

“Working Together at Marietta College”



Your Employee Handbook
in effect as of August 1, 2005

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INTRODUCTION

Welcome to Marietta College! We are proud to have you as a member of the Marietta College community. We have provided quality educational opportunities and service to students and their families for more than 165 years. Because we have people like you working for us, the tradition of excellence at Marietta College will continue for many years to come.

We have written this handbook to answer some of the questions you may have concerning Marietta College and its policies. Please read it thoroughly and retain it for future reference. Note that from time to time, you may receive updated information concerning changes in policy. If you have any questions regarding these policies, please contact the Human Resource Office for assistance.

This handbook is not a contract, express or implied, and does not guarantee employment for any specific duration. Further, the policies stated in this handbook are subject to change at the sole discretion of Marietta College. Employees will be notified when changes are made.

We do understand that, from time to time, people look elsewhere to satisfy their employment goals. All employees, except those with specific written agreements to the contrary, may decide to leave at any time for any reason. This is a choice we all have as employees under the employment at will doctrine. It also means that Marietta College has the same option and, in the absence of a separate written agreement, may also end the employment relationship at any time, for any reason.

Please understand that no supervisor, manager, or representative of Marietta College other than the President, Provost, Vice President for Administration and Finance, and Director of Human Resources has the authority to enter into any agreement with you for employment for any specified period or to make any promises or commitments about your employment. Further, any employment agreement entered into by the President, Provost, Vice President for Administration and Finance, or Director of Human Resources shall not be enforceable unless it is in writing.

We wish you the best of luck and success in your position and hope that your employment relationship with Marietta College will be a rewarding experience.

COLLEGE HISTORY

Marietta College evolved gradually from Muskingum Academy established in 1797 by the pioneers of the Ohio Company who founded the City of Marietta only nine years before.

The settlers, many of them officers in Washington's Revolutionary Army, came from New England to colonize the first organized municipality in the Northwest Territory under the terms of the Ordinance of 1787. In the covenant, Congress instructed that "...schools and the means of education shall forever be encouraged." The result was the establishment of Muskingum Academy, financed by private subscription. It was the first institution of higher education in the vast territory.

Muskingum Academy was succeeded in 1830 by the Institute of Education. In 1832, it was chartered and called Marietta Collegiate Institute and Western Teachers Seminary. On February 14, 1835, the trustees of the Collegiate Institute received a new charter from the state of Ohio. It carried with it a new right—permission to grant degrees; and a new name—"The Marietta College."

In its first century, Marietta College grew in stature if not greatly in size and resources. A tradition of educational excellence was built by successive generations of learned faculties, but enrollments and assets remained consistently small until late in the first 100 years. Women were first admitted to the College in 1897.

The College opened in 1835 with one building, a faculty of five, and a handful of students. By its 75th anniversary in 1910, enrollment had increased to 137 and the faculty to 15.

Although most of the College's founders were staunch Congregationalists who ascribed the existence of Marietta College to "the leadings of Divine Providence," they purposely kept the College free of any denominationalism. This philosophy of complete religious independence has been sustained and fostered since the founding.

Over the years, the Marietta student body has come from a broad geographical spread. Approximately 50 percent of the College's students come from outside of Ohio, with almost half of those from states on the eastern seaboard.

Since the first graduation exercises in 1838, nearly 18,000 men and women have received diplomas from what the College's first president described as an "institution of an elevated character, liberal in its charter and catholic in its aim, devoted to no interest or party narrower than that of our country and the world."

NOTICE

The policies described in this handbook may differ depending upon your job classification as either exempt (hired under a salaried employment agreement and paid on the monthly payroll) or non-exempt (paid an hourly rate on the bi-weekly payroll), and your work schedule as a full-time, part-time or temporary employee. Marietta College defines a full-time employee as an individual who is budgeted to work at least 1400 hours during the academic year or one who is scheduled to work a minimum of 30 hours per week year round.

Additionally, there may be some differences in policy between the different job groups, those being Administrative, Faculty, Clerical/Technical, Physical Plant, and Adjunct Faculty. All job groups except faculty are covered without exception by this handbook. There may be some exceptions for faculty members and adjuncts, and those individuals should refer to the faculty handbook for clarification.

Students working on campus are not regular employees of Marietta College (as defined on page 7) and therefore are not covered by the policies contained herein.

If you have a question regarding any of the policies in this handbook and how they affect your particular situation, please contact the Director of Human Resources.

