**An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the College.**

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement providing greater family or medical leave rights.

### 4.11 Paid Family Leave

#### NEW YORK STATE PAID FAMILY LEAVE

##### Eligibility Requirements

Employees who have a regular work schedule of 20 or more hours per week and have been employed at least 26 consecutive weeks prior to the date paid family leave (“PFL”) begins (or who have a regular work schedule of less than 20 hours per week and have worked at least 175 days prior to the date PFL begins) are eligible for PFL. Paid time off can be counted toward an employee’s eligibility determination. Employees are eligible for PFL regardless of citizenship and/or immigration status. An employee has the option to file a waiver of PFL and therefore not be subject to deductions when his or her regular employment is: (i) 20 or more hours per week but the employee will not work 26 consecutive weeks; or (ii) less than 20 hours per week and the employee will not work 175 days in a 52 consecutive week period.

##### Entitlement

PFL is available to eligible employees for up to ten (10) weeks (increases to twelve (12) weeks on or weeks on or after January 1, 2021) within any 52 consecutive week period: (a) to participate in providing care, including physical or psychological care, for the employee’s family member (child, stepchild spouse, domestic partner, parent, stepparent, parent-in-law, grandchild or grandparent) with a serious health condition; or (b) to bond with the employee’s child during the first twelve months after the child’s birth, adoption or foster care placement; or (c) for qualifying exigencies, as interpreted by the Family and Medical Leave Act (FMLA), arising out of the fact that the employee’s spouse, domestic partner, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the armed forces of the United States. The 52 consecutive week period is determined retroactively with respect to each day for which PFL benefits are currently being claimed.

PFL benefits are financed solely through employee contributions via payroll deductions. The weekly monetary benefit will be 55% of the employee’s average weekly wage or 55% of the state average weekly wage, whichever is less (increases, 60% on or after January 1, 2020 and 67% or after January 1, 2021).

The College and an employee may agree to allow the employee to supplement PFL benefits up to their full salary with paid time off, to the maximum extent permitted by applicable law.

An employee who is eligible for both statutory short-term disability benefits and PFL during the same period of 52 consecutive calendar weeks may not receive more than 26 total weeks of disability and PFL benefits during that period of time. Statutory short-term disability benefits and PFL benefits may not be used concurrently. If an employee is unable to work and qualifies for workers’ compensation benefits, the employee may not use PFL benefits at the same time the employee is receiving workers’ compensation benefits. An employee receiving reduced earnings may be eligible for PFL.

Leave may not be taken for any one of, or for a combination of, the following reasons: (i) For a birth mother’s pregnancy or prenatal conditions; (ii) For an employee’s own health condition; and/or; (iii) For an employee’s own qualifying military event.

##### Definition of a Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves: (a) inpatient care in a hospital, hospice or residential health care facility; or (b) continuing treatment or continuing supervision by a health care provider.

##### Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently in daily increments. Leave taken on an intermittent basis will not result in a reduction of the total amount of leave to which an employee is entitled beyond the amount of leave actually taken.

##### Employee Responsibilities

An employee must provide thirty (30) days’ advance notice before the date leave is to begin if the qualifying event is foreseeable. When thirty (30) days’ notice is not practicable for reasons such as lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, the employee must provide notice as soon as practicable and generally must comply with the College’s normal call-in procedures. Failure by the employee to provide (30) days’ advance notice of a foreseeable event may result in partial denial of the employee’s benefits for a period of up to thirty (30) days from the date notice is provided.

Employees must provide sufficient information to make the College aware of the qualifying event and the anticipated timing and duration of the leave. Employees must specifically identify the type of family leave requested. Employees also must provide medical certifications and periodic recertification or other supporting documentation or certifications supporting the need for leave. An employee requesting paid family leave must submit a completed Request for Paid Family Leave or PFL-1 form and additional certification form(s) as follows to Symetra: (1) Bonding Certification: PFL-2 Form plus documentation; (2) Health Care Provider Certification: PFL-4 Form plus Personal Health Information (PHI) Release (PFL-3 Form); or (3) Military Qualifying Event: PFL-5 Form plus documentation. To obtain the PFL claim forms, employees must contact the College’s PFL Carrier, Symetra, at (877) 377-6773, Monday through Friday, 8 a.m. to 8:00 p.m. Eastern Time.

To submit a request for PFL, employees must populate the employee’s portion of Symetra’s PFL-1 Form, and submit it to Human Resources. The Office of Human Resources will populate its section of the form and will return it to employees within 3 business days. If the College fails to respond, employees may submit all materials directly to Symetra. Depending on the type of PFL leave employees are seeking, employees will be required to complete additional PFL forms as described in the letter employees will receive from Symetra. Employees must submit the completed PFL forms to Symetra before or within 30 days after the start of their leave. Symetra must pay or deny leave requests within 18 calendar days of receiving an employee’s completed forms.

### Job Benefits and Protection

During any PFL taken pursuant to this policy, the College will maintain coverage under any existing group health insurance benefits plan as if the employee had continued to work. The employee must make arrangements with Human Resources prior to taking leave to pay their portion of any applicable health insurance premiums each month.

The College's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the College will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date.

Any employee who exercises his or her right to PFL will receive job protection. This means that upon the expiration of that leave, the employee will be entitled to be restored to the position held by the employee when the leave commenced, or to a comparable position with comparable benefits, pay, and other terms and conditions of employment. The taking of leave covered by PFL will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. While on PFL, employees will not continue to accrue sick or vacation time.

### Leave Concurrent with FMLA

The College will require an employee who is entitled to leave under both the FMLA and PFL, to take PFL concurrently with any leave taken pursuant to the FMLA. When the total hours taken for FMLA in less than full-day increments reaches the number of hours in an employee's usual workday, the College may deduct one (1) day of PFL from an employee's annual available PFL.