SECTION 1: EMPLOYMENT POLICIES

Equal Opportunity Statement

The Marietta College Board of Trustees has formally reaffirmed the historic policy and practice of the College that it does not discriminate on the basis of age, race, color, gender orientation, disability, veteran status, religion, and national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school administered programs, employment, promotions, demotions, layoffs, transfers, or benefit offerings.

Any employee who feels that he or she has been the victim of discrimination or knows of cases of discriminatory practices by the College should contact either the Director of Human Resources or the Sexual and Discriminatory Harassment Officer. Names of these individuals are available through the Human Resource Office. Additionally, employees may avail themselves of the Sexual and Discriminatory Harassment procedures as outlined in Appendix A in the event they have been subjected to unwelcome harassing behavior by another member of the Marietta College community.

To encourage equal access by all individuals to opportunities for enrollment and employment, the President of the College will, when necessary, establish ad-hoc committees to study issues related to equal opportunity and make appropriate recommendations.

Accommodating Disabilities

Marietta College complies with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and all applicable state laws providing for nondiscrimination in employment against qualified individuals with disabilities. We also provide reasonable accommodation for such individuals in accordance with these laws. Any person having inquiries concerning Marietta College's compliance with Section 504 of the Rehabilitation Act of 1973 or individuals needing assistance with disability-related issues should contact the 504 Compliance Officer located in the Academic Resource Center.

Employment of Relatives

Marietta College permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of Marietta College, create actual or perceived conflicts of interest. For purposes of this policy, "relative" is a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation.

Individuals who are related by blood or marriage are permitted to work at Marietta College provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the "chain of command" of a relative such that one relative's work responsibilities, salary, or career progress could be influenced by the other relative. Employees who marry

while employed are then subject to treatment in accordance with these guidelines.

This policy applies to all categories of employment, including regular, temporary, and part-time classifications, as well as student employees.

Introductory Period

The first 90 days in your position, unless otherwise noted in an employment agreement, will be considered your introductory period. This is a time for both of us to get to know one another and to evaluate job requirements and performance, go over College policies, and observe corporate culture. An extension of the introductory period may be allowed if your supervisor submits a written request to the Director of Human Resources. If the extension is granted, you will receive written notification explaining the reason for the extension.

In the instance the working arrangement is not satisfactory to either party and there is no written agreement stating otherwise, the employment relationship can be severed at any time. Successful completion of the introductory period does not guarantee continued employment and does not alter the at-will employment relationship between you and Marietta College.

Job Posting Program

We believe that our employees should be given consideration for any job openings for which they are interested and qualified. To that end, openings will ordinarily be posted by one or more means that may include: the bulletin board in the Human Resource Office; dissemination across campus by memo or e-mail; posting on the Marietta College web site; and posting on the Marietta College Employment Hotline.

To be eligible to apply for a posted position, you must meet the minimum hiring specifications for the position, be capable of performing the essential functions of the job with or without reasonable accommodation, be an employee in good standing in terms of your overall work record, and generally have been in your current position for a minimum of six months.

Personnel Files

The Human Resource Office maintains official personnel files on each employee. These files contain documentation regarding the employee's work history with us, such as performance appraisals, benefit election forms, disciplinary warnings and notices, salary history, and letters of commendation. You may review your personnel file by contacting the Human Resource Office to schedule an appointment during ordinary office hours. You will be permitted to review and take notes on the contents of your file in the presence of a Human Resource staff member. You will not be permitted to remove anything from the file.

File Updates

To ensure that we have accurate information in your personnel file, you must notify Human Resources of any changes in your name, telephone number,

home address, marital status, number of dependents, beneficiary designations, and emergency contact information. You may also choose to notify us of changes in your personal scholastic achievements, and so forth.

Recognition of Service

Marietta College values the contributions of its employees as we work together to provide a quality education for our students. In that spirit, we annually celebrate the service milestones of our full-time faculty and staff.

Anniversary awards are bestowed upon employees who are celebrating the completion of five, ten, fifteen, twenty, etc., years of consecutive full-time service. Although subject to change, the awards ceremony has traditionally been held at the end of the academic year (typically the Friday before commencement) for those who have celebrated a service milestone since the past fall convocation, or those who will celebrate a service milestone prior to the upcoming fall convocation.