### Questions and/or Complaints about PFL

If you have questions regarding this PFL policy, please contact Human Resources. For additional information concerning leave entitlements and obligations that might arise when PFL is either not available or exhausted, please consult the College's other leave policies or contact Human Resources. The College is committed to complying with the PFL and shall interpret and apply this policy in a manner consistent with the PFL. Employees who disagree with a denial of their claim for PFL may submit their dispute to arbitration. Employees will be provided information with information about how to request arbitration.

Employees are protected from discrimination and retaliation for requesting or taking PFL. If employees believe their rights have been violated and/or denied job restoration as a result of requesting and/or taking PFL, they must send Human Resources a formal request for job reinstatement using the Formal Request For Reinstatement Regarding Paid Family Leave (Form PFL-DC-119), which can be found in the forms section of <https://www.ny.gov/PaidFamilyLeave>. Employees must file the completed form with the College and send a copy to: Paid Family Leave, P.O. Box 9030, Endicott, NY 13761-9030. If the College does not comply with an employee's request for reinstatement within 30 days, the employee may file a PFL discrimination complaint with the Workers' Compensation Board using the Paid Family Leave Discrimination Complaint (Form PFL-DC-120), which is also available on the New York Paid Family Leave website. Once an employee's complaint is received, the Board will assemble the employee's case and schedule a preliminary hearing in front of a Workers' Compensation Law Judge.

### 4.12 Family Bereavement Leave

Full-time employees will be granted personal leave without loss of salary for up to five days to attend services for a member of the immediate family: parent, spouse, domestic partner, same-sex committed partner, child, sibling/brother or sister-in-law, grandparent, grandchild, or mother or father-in-law, or mother/father of the employee's domestic partner/same-sex committed partner. Notification of this absence must be made to the immediate supervisor as soon as possible. The College shall provide bereavement leave appropriate to need and circumstance.

### 4.13 Extended Medical Leave Policy

The College's policy is to provide all the leave required by federal and state law, and to consider providing leave extensions thereafter on a case-by-case basis. This policy shall be interpreted to meet this goal. Due to the different protections provided by federal and state law, it is difficult to state exactly how much leave employees are entitled to receive if they are unable to perform one or more essential job functions due to injury, illness, pregnancy, childbirth, or related medical conditions. For example, depending on the reason for an employee's absence, length of service with the College, and state laws, an employee may be entitled to leave under the American Disabilities Act (ADA), federal FMLA, state pregnancy laws, or state workers' compensation laws.

**Applying for Leave:** If an employee is not able to work due to injury, illness, pregnancy, childbirth, or related medical conditions, they should review the College's Family and Medical Leave policy to determine if they are eligible for medical leave under that policy. Thereafter, an employee should contact Human Resources to confirm their understanding of their leave entitlement and any additional steps needed to obtain such leave, including but not limited to submission of medical certification and documentation.

**Obtaining Approval for Leave Extension:** In instances where employees are unable to work due to injury, illness, pregnancy, childbirth, or related medical conditions and either a) federal or state law does not provide a leave entitlement or b) employees have exhausted all leave expressly provided by federal or state law, the College's policy is to consider the possibility of holding an employee's position open for an additional defined period of time where employees provide requested documentation confirming their inability to return to work and need for additional leave.

Specifically, employees must provide written documentation from their health care provider supporting the need for additional leave, including a detailed explanation of the medical reason why the employee is not able to return to work, an accommodation that might enable the employee to return to work, and the health care provider's opinion (supported by medical reasoning) as to the likely date (if known) the employee will return to work.

The period of additional job-protected leave is referred to as the "leave extension period" or LEP. During the LEP, the College may take steps to fill the employee's position should the employee be unable to return to work at the end of LEP or any additional period that may be required by law. Such steps might include, for example, posting or advertising the positions internally or externally, and interviewing candidates. The College determines eligibility for leave extensions on a case-by-case basis.

The decision concerning an employee's right to a leave extension does not affect an employee's right to short-

## 4. Benefits and Leave Policies

or long-term disability or workers' compensation. An employee's eligibility for such compensation is based on an independent determination based on the terms of the applicable benefit plans and/or the laws governing such benefits.

**Ensuring Full Employment:** Absenteeism and leave impact the employee, supervisor, and colleagues. Before authorizing leave on a full-time or intermittent basis, the College, with permission, will engage in an interactive dialogue with the employee and employee's Health Care Provider to identify any accommodations that might enable the employee to continue working. Depending on the medical and operational circumstances, the potential accommodations might include:

- reassignment of non-essential job functions
- provision of equipment or devices to facilitate performance of essential job functions
- temporary or permanent reassignment to available positions
- modified work schedules

### College Communications with Medical Professionals

The College seeks to work cooperatively with medical professionals to make informed, individualized assessments about an employee's ability to work, on campus or otherwise. As permissible by law, the College may request medical information from the employee's treating physician. The College may retain other medical professionals to offer an opinion on an employee's ability to work or be at work. Please speak with Human Resources with any questions or concerns about this policy. The College will pay for any out-of-pocket costs associated with obtaining the requested information.

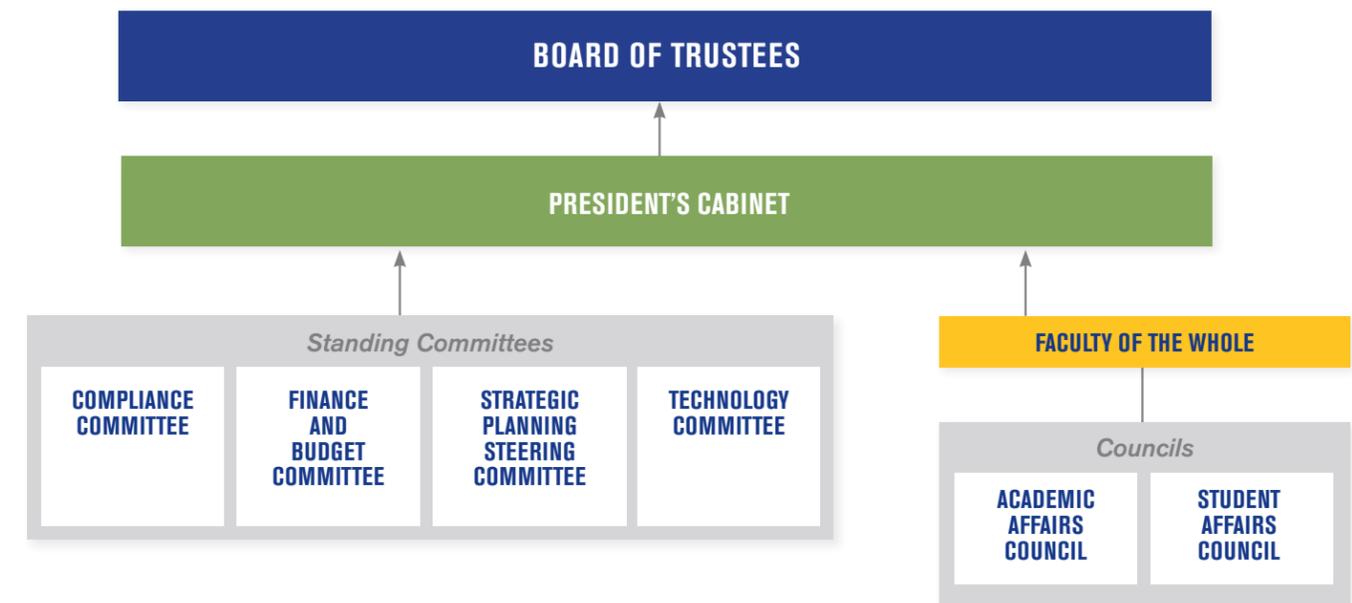
### Leave as a Reasonable Accommodation

Employees who have exhausted all leave expressly provided by the College and/or federal or state law may apply for leave as a reasonable accommodation. Please contact Human Resources to for more information.

## 5. Governance

### 5.0 Institutional Governance

The chart that appears below depicts the governance structure of the College. Two councils and three standing committees are described.



The institutional governance structure at the College is multi-level, composed of the Board of Trustees, President's Cabinet, Faculty of the Whole, four standing committees, and two councils. All members of the College Community are free to make recommendations or proposals on institutional policy to appropriate departmental leadership. Recommendations may then move in any of several directions.

If related strictly to academics, the proposal is vetted initially by the Curriculum, Standards, Policy, and Compliance committee (CSPC), a sub-committee of the Academic Affairs Council (not to be confused with the standing Compliance Committee). Once it has been accepted by CSPC, the proposal is referred to the Academic Affairs Council for a vote. If the vote is affirmative, it is forwarded to the Faculty of the Whole for majority consent and, if accepted, forwarded to the President's Cabinet for that body's approval.

Recommendations or proposals that flow from the Student Affairs Council are referred directly to the Faculty of the Whole, and then – if accepted – to the President's Cabinet. Recommendations or proposals generated by one of the standing committees, Finance and Budget, Compliance, Technology, or Strategic Planning, move directly to the President's Cabinet for discussion and approval.

Any recommendations or proposals that may have significant and far-reaching impact upon the institution as a whole, such as the introduction of a new major area of study, are considered by the Board of Trustees.

### Board of Trustees

The Board of Trustees is a diverse and independent group composed of industry leaders, educators, and representatives of the communities the College serves. The Board is an autonomous body charged with reviewing and, if appropriate, approving policy changes and strategic initiatives, but it does not administer on a day-to-day basis. The Board is responsible for ensuring that the institution abides by its stated mission and core values, and that it conforms to the highest standards in all areas of operation. The Board works collegially with the College administration; however, it is independent in its approach to what it deems most important in ensuring Monroe College remains a quality institution, with education and the best interests of its students as its primary focal point.

### President's Cabinet

The President's Cabinet is the senior policy-making body responsible for taking final action on all resolutions proposed by the faculty and administration. The decision-making process at this level involves consideration of all relevant factors: academics; student welfare; employee welfare; institutional benefits; budget and resources; compliance with the New York State Board of Regents/State Education Department; state, and federal regulations governing the operation of the institution, and accrediting agency requirements and guidelines; and general expectations associated with the responsibilities of all institutions of higher learning.

The Cabinet is a body consisting of a broad spectrum of College administrators. This group meets twice per semester with much of the work carried out by four standing committees (Finance and Budget, Compliance, Technology, and Strategic Planning Steering) and two councils (Academic Affairs and Student Affairs). The Chair of each of these committees and councils reports to the Cabinet at each of the regularly scheduled Cabinet meetings. The Cabinet also reviews the resolutions approved by the Faculty and will either accept these proposals or refer them back for further discussion. The President of the College leads the President's Cabinet.

### Faculty of the Whole

All faculty of the College, full-time and part-time, have membership in the Faculty of the Whole within the College's governance structure. The Faculty of the Whole reviews all proposals approved by the Academic Affairs Council and may either accept or reject these recommendations. Resolutions approved by the Faculty of the Whole are then forwarded to the President's Cabinet. The Faculty meets at least twice per semester. The Senior Vice President of Academic Affairs is the head of the Faculty of the Whole.

### Standing Committees

The **Compliance Committee** supports the mission of Monroe College with regard to external regulatory policies and institutional requirements. It is a consultative body to the President's Cabinet and is responsible for developing and distributing written standards of conduct, implementing training programs for College employees in conjunction with Student Affairs (Title IX), and maintaining effective lines of communication regarding potential non-compliance issues.

The committee maintains compliance with all applicable U.S. Department of Education and New York State Education Department laws and regulations, accrediting bodies, reporting and financial protocols, and special academic and athletic associations.

The **Finance & Budget Committee** provides financial oversight for the College. It is responsible for recommending to the President's Cabinet all financial policies, goals, and budgets that support the mission and strategic goals of the College, as well as monitoring the College's internal controls and risk-management activities. The committee also reviews the College's financial performance against its strategic goals and budget.

The committee plays a key role in preserving the College's strategic priorities and effectiveness, which is demonstrated through budget forecasting. Its findings and predictive analyses impact decisions made within schools and departments throughout the campuses, especially in determining the funding of institutional aid. The Finance and Budget Committee is nimble in its ability to identify shortfalls in enrollment, allowing the College to stay on target.