Award values increase as your service increases, and you have a choice of service awards. At this writing, current award options are:

- 5 years--\$50 gift card (choice of Wal-Mart, Grand Central Mall, or Lowe's); OR \$100 (face value) U.S. Savings Bond
- 10 years--\$100 gift card (choice of Wal-Mart, Grand Central Mall, or Lowe's); OR \$200 (face value) U.S. Savings Bond
- 15 years--\$150 gift card (choice of Wal-Mart, Grand Central Mall, or Lowe's); OR \$300 (face value) U.S. Savings Bond
- 20 years--\$200 gift card (choice of Wal-Mart, Grand Central Mall, or Lowe's); OR \$400 (face value) U.S. Savings Bond
- 25 years--\$250 gift card (choice of Wal-Mart, Grand Central Mall, or Lowe's); OR \$500 (face value) U.S. Savings Bond
- 30 years--\$300 gift card (choice of Wal-Mart, Grand Central Mall, or Lowe's); OR \$600 (face value) U.S. Savings Bond
- 35 years--\$350 gift card (choice of Wal-Mart, Grand Central Mall, or Lowe's); OR \$700 (face value) U.S. Savings Bond
- 40 years--\$400 gift card (choice of Wal-Mart, Grand Central Mall, or Lowe's); OR \$800 (face value) U.S. Savings Bond
- 45 years--\$450 gift card (choice of Wal-Mart, Grand Central Mall, or Lowe's); OR \$900 (face value) U.S. Savings Bond

In addition, Marietta College celebrates the achievements of our retiring full-time faculty and staff by presenting them with their choice of either a Captain's Chair or a Boston Rocker in their choice of finish, with the College seal and a brass name plate affixed. You are eligible for this honor if you retire at a minimum age of 55 with 10 or more years of consecutive full-time service.

According to IRS regulations, the value of the gift cards and savings bonds is considered taxable income, and you will be taxed on the actual dollar cost of those items.

Marietta College reserves the right to amend both the timing of the award ceremony and the actual awards themselves as may become necessary.

SECTION 2: COMPENSATION POLICIES

Classifications of Employment

For purposes of salary administration and eligibility for overtime payments and employee benefits, Marietta College classifies its employees as follows:

FULL-TIME REGULAR EMPLOYEES: Employees hired to work a minimum of 30 hours per workweek year round on a regular basis and no less than 1400 hours during the academic year. Such employees may be “exempt” or “non-exempt” as defined below.

PART-TIME REGULAR EMPLOYEES: Employees hired to work fewer than 30 hours per workweek year round on a regular basis and less than 1400 hours during the academic year. Such employees may be “exempt” or non-exempt” as defined below.

TEMPORARY EMPLOYEES: Employees engaged to work full or part-time on Marietta College’s payroll with the understanding that their employment will be terminated no later than upon completion of a specific assignment. Such employees may be “exempt” or “non-exempt” as defined below. A temporary employee may be offered and accept a new temporary assignment with Marietta College and still retain temporary status. (Employees hired through temporary employment agencies for specific assignments are employees of the respective agency and not of Marietta College.) Individuals on Marietta College’s payroll in a temporary status are ineligible for full-time employee benefits. **Additionally, full-time academic year staff who are temporarily filling part-time summer positions may not use any accrued sick or vacation time.**

NON-EXEMPT EMPLOYEES: Employees who are required to be paid overtime at the rate of one and one-half times their regular rate of pay for all hours worked beyond 40 hours in a workweek, in accordance with applicable federal wage and hour laws. **(NOTE: Non-exempt employees are required to complete a time card.)**

EXEMPT EMPLOYEES: Employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond 40 hours in a workweek. Faculty members, vice-presidents, department heads, and certain employees in administrative positions are typically exempt. Exempt employees at Marietta College will receive an initial appointment letter from the President which indicates the job title, the annual salary, and any special provisions which apply to the position. **(NOTE: Exempt employees are not required to complete a timecard.)**

For employment purposes, the **academic year** generally begins the week prior to the start of Fall classes and concludes with Commencement in May.

If you change positions during your employment as a result of a promotion, transfer, or otherwise, you will be informed by the Human Resource Office of any change in your exemption status.

Please direct any questions regarding your employment classification or exemption status to the Human Resource Office.

Work Hours

Normal business hours for Marietta College are between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. The regular workweek for college employees, however, varies based upon the staffing demands of the various departments. You were apprised of the regular work hours for your department and job assignment at the point of hire. Marietta College may revise work schedules as necessary to meet business demands. Changes in work schedules will be announced as far in advance as is practicable.

Meal Breaks

Full-time employees will be provided a minimum of one-half hour or a maximum of one-hour unpaid time for a meal period. Full-time employees who work six hours or more in one day must take at least the minimum one-half hour meal break. The time of your meal period must be approved by your supervisor.