The **Technology Committee** is a representative group that considers issues of college-wide importance concerning information technology (IT), providing feedback and guidance regarding service level agreements, and assures that IT initiatives and services are aligned with the broader needs of the College. The committee assesses current communication processes and guides planning for future communication technology needs. Furthermore, the committee participates in IT strategic planning to assure alignment with individual school and area strategic directions.

The **Strategic Planning Steering Committee** is responsible for coordinating the preparation and monitoring of the College's written strategic planning documents and long-range planning activities. It assists the President and Board of Trustees by prioritizing the activities and resources that support the College's vision, mission, and core values, and in the development of future strategic plans with measurable goals. This Committee spearheaded the development of the 2018-23 Strategic Plan and supporting the development of sub-plans for Academics, Finance, Enrollment, Facilities, Technology, and Institutional Effectiveness.

### Councils

The **Academic Affairs Council** serves as the main governance body of academic affairs at the College. It is responsible for providing overall direction of academic strategic planning, program review and assessment, accreditation, scholarly integrity, scheduling, registration, support services, articulation agreements, the College catalog, and the College website.

Essential to the proper functioning of the Academic Affairs Council is the Curriculum, Standards, Policies, and Compliance (CSPC) committee which provides the first stage for discussion and approval of new (or the removal of old) academic programming. As mentioned above, once the CSPC committee has accepted a proposal or recommendation, it moves up through the governance structure.

The **Student Affairs Council** serves as the main governance body of Student Affairs and is concerned with all issues regarding the welfare of Monroe students. A consultative body to the President's Cabinet, it evaluates, develops, and promulgates policies and programs that support retention, counseling and advisement, Title IX/Enough is Enough, health and wellness, student life, residence life, student activities, career services, athletics, disability support, and veteran's affairs. Three sub-committees support these functions: Athletics Committee, Title IX Committee, and the Residence Life and Student Activities Committee.

## 6.0 Employee Code of Conduct

To ensure orderly operations and provide the best possible work environment, the College expects employees to follow rules of conduct that will protect the interests of the College, and its students and employees. The following are examples of some, but not all, types of conduct that may result in disciplinary action, up to and including termination:

- Theft or inappropriate removal or possession of College property (or that of a colleague, student, or visitor)
- Falsification of time-keeping or expense records, employment or student documents, or other College records/documents
- Any violation of the College's:
  - Drug-Free Workplace policy and rules
  - Sexual Misconduct and Harassment policies
  - Solicitation and Distribution policy
- Obscene, abusive, or threatening conduct, including, but not limited to, fighting or acts or threats of violence in the workplace or while conducting College business
- Negligence or improper conduct leading to damage or loss of College-owned property
- Excessive absenteeism, tardiness, or any absence without notice
- Unauthorized or inappropriate use of telephones, mail system, computer, email, or other College-owned networks or equipment
- Unsatisfactory performance
- Insubordination
- Using working time for non-work purposes
- Engaging in criminal conduct on College property or during College business
- Failure to observe established health, fire, safety rules or common practices
- Improper disclosure or use of the College's confidential or proprietary information, e.g., internal information regarding the College's finances, future business performance and business plans, business and brand strategies, and information which is or relates to the College's trade secrets or its students
- Unlawful or improper disclosure of student information
- Inappropriate relations with a student
- Tampering with student records

Additional codes of conduct follow for employees in Admissions and Student Financial Services.

## 6.1 Code of Conduct for Employees in Admissions

Monroe College supports and adheres to the Code of Conduct issued by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and adopts its principles of professional ethics and practice as its own across all academic and enrollment functions. That policy, which follows on page three, should guide your professional conduct at the College.

In addition, you should be guided by the following principles specific to Monroe College throughout your career at the College:

- Always act in the best interests of students and their families. Be fair, respectful, and reliable at all times, and conduct yourself with professionalism, integrity, and honesty.
- Be transparent and communicate frequently to keep students, parents, and the schools assigned to you well-informed. Be collaborative with colleagues, and always provide clear, accurate complete communications that is easy to understand.
- Be discerning with your admission recommendations. Only accept students you feel confident meet our academic requirements and will benefit from an education at the College; we seek students who will be a positive addition to the campus community.
- Work to support the College's goal of increasing access and college completion rates among students in our local communities.
- Assist with the College's goal of assisting local high schools increase their graduation rates as well as the college graduation rates of their students.
- Support the College's goal of increasing the college graduation rates of our borough, the Bronx, and the communities we serve in the greater NYC area.
- Partner with the Office of Student Financial Services whenever possible to provide students and families with meaningful assistance and information.
- Wherever possible, establish a relationship with the college counselor and principal to facilitate effective communications with the school.
- Maintain a relationship with students you admit as they progress with their studies at Monroe.

## 6.2 Code of Conduct for Employees in Student Financial Services

Monroe College expects its Student Financial Services employees to always maintain the highest standards of professional conduct in all aspects of their responsibilities. These responsibilities include all dealings with students, parents, colleagues and government sponsored, subsidized, or regulated activity. The College believes there should never be any difference between “ethical” and “best” practices. The ethical practice is the best practice. To enforce that point, Student Financial Services employees will abide by the following Code of Conduct, as prescribed by NYSFAAA (New York State Financial Aid Administrators Association), NASFAA (National Association of Student Financial Aid Administrators) and Monroe College:

- Be committed to removing financial barriers for those who wish to pursue a postsecondary education
- Make every effort to assist students with financial need
- Provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age or economic status
- Support efforts to encourage students to aspire to and plan for education beyond high school
- Be aware of the issues affecting students and advocate for their interests at the institution, state, and federal levels
- Respect the dignity and privacy of students and ensure and protect the confidentiality of student records
- Educate students and families by providing applicable consumer information
- Ensure equity by applying policies and procedures consistently across Monroe College's full population of student financial aid applicants
- Do not solicit or accept gifts or anything of value from any entity involved in the making, holding, consolidating or processing of student loans
- Do not enter into consulting arrangements with any entity involved in the making, holding, consolidating or processing of student loans, or accept anything of value, including reimbursement of expenses, for serving on an advisory body of or as part of a training activity sponsored by such an entity
- Do not take any action for personal benefit
- Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception of, while maintaining the highest level of professionalism
- Recognize the need for professional development and continuing education opportunities
- Ensure that all information provided is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain
- Be objective and transparent in making decisions and advising Monroe College regarding relationships with any entity involved in any aspect of financial aid
- Disclose to Monroe College as prescribed by its conflict of interest policy any involvement with or interest in an entity involved in any aspect of student financial aid
- Refrain from taking any action that is contrary to law, regulation, or the best interests of Monroe College's student and parents

## 6.3 Social Media Policies

The term “social media” applies to any web-based or mobile technologies, in use now or developed in the future, that enable individuals or entities to disseminate or receive information, communicate, or otherwise interact. This includes, without limitation, email, texting, messaging, social networking, blogging, micro-blogging, bulletin boards, and so on, through providers such as Facebook, LinkedIn, Instagram, Twitter, YouTube, and others. The term “users” refers to all employees, faculty, staff, administrators, and student workers.

### Exercise Online Responsibility

Employees are personally responsible for any of their social media activity conducted with a College email address or on a College website or page, and/or which can be traced back to a College domain, and/or which uses the College's information systems, and/or which expressly or implicitly identifies the employee as an employee of the College.

If an employee's post or comment or “approval/disapproval” indicator in a blog or elsewhere in social media makes it clear the person is a College employee, or if the employee mentions the College, or it is reasonably clear the employee is referring to the College or a position taken by the College, and the employee expresses a political opinion or an opinion regarding the College's positions or actions, the post must specifically note that the opinion expressed is the employee's personal opinion and not the College's position. Employees may not use College trademarks or service marks without approval.

### Existing Policies and Terms of Use

Employees are required to observe and follow (i) existing College policy and agreements, such as those in this Employee Handbook and Employment Agreement(s) with the College, if applicable, (ii) the policies of the particular online/social networking venue, and (iii) applicable law. This means that employees are prohibited from using social media to post or display comments about coworkers or supervisors or the College that are vulgar, obscene, threatening, intimidating, or a violation of the College's workplace policies against discrimination, harassment, or hostility relating to age, race, religion, sex, ethnicity, nationality, disability, or other protected class, status, or characteristic. Thus, the rules in this Handbook, including sections outlining electronic communications and anti-harassment and discrimination policies, apply to employee behavior within social media and in public online spaces.

Most websites, including Facebook and others, have rules concerning the use and activity conducted on their sites. These are sometimes referred to as “Terms of Use.” Employees must follow the established terms and conditions of use that have been established by the venue/platform and not do anything that would violate those rules.

Please note: Our Marketing team and other designated administrators are the official “voice” of the College. Employees are not authorized to represent the College in their online engagements.

Employees must refrain from posting any information or conduct any online activity that may violate applicable local, state, or federal laws or regulations. Any conduct that is impermissible under the law if expressed in any other form or forum is not permitted if expressed through social media.

### Privacy

Consistent with the College's Electronic Communications Policy, the College may access and monitor its Information Systems and obtain the communications within the systems, including email, Internet usage, and the like, with or without notice to users of the system, in the ordinary course of business. When using such systems, employees should have no expectation of privacy with regard to time, frequency, content or other aspects of their use, including the websites they visit and other Internet/Intranet activity. The reasons the College accesses and monitors these systems include, but are not limited to: quality control; maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; and complying with legal and regulatory requirements.

Additionally, it is inappropriate to use or disclose personal information about another individual or use or disclose the College's confidential or proprietary information in any form of social media. For purposes of this Policy, personal information means an individual's Social Security Number, financial account number, driver's license number, medical information (including family medical history), and other highly sensitive information, as well as, if applicable, information covered by the College's written information security program. The College's confidential or proprietary information includes, but is not limited to, internal information regarding Monroe's finances, future business performance and business plans, business and brand strategies, and information which is or relates to College trade secrets or its students. All College rules regarding confidential or proprietary information and personal information, including, as applicable, the College's written information security program, apply in full to social media, such as blogs or social networking sites.

If an employee is unsure about the effects of the post or other online action, they may wish to reach out to their supervisor, Human Resources, or Marketing for some assistance. All official College social media accounts are managed by the Marketing team.

### Authenticity

Employees should be completely transparent and disclose their true identity for their personal protection. Additionally, when commenting on or promoting any College service on any form of social media, employees must clearly and conspicuously disclose their relationship with the College.

### Personal Use During Working Hours

The College respects the right of any employee to participate as a private individual in social media, such as maintaining a blog or participating in online forums. Employees are expected to limit personal social media activities to non-work hours.

### Use of Others' Work

When publishing any online material through social media that includes another's direct or paraphrased quotes, thoughts, ideas, photos, or videos, always use citations and link to the original material where applicable.

## 6.4 Drug and Alcohol Abuse Prevention Program

**Monroe College seeks to foster a positive environment by maintaining a drug- and alcohol-free campus by implementing policies that are in compliance with local, state, and federal law. The information in this Drug and Alcohol Abuse Prevention ("DAAP") policy is provided in compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690 Title V Subtitle D) and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226).**

Monroe College is committed to providing students, faculty, staff, and visitors with a safe and drug-free campus and workplace. The College recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions. The College also recognizes that controlled substance use and alcohol misuse diminish workplace and campus safety and undermine the College's ability to fulfill its mission of providing quality education for all students in an atmosphere that promotes intellectual pursuit, professional growth, and social and personal responsibility.

In compliance with these laws and the Drug-Free Schools and Campuses Regulations (34 CFR Part 86), Monroe College distributes the following information in writing to all students and employees on at least an annual basis during orientation and information sessions, in this Handbook and the College Catalog, online (at <https://www.monroecollege.edu/About/Right-to-Know/>).

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and
- A clear statement that Monroe will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

Consistent with the law, Monroe College conducts a biennial review of its DAAP program and policy with the following objectives:

- Determining the effectiveness of the policy and implementing changes to the alcohol and other drug programs if they are needed; and
- To ensure that the sanctions developed are enforced consistently.

The biennial review also includes a determination as to:

- The number of drug- and alcohol-related violations and fatalities occurring on the campus or as part of their activities that are reported to campus officials; and
- The number and types of sanctions the College imposed on students or employees as a result of such violations or fatalities.

Compliance with this policy is considered a condition of employment and attendance at Monroe College

and is monitored by Human Resources and Residence Life. The College provides drug-free awareness and prevention literature published by the National Institute on Drug Abuse and other organizations, and offers prevention programs for students through Student Services and Human Resources.

**Standards of Conduct**

The unlawful manufacture, distribution, dispensing, possession, and/or use of a controlled substance and the unauthorized and/or illegal use of alcohol by students, employees, and visitors are prohibited at all times on College properties and premises, in College vehicles, and at all activities sponsored by or affiliated with the College.

**Any violation of this policy will subject the violating student or employee to disciplinary actions, up to and including probation, suspension, expulsion or termination of employment, and referral to the authorities for prosecution.** In addition, the activities prohibited by this policy are encompassed within Monroe College’s Student Code of Conduct and Employee Code of Conduct, the violation of which also subjects the violating student or employee to disciplinary actions, up to and including probation, suspension, expulsion or termination of employment, and referral to the authorities for prosecution. The College reserves the right to implement a formal drug testing program for students, employees, and applicants for employment.

**Disciplinary Procedures and Sanctions**

Disciplinary sanctions for violation of this policy are administered on a case-by-case basis and in accordance with applicable laws and student and employee disciplinary procedures, taking into consideration the unique facts and/or mitigating or aggravating circumstances presented. The ultimate goal of the sanctions is to reinforce Monroe College’s commitment to a positive and safe environment consistent with acceptable social standards, the College’s Code of Conduct and Community Standards, and in accordance with federal, state, and local laws. To achieve this goal, one or more of the sanctions listed below may be assigned:

- Warning, suspension, or disciplinary probation status for enrollment and/or employment, as applicable
- Referral to an alcohol abuse assistance and/or drug education and rehabilitation program in which the student or employee is required to actively participate
- Requirement to participate in counseling services
- Expulsion and/or termination, as appropriate

Additional details regarding the College’s disciplinary procedures are available in the College Catalog.

Furthermore, when applicable, Monroe College’s Department of Public Safety works closely with the New York City and New Rochelle police departments when a student or employee has violated the law. Local law enforcement will, as applicable, seek prosecution of drug- and alcohol-related offenses.

**Legal Sanctions: New York State Sanctions**

Under New York law, the penalty you face for a drug possession charge is dependent on the drug in question, the amount you are accused of possessing, and your criminal record. Because of this, it’s difficult to say for certain what your penalty could be without an in depth attorney consultation.

Charge	Amount	Classification	Potential Penalty
5th Degree Possession	500 mg.- 0.125 oz. cocaine	D Non-Violent Felony	2.5 years in prison
4th Degree Possession	<ul style="list-style-type: none"> <li>• 0.125–.49 oz. cocaine or heroin</li> <li>• 0.5–1.9 oz. methamphetamine</li> <li>• 360–2,879 mg. methadone</li> <li>• 1–4.9 mg. LSD</li> </ul>	C Non-Violent Felony	5.5 years in prison
3rd Degree Possession	<ul style="list-style-type: none"> <li>• 0.5 – 3.9 oz. cocaine or heroin</li> <li>• 5 – 24.9 mg. LSD</li> </ul>	B Non-Violent Felony	9 years in prison
2nd Degree Possession	<ul style="list-style-type: none"> <li>• 4 – 7.9 oz. cocaine or heroin</li> <li>• 2 oz. or more methamphetamine</li> <li>• 25 mg. or more LSD</li> <li>• 2,880 – 5,757 mg. methadone</li> </ul>	A2 Felony	10 years in prison
1st Degree Possession	<ul style="list-style-type: none"> <li>• 8 oz. or more cocaine, heroin, or any other narcotic drug- 5,760 mg. or more methadone</li> </ul>	A1 Felony	20 years in prison

**Marijuana**

Charge	Amount	Classification	Potential Penalty
Unlawful Possession	Less than 25 grams	Violation	\$100 fine
5th Degree Possession	25 grams- 1.9 oz.	B Misdemeanor	3 mos. jail and \$500 fine
4th Degree Possession	2 oz.- 7.9 oz.	A Misdemeanor	1 yr. jail and \$1,000 fine
3rd Degree Possession	8 oz. – 15.9 oz.	E Felony	1 yr. jail and \$1,000 fine
2nd Degree Possession	1 lb.- 9.9 lbs.	D Non-violent Felony	1-15 yrs. Prison, \$5,000 fines
1st Degree Possession	More than 10 lbs.	C Non-violent Felony	1-15 yrs. Prison, \$5,000 fines

*Mandatory sentences increase in proportion to quantity.*

**Penalties For Alcohol / Drug-Related Violations**

**Aggravated Driving While Intoxicated**

Agg-Dwi (0.18 And Higher Blood Alcohol Content [BAC])

Conviction	Fine Only *	Jail Sentence	License Action** & Requirements
1st Offense (Misdemeanor)	Minimum \$1,000 Maximum \$2,500	Up to 1 year	Minimum 1-Year Revocation
2nd Offense (Class E Felony) Within 10 Years	Minimum \$1,000 Maximum \$5,000	Up to 4 years; minimum 5 days jail or 30 days of community service	Minimum 18-Month Revocation

**Driving While Intoxicated or Driving While Ability Impaired by a Drug**

DWI (.08 and higher Blood Alcohol Content [BAC]) and DWAI-Drug

Conviction	Fine Only *	Jail Sentence	License Action** & Requirements
1st Offense (Misdemeanor)	Minimum \$500 Maximum \$1,000	Up to 1 year	Minimum 6-Month Revocation
2nd Offense (Class E Felony) Within 10 Years	Minimum \$1,000 Maximum \$5,000	Up to 4 years; minimum 5 days jail or 30 days of community service	Minimum 1-Year Revocation