Recording Work Hours: Time Cards and Absence Slips

It is the policy of Marietta College to comply with applicable laws that require records to be maintained of the hours worked by our employees. To ensure that accurate records are kept of the hours you actually work (including overtime hours where applicable) and of the accrued leave time you have taken, and to ensure that you are paid in a timely manner, please adhere to the following procedures:

NON-EXEMPT (HOURLY) EMPLOYEES: If you are a non-exempt employee, you are required to record hours worked on a timecard. These hours should be recorded on a daily basis, and signed and forwarded to your supervisor on a bi-weekly basis. After reviewing the timecard for any discrepancies, your supervisor will sign and forward it to Payroll for processing.

Please ensure that your actual hours worked and leave time taken are recorded accurately. Falsifying a time record is a breach of College policy and is grounds for disciplinary action, including the possibility of discharge.

EXEMPT (SALARIED) EMPLOYEES: All exempt non-faculty employees are required to complete a "Staff Vacation and Leave Record" form at the first of every month to report work days lost in the prior month due to illness, jury duty, vacation, or any other reason (excluding College related travel). This is especially critical so that records of vacation, sick, and personal day accruals can be accurately maintained. Refusal to report or falsification of absences from campus is grounds for disciplinary action, including the possibility of discharge.

Additionally, approval to be off campus for vacation, jury duty, personal days, etc., must be sought by putting your request in writing to your supervisor as far in advance as possible. Although every attempt will be made to

accommodate you, your request may be denied in the event of a business necessity that precludes your absence from campus.

Pay Procedures

PAY SCHEDULE: Non-exempt employees are paid bi-weekly, usually on Thursdays. Exempt employees are paid on the twenty-fifth of every month. If, however, the twenty-fifth falls on a Saturday or Sunday, exempt employees will be paid on the preceding Friday. All required withholdings (such as federal, state, and local taxes) and all authorized voluntary deductions (such as health or dental insurance) will be withheld automatically from your paychecks. Please review your paycheck for errors, and report any mistakes immediately to Payroll.

PAYROLL DEPOSIT: All employees are eligible to participate in Marietta College's payroll deposit program. If you elect to do so, your paycheck will be automatically deposited electronically each pay day to the bank account of your choice. You have the flexibility of depositing a certain amount of your check into your savings and/or checking account(s), even if the accounts are at different financial institutions. To activate payroll deposit, obtain an authorization form from Payroll, attach a voided check or deposit ticket to the completed form, and return both to Payroll. To deactivate payroll deposit, provide Payroll with a signed memo indicating your desire to be paid by check.

OVERTIME: If you are a non-exempt employee, you will be paid one and one-half times your regular rate of pay for all hours actually worked in excess of 40 in any given workweek. Your supervisor will attempt to provide you with reasonable notice when the need for overtime arises. Please remember, however, that advance notice may not always be possible. Additionally, if you believe you will need to work overtime to accomplish a task, seek approval from your supervisor first. Overtime hours must be noted on your timecard. (If you are less than a 40 hour per week employee, you will not receive overtime pay until you actually exceed 40 hours. Keep in mind, however, that you must also seek supervisory approval on any hours to be worked in excess of your weekly budgeted amount.)

CAMPUS PUBLIC SAFETY SHIFT DIFFERENTIAL: Non-exempt Campus Public Safety employees who perform shift work (hours worked between 4:00 p.m. and 8:00 a.m.) will receive one extra hour of pay for every eight hours of scheduled shift work. Shift differential hours must be clearly noted on your time card. This policy applies to both full and part-time hourly Campus Public Safety employees.

HOLIDAY PAY: All full-time employees will be given paid time off for recognized holidays (see list of current holidays in Section 3). Non-exempt full-time employees who are scheduled to work on a recognized holiday will be paid at two times their hourly rate of pay (holiday pay plus regular pay for actual hours worked). If a holiday falls on a weekend, the College may choose instead to recognize the preceding Friday, the following Monday, or another appropriate substitute as the holiday. In that case, it will be the **recognized** day that will qualify for pay at two times the regular rate for scheduled work hours.

PAY DURING EMERGENCY CLOSINGS: In the rare event that Marietta College would need to close due to an emergency, those employees whose services are considered essential (primarily Physical Plant, Campus Public Safety, and when the College is in session Student Life employees), who are asked to work, and who can make it in to work will be paid the same as if they were working a holiday. All other employees who are advised not to report will be paid their regular rate for hours they were scheduled to work on that particular day. Similar considerations will be made for partial emergency closings (such as when a power outage effects only a handful of buildings and not the entire campus).