**Driving While Impaired by Combined Alcohol & Drugs**

DWAI-Combination

Conviction	Fine Only *	Jail Sentence	License Action** & Requirements
1st Offense (Misdemeanor)	Minimum \$500 Maximum \$1,000	Up to 1 year	Minimum 6-Month Revocation
2nd Offense (Class E Felony)	Minimum \$1,000 Maximum \$5,000	Up to 4 years	Minimum 1-Year Revocation

**Driving While Ability Impaired**

DWAI (more than .05 up to .07 Blood Alcohol Content [BAC])

Conviction	Fine Only *	Jail Sentence	License Action** & Requirements
1st Offense (Traffic Infraction)	Minimum \$300 Maximum \$500	Up to 15 days	90-day Suspension
2nd Offense (Class E Felony)	Minimum \$1,000 Maximum \$5,000	Up to 30 days	Minimum 6-Month Revocation

**NOTE:** Higher fines, longer jail sentences, and increased license penalties (including lifetime revocation) may result from a third or subsequent conviction within 10 years.

\* Conviction fine only, does not include mandatory surcharge or crime victims assistance fee.

\*\* The Department of Motor Vehicles determines when your license can be returned. Its return or reinstatement based on state law or regulation is not automatic. You must reapply for your license and may have to pass a test.

**“Zero Tolerance” Law**

The legal purchase and possession age for alcoholic beverages in New York State is 21. Under the state’s “zero tolerance” law, it is a violation for a person under age 21 to drive with any measurable BAC (.02 to .07). After a finding of violation is determined at a DMV hearing, the driver’s license will be suspended for six months. The driver will then have to pay a \$100 suspension termination fee and a \$125 civil penalty to be re-licensed. For a second Zero Tolerance violation, the driver’s license will be revoked for at least one year or until the driver reaches age 21, whichever is longer.

**Federal Sanctions**

Federal law provides criminal and civil penalties for unlawful possession or distribution of a controlled substance. Under the Controlled Substance Act, as well as other related federal laws, the penalties for controlled substance violations include, but are not limited to: incarceration, fines, potential for the forfeiture of property used in possession or to facilitate possession of a controlled substance (which may include homes, vehicles, boats, aircrafts and any other personal or real property), ineligibility to possess a firearm, and potential ineligibility to receive federal benefits (such as student loans and grants).

**Federal Sanctions**

**Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)**

Substance/Quantity	Penalty
Sch. II Cocaine 500–4999 grams mixture	<p><b>First Offense:</b> Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.</p> <p><b>Second Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.</p>
Sch. II Cocaine Base 28–279 grams mixture	
Sch. IV Fentanyl 40–399 grams mixture	
Sch. I Fentanyl Analogue 10–99 grams mixture	
Sch. I Heroin 100–999 grams mixture	
Sch. I LSD 1–9 grams mixture	
Sch. II Methamphetamine 5–49 grams pure or 50–499 grams mixture	
Sch. II PCP 10–99 grams pure or 100–999 grams mixture	

**Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)**

Substance/Quantity	Penalty
Sch. II Cocaine 5 kilograms or more mixture	<p><b>First Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.</p> <p><b>Second Offense:</b> Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p> <p><b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p>
Sch. II Cocaine Base 280 grams or more mixture	
Sch. IV Fentanyl 400 grams or more mixture	
Sch. I Fentanyl Analogue 100 grams or more mixture	
Sch. I Heroin 1 kilogram or more mixture	
Sch. I LSD 10 grams or more mixture	
Sch. II Methamphetamine 50 grams or more pure or 500 grams or more mixture	
Sch. II PCP 100 grams or more pure or 1 kilogram or more mixture	

**Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)**

Substance/Quantity	Penalty
Any Amount of of Other Schedule I & II Substances Any Drug Product Containing Gamma Hydroxybutyric Acid Flunitrazepam (Schedule IV) 1 Gram	<b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. <b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Any Amount of Other Schedule III Drugs	<b>First Offense:</b> Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. or more than Life. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. <b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine of not more than \$1 million if an individual, \$5 million if not an individual.
Any Amount of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. <b>Second Offense:</b> Not more than 10 yrs. Fine of not more than \$500,000 if an individual, \$2 million if not an individual.
Any Amount of All Schedule V Drugs	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual <b>Second Offense:</b> Not more than 4 yrs. Fine of not more than \$200,000 if an individual, \$500,000 if not an individual.

**Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances**

Substance/Quantity	Penalty
Marijuana: 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<b>First Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual. <b>Second Offense:</b> Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana: 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<b>First Offense:</b> Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual. <b>Second Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.
Marijuana: 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants Hashish: More than 10 kilograms Hashish Oil: More than 1 kilogram	<b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual. <b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana: less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants Hashish:10 kilograms or less Hashish Oil: 1 kilogram or less	<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual. <b>Second Offense:</b> Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.

**Drug Convictions and Student Financial Aid**

Pursuant to federal law, an employee enrolled in coursework at Monroe who is convicted of any offense under any federal or state law involving the possession or sale of a controlled substance for conduct that occurred during a period of enrollment for which the student was receiving any federal student aid (grants, loans, and/or work-study) is not eligible to receive any grant, loan, or work assistance under this title from the date of that conviction for the period of time specified in the following table:

If convicted of possession of a controlled substance, the Ineligibility period is:

- First offense . . . . . 1 year
- Second offense . . . . . 2 years
- Third offense . . . . . Indefinite

If convicted of the sale of a controlled substance, the ineligibility period is:

- First offense . . . . . 2 years
- Second offense . . . . . Indefinite

An employee whose eligibility has been suspended under this policy may resume eligibility before the end of the ineligibility period if the conviction is reversed, set aside, or otherwise rendered nugatory or if the person satisfactorily completes a drug rehabilitation program and successfully passes two unannounced drug tests conducted by such drug rehabilitation program as directed by the College.

**Conviction Notification Policy for Employees**

In accordance with the College’s obligations under the Drug-Free Workplace Regulations of the U.S. Department of Education at 34 CFR Part 84, an employee is required to notify the College in writing if convicted for a violation of a criminal drug statute occurring in the workplace and must do so no more than five (5) calendar days after the conviction. For the purpose of this policy, the “workplace” consists of Monroe’s New Rochelle, Bronx, and St. Lucia Campuses and Queens Extension Center, or any teaching site or off-site location where the activities are sponsored by or affiliated with Monroe College. Such notification must be presented to the designated Substance Abuse Coordinator at the relevant campus.

After learning of such a conviction, if an employee is engaged in the performance of work pursuant to the provisions of a federal grant, the College is required to provide written notice to the relevant federal agency with whom it has contracted or from whom it receives the grant within 10 calendar days of receiving notification of conviction. In addition, within 30 calendar days of learning about such a conviction, the College must take an appropriate disciplinary action and/or require participation in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

### Health Risks Associated with Drug Use and Alcohol Abuse

#### A. Drug Abuse

The following is a list of the most frequently used drugs and the risks associated with their use.

- 1. Cannabinoids (marijuana & hashish):** Known risks are cough, frequent respiratory infections, possible mental health decline, and addiction.
- 2. Opioids (heroin & opium):** Known risks are constipation, endocarditis, hepatitis, HIV, addiction, and fatal overdose.
- 3. Stimulants (cocaine, amphetamine & methamphetamine):** Known risks are weight loss, insomnia, cardiac or cardiovascular complications, stroke, seizures, and addiction. Specific risks associated with cocaine use include nasal damage from snorting. Specific risks associated with methamphetamine use include severe dental problems.
- 4. Club Drugs (MDMA-methylene-dioxy-methamph-etamine [also known as: Ecstasy, Adam, clarity, Eve, lover's speed, peace, uppers]; Flunitrazepam [also known as: Rohypnol: forget-me pill, Mexican Valium, R2, roach, Roche, roofies, roofinol, rope, rophies]; GHB [also known as: Gamma- hydroxybutyrate: G, Georgia home boy, grievous bodily harm, liquid ecstasy, soap, scoop, goop, liquid X]):** Known risks are sleep disturbances, depression, impaired memory, hyperthermia, and addiction. Risks specific to GHB are unconsciousness, seizures, and coma.
- 5. Dissociative Drugs (Ketamine [also known as: Ketalar SV: cat Valium, K, Special K, vitamin K]; PCP and analogs [also known as: Phencyclidine: angel dust, boat, hog, love boat, peace pill]; Salvia divinorum [also known as: Salvia, Shepherdess's Herb, Maria Pastora, magic mint, Sally-D]; Dextrometh- orphan (DXM) [also known as: cough and cold medications: Robotripping, Robo, Triple C]):** Known risks are anxiety, tremors, numbness, memory loss, and nausea.
- 6. Hallucinogens (LSD [also known as: Lysergic acid diethylamide: acid, blotter, cubes, microdot yellow sunshine, blue heaven]; Mescaline [also known as: buttons, cactus, mesc, peyote]; Psilocybin [also known as: Magic mushrooms, purple passion, shrooms, little smoke]):** Known risks are flashbacks and Hallucinogen Persisting Perception Disorder.

**7. Other Compounds (Anabolic steroids [also known as: Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise: roids, juice, gym candy, pumpers]; Inhalants [also known as: Solvents (paint thinners, gasoline, glues); gases (butane, propane, aerosol propellants, nitrous oxide); nitrites (isoamyl, isobutyl, cyclohexyl): laughing gas, poppers, snappers, whippets]):** Known risks for anabolic steroids are hypertension, blood clotting and cholesterol changes, liver cysts, hostility and aggression, acne, (in adolescents) premature stoppage of growth, (in males) prostate cancer, reduced sperm production, shrunken testicles, breast enlargement, (in females) menstrual irregularities, and development of beard and other masculine characteristics. For inhalants, the known risks are cramps, muscle weakness, depression, and memory impairment, damage to cardiovascular and nervous systems, unconsciousness, and sudden death.

\* Information regarding health risks associated with drug abuse was obtained from the National Institute of Drug Abuse (NIDA) website at: <http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs/commonly-abused-drugs-chart> (website last visited on 9/24/14)

#### B. Prescription Drug Abuse

Commonly abused classes of prescription drugs include opioids (for pain), central nervous system (CNS) depressants (for anxiety and sleep disorders), and stimulants (for ADHD and narcolepsy).

#### C. Nicotine Abuse

Nicotine can be found in cigarettes, cigars, bidis, and smokeless tobacco (snuff, spit tobacco, chew). Known health risks include chronic lung disease, cardiovascular disease, stroke, cancers of the mouth, pharynx, larynx, esophagus, stomach, pancreas, cervix, kidney, bladder, and acute myeloid leukemia; adverse pregnancy outcomes, and addiction.

#### D. Alcohol Abuse

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Moreover, it is illegal to drive while under the influence of alcohol. An individual under the influence may be more likely to engage in acts of aggression, including spousal and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Low term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.



7.1 Current Employees

I have received a copy of the Monroe College Employee Handbook as revised, effective August 2019, and understand that I am responsible for reading and understanding the policies described in it. I understand that the information contained within it represents management guidelines only which may be modified from time to time. I understand that neither the Handbook's policies nor any representations made by a management representative, at the time of hire or subsequently, are to be interpreted as a contract of employment between the College and any of its employees, unless otherwise stated in writing by President Marc Jerome, or a guarantee of any level of benefits.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Employee's Signature) (Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Witness)

7.2 Electronic Communications Policy

I have read a copy of the College's Electronic Communications Policy. Pursuant to that policy, I consent, as a condition of my employment, to monitoring by the College of electronic communications or files sent, received, accessed, created, or stored on the College's systems.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Employee's Signature) (Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Witness)