CALL-IN PAY FOR PHYSICAL PLANT (TRADES) PERSONNEL: Because we highly value the response of our trades personnel to after-hours emergencies, authorized individuals (HVAC engineer; electrician; plumber; mechanic; locksmith; mason/roofer; carpenter; waste disposal; grounds keeper; bulk-mail and mail-room supervisors; maintenance; custodians) will receive call-in pay at an overtime rate according to the following rules:

1. The call-in must be for an unscheduled emergency that absolutely can not wait for the next work day. Scheduled work like event setups, event support or planned HVAC coverage over the holidays will be paid regular time unless the employee accumulates greater than 40 hours in the week. For safety reasons, it is preferable that emergency work be performed during daylight hours if at all practical.
2. An emergency requiring an after hours response is defined as: a situation with hazard potential for injury; a situation where corrective action is required to minimize damage to facilities, equipment or property; a situation where there is a loss of critical electrical, water or sanitary service; or a situation with potential hazard to the health of personnel. Loss of a single shower, toilet or sink where alternative facilities are available is not normally considered an emergency.
3. Only Campus Public Safety shall initiate after-hours recalls. Recalled personnel shall check in and check out with CPS. Further, only CPS officers, faculty, staff, residence life area coordinators and resident directors may initiate after-hours recalls through Campus Public Safety.
4. Work must be initiated either before or after normal working hours. If recalled to start a normal work day earlier than scheduled due to an emergency, overtime will not apply unless the employee works more than 8 hours that work day OR 40 hours that work week. The employee will receive overtime pay for hours worked in excess of 8 on an actual call-in day.
5. A minimum of two hours overtime shall be paid for an emergency call-in outside of the employees' work schedule (for example, called-in over the weekend). The two hours start when the employee arrives on campus.
6. Overtime will be for the **minimum** first response necessary to control the emergency. To the extent practical, repairs will be performed

during normal working hours on regular time. For example, a broken plumbing fixture may be shut off after hours on the overtime, but the actual repair work should be accomplished during the next working day.

7. All overtime for call-in must be approved after the fact in writing by either the Associate, Assistant, or Physical Plant Director. The overtime period shall be clearly marked on the front of the time card with a complete explanation on the back.

Social Security (OASDI and Medicare)

Marietta College withholds Social Security taxes (Old Age and Survivor Disability Insurance and Medicare) from all employee paychecks. Additionally, the College, as required by law, remits a matching contribution to the Social Security Administration for all employees. Employees may contact Payroll to obtain the current tax rate, the maximum annual tax rate, and other general information on Social Security.

New employees who exceeded the annual limit on Social Security with their previous employer, or who will exceed the annual limit through a combination of their previous employer and Marietta College, must re-coup that over-withholding through their income tax filing for the year in which the over-withholding occurred.

Compensatory Time

Non-exempt employees may take compensatory time (trading overtime for time off) as long as the practice follows federal laws governing the overtime worked. The Fair Labor Standards Act forbids covered private employers such as Marietta College from granting compensatory time to employees in lieu of overtime compensation. The implication this law has for Marietta College is that compensatory time must be taken within the **same** workweek in which the overtime occurred. For example, if an hourly employee is asked to work 10 hours on Monday, the compensatory time must be taken prior to the end of the workweek. The official College workweek begins at 3:00 a.m. on Saturday. Otherwise, the College is obligated to pay an overtime rate for hours worked in excess of 40 per week.

Compensation Administration

To attract and retain good employees, Marietta College endeavors to pay salaries competitive with those paid by other educational institutions and the applicable labor markets within our geographic area, and to maintain internal equity.

Your total compensation at Marietta College consists not only of the salary you are paid, but also of the various benefits you are offered such as group health and life insurance and your retirement plan, as described in a later section of this handbook.

Questions regarding our salary practices or your individual salary should be directed to your supervisor or the Director of Human Resources.

SECTION 3: TIME OFF BENEFITS

Bereavement Leave

If you are a regular full-time or part-time employee (not temporary) and a death occurs in your family, you will be compensated for time lost from your regular work schedule according to the following guidelines:

- 5 days – death of spouse, child, parent, or sibling
- 3 days – death of grandparent, mother/father-in-law, daughter/son-in-law, or sister/brother-in-law
- 1 day – death of a relative not a member of your immediate family as defined above

Requests for bereavement leave should be made to the Director of Human Resources through your immediate supervisor. Please make an appropriate designation for bereavement leave on your time card or leave record form (e.g., “death of spouse”, “death of grandparent,” etc.).

Emergency Closings

In the rare event that Marietta College would need to close due to an emergency (such as bad weather, fire, etc.), those employees whose services are considered essential (primarily Physical Plant, Campus Public Safety, and, when the College is in session Student Life employees), who are called in, and who can make it to work will be paid the same as if they were working a holiday (refer to Section 2: Pay Procedures/Pay During Emergency Closings). All other employees who are not asked to report will be paid their regular rate for hours that were scheduled to be worked on that particular day.

In the event of a weather-related emergency, employees should tune to local radio and television stations, and check the College voice mail system for applicable broadcast messages.

A full and complete copy of Marietta College’s emergency procedures related to college closing is available upon request in the Administration and Finance Office.

Holidays

All full-time employees will be given paid time off for the recognized holidays listed below (see also Section 2: Pay Procedures/Holiday Pay):

- New Year’s Eve
- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day (excluding faculty)
- Thanksgiving Day

- Christmas Eve
- Christmas Day
- And any other day the College chooses to recognize as a holiday.

If one of these holidays falls on a weekend, the College may choose instead to recognize the preceding Friday, following Monday, or another appropriate substitute as the holiday.

Nine month, academic year employees do not receive Memorial Day or Independence Day as paid holidays since they are not employed by the College during those holidays.

Employees who are terminating their employment with Marietta College must work the next full workday following the holiday in order to be eligible for holiday pay.

Jury Duty and Witness Leave

If you are a full-time regular employee who is summoned to jury duty, Marietta College continues your salary during your active period of jury duty for up to a maximum of 15 working days per calendar year. Because of this salary continuance, you must turn over to the College the allowance you receive from the court for such service. If you are not a full-time regular employee, you are given time off without pay while serving jury duty.

All employees who are summoned to appear in court as a witness will receive pay during that time for the hours they were scheduled to work. If you are dismissed from court early, you must come back to work and complete your work day.

To qualify for jury duty or witness leave, you must submit to your supervisor a copy of the summons to serve as soon as it is received. In addition, proof of service must be submitted to your supervisor when your period of jury duty or witness leave is completed. Marietta College will make no attempt to have your service on a jury postponed except when business conditions necessitate such action.

Military Leaves of Absence

Leaves of absence without pay for required military or Reserve duty are granted to full-time regular and part-time regular employees. If you are called to active military duty or to Reserve or National Guard training, or if you volunteer for the same, you should submit copies of your military orders to your supervisor as soon as is practicable. You will be granted a military leave of absence without pay for the period of military service, in accordance with applicable state and federal laws. Vacation and sick leave accruals cease to accumulate when you go on leave. You are permitted, but not required, to use the vacation accruals credited to you at the start of your military leave. Your eligibility for reinstatement after your military duty or training is completed is determined in accordance with current applicable federal and state laws.

Personal Day

FULL-TIME REGULAR NON-FACULTY EMPLOYEES: In addition to providing paid time off for designated holidays, Marietta College permits regular full-time non-faculty employees to take one paid personal day annually for personal business that can not be taken care of outside regular business hours or for religious observances, ethnic holidays, and other events of personal significance. The personal day may be taken as either two half-days or one full day. The following guidelines apply to the use of your personal day:

1. Personal days are credited to you as of July 1 each fiscal year and expire the following June 30 if not used. They may not be carried forward from one fiscal year to the next.
2. New hires will receive a full personal day if hired between July 1 and December 31. They will receive one-half of a personal day if they are hired between January 1 and March 31. No personal day will be recorded for new hires beginning employment between April 1 and June 30. New hires will be unable to take a personal day during the 90-day introductory period.
3. You must give your immediate supervisor written notice of intent to use your personal day at least one week in advance, except in emergency situations. Your supervisor considers workload priorities in determining whether to approve such requests; however, full consideration is given to requests for holidays of religious significance where reasonable accommodation is possible.
4. There shall be no payment for your unused personal day in the event of your termination, either voluntary or involuntary.

Birthday Holiday

All regular full and part-time non-faculty employees are permitted to take one day off work during the month of their birthday as a birthday holiday. As is the case with our other paid time-off benefits, new hires who have a birthday during the 90-day introductory period will not be able to take the birthday holiday. It will become available to them in the following year of employment. Birthday holidays are granted and paid based upon your normal daily work schedule. Birthday holidays can not be paid out at termination, nor can they be taken in the months preceding or following your birthday month. Please submit a written request to your supervisor at least a week in advance indicating which day of that month you would like to take your birthday holiday.

Vacation

Because we recognize the importance of vacation time in providing the opportunity for rest, recreation, and personal activities, Marietta College grants annual, paid vacation to its regular full-time employees. The amount of vacation to which you are entitled depends upon your status as an exempt or non-exempt employee (as defined earlier in this handbook) and on your length of service as of your anniversary date.

EXEMPT EMPLOYEES: All regular full-time exempt employees who work year round accrue vacation at the rate of 1.67 days per month. In the event the employee works at least 75% time but less than 100% time, the accrual factor will be decreased accordingly. Additionally, the accrual rate for 10-month employees is 10/12 of the standard accrual rate. NOTE: Those employees who are off work during the standard academic breaks (e.g., four-day break in October, full winter break, spring break) are not eligible for vacation accrual.

HOURLY EMPLOYEES: All full-time hourly employees who work 30 or more hours per week year round will accrue paid vacation as follows:

- .83 vacation days per month (10 working days per year) during the first four years of full-time employment
- 1.25 vacation days per month (15 working days per year) beginning with the attainment of five years of full-time employment
- 1.67 vacation days per month (20 working days per year) beginning with the attainment of 10 years of full-time employment

Persons employed full-time on less than a 10-month basis and all part-time employees (budgeted under 1400 hours annually) hired after 6/30/87 are not eligible for vacation.

GRANDFATHERED CLERICAL/TECHNICAL EMPLOYEES: Clerical/ Technical employees hired prior to 7/1/87 are eligible for vacation based on the policies in effect at the time of hire, except those employees who work 800 or more hours annually and were hired between July 1, 1986 and June 30, 1987 who began accruing vacation as of 7/1/87.

GENERAL VACATION RULES:

1. Employees with hire dates or changes in status occurring between the 1st and 15th of a given month will receive the accrual for that month.
2. New hires will not be allowed to use any vacation days during the first 90 days of employment.
3. No employee will be allowed to borrow vacation time from any succeeding month.
4. A maximum of 20 vacation days may be carried from one fiscal year to the next. Unused vacation days in excess of 20 at the end of the fiscal year will be lost.
5. Employees who resign are entitled to payment for no more than 20 accrued vacation days. An exiting employee may not count any days in excess of 20 as part of their termination notice. The College will only pay out 20 days of vacation after the date the employee has last *physically* worked.
6. Personnel from the same offices or departments must minimize overlapping vacation periods and to this end will plan vacation days by consultation with office or department heads. Preferences for vacation dates will be determined by the office or department head.

7. Employees who leave their employment with Marietta College and return to full-time work at the College within six months of their termination date will be reinstated to the same vacation accrual schedule they had when they left (service bridging).
8. The Payroll Office will maintain the official vacation records of all employees. All used vacation time must be reported on either the time card (hourly employees) or the leave record form (exempt employees). Any problems or questions concerning vacation time should be referred to the Human Resource Department.

Sick Days

Marietta College recognizes that inability to work because of illness or injury may cause economic hardship. Marietta College also recognizes that employees may require time off to secure necessary treatment for illnesses or disabilities. For these reasons, Marietta College provides paid sick days to regular full-time employees. These days are reserved for the exclusive use of recovering from a personal illness or to care for a member of your immediate family who is ill. General rules for sick days are as follows:

1. All regular full-time faculty and administrators will receive sick pay for up to one full calendar month with appropriate medical documentation.
2. All regular full-time non-exempt hourly employees accrue .75 sick days per month. For purposes of calculation, a person who begins work before the 16th of the month is entitled to a full month's credit toward sick pay. A person who begins work on or after the 16th of the month does not earn sick pay credit for that particular month. Three-fourths of a day will be credited for every full month worked thereafter. New hires will not be permitted to use sick days during the first 90 days of employment, although it will be accrued on their behalf.
3. Effective July 1, 1996, hourly employees may accrue up to 70 sick days. Any employee who has sick days in excess of that amount retains the entire amount but will not accrue any additional days. For those individuals, once the accrual bank falls below 70 days, they will only be able to accrue back up to 70, not the 130 that was in effect prior to July 1, 1996.
4. Sick days are reserved for the exclusive use of recovering from a personal illness or to care for a member of your immediate family (spouse, child, parent) who is ill if your presence is required because there are no other family members available to care for that individual.
5. The hourly sick day bank will be paid out at the rate of \$25.00 per day to employees who retire when they are 55 or older and have 15 or more years of full-time service to the College.
6. The procedures to follow when you are absent and other important guidelines are set forth in Section 5: Absenteeism and Tardiness. Please familiarize yourself with these guidelines.

7. Illnesses which exceed one month of continuous time off from work may qualify for short-term disability benefits.

Medical Leaves of Absence

Medical leaves of absence may be requested by full-time regular and part-time regular employees. If you expect to be absent for more than five consecutive work days as a result of an illness, injury, or disability (including pregnancy), you must submit a written request for medical leave to your supervisor and the Human Resource Department as far in advance of your anticipated leave date as practicable. If your absence is due to an emergency, you or a member of your immediate family must inform your supervisor or the head of your department as soon as is practicable. This should be followed up with a written leave request, normally submitted within three days of the beginning of your leave. All medical leave requests must be accompanied by appropriate medical certification from your physician including your projected date of return to work.

If your leave request is granted, you are required to provide Marietta College and any applicable insurance carriers with additional physician's statements attesting to your continued disability upon request. You may also be required to provide Marietta College and any applicable insurance carriers access to your medical records or to submit to an examination at any time by a physician designated by Marietta College or any applicable insurance carrier at its discretion.

While on an approved medical leave of absence, you may be eligible for short-term and/or long-term disability benefits. Please refer to your policy handbooks or contact Human Resources for further details.

Before being permitted to return from medical leave, you are required to present Marietta College and any applicable insurance carrier with a note from your physician indicating that you are capable of returning to work and performing the essential functions of your position with or without reasonable accommodation. (NOTE: Marietta College will make reasonable accommodation for your disability within applicable laws, where required.)

All Marietta College benefits that operate on an accrual basis (e.g. vacation and paid sick days) continue to accrue only during the first 30 days of your medical leave. Marietta College group health insurance benefits continue for the first six months of your disability as long as you continue to pay your share of the premium. Upon reaching six continuous months of medical leave, COBRA health insurance continuation privileges will be extended to you. Life insurance benefits will continue until you are eligible to apply for waiver of premium benefits, subject to carrier provisions. You must pay any portion of the life insurance premium for which you are responsible until you are eligible for the waiver of premium.

After reaching six months of continuous medical leave, your employment status with Marietta College will officially cease. Employees returning from an authorized medical leave of less than six months' duration will be reinstated to their former position or to a position comparable in status and pay.

Short Term Disability Benefits

Marietta College has established a short term disability benefit to supplement the College's paid sick day policy and our long term disability policy to assist an employee in attending to his or her own serious health condition. Under this plan, regular full-time employees who have completed at least six months of continuous full-time service may be eligible for short-term disability benefits for the period of an absence resulting from illness or a non-work related injury that extends beyond one calendar month. The cost to provide you with short term disability benefits is currently paid completely by Marietta College (part-time and temporary employees are not eligible for short-term disability insurance).

During the first month of an illness, the College will pay the regular salary of Faculty and Administrative employees. Hourly employees are required to draw from any accumulated sick, personal and vacation time during that month. Beginning with the second month of illness, the insurance carrier will pay 66 2/3% of gross pay to all employees with certified claims through the end of the sixth month. The College will supplement the pay of faculty at 33 1/3% during that entire period, and will supplement the pay of administrators at 33 1/3% during months two and three only. Hourly employees will be required to supplement months two through six with any remaining accumulated sick, personal and vacation time until that accrued time is exhausted.

During a certified short term disability, the College will continue the current employer and employee pension contributions through the sixth month of disability for all mandatory pension participants.

GENERAL RULES: To qualify for short term disability, you must file a claim with our short term disability carrier. The carrier makes the decision whether or not to certify the claim based on the medical information your physician provides. The carrier reserves the right to require that you be examined by a physician of their choosing. To be eligible for continued benefits under this policy, you must comply with the carrier's requests for supplemental information attesting to your continued disability and inability to work. Once you miss six consecutive months of work this policy will no longer apply, you must file for long-term disability benefits, and your employment will officially cease.

Employees who have lost time from work due to a work-related injury or illness are compensated according to the Ohio Bureau of Workers' Compensation provisions and are therefore not eligible for short or long term disability payments. Additionally, no benefits are payable under this program if your illness or injury is connected to work you do for another employer.

For specific plan information, please review the Summary Plan Description or contact the Human Resource Department.

Long Term Disability Insurance

Marietta College provides all full-time regular employees with long term disability insurance benefits once eligibility requirements have been satisfied.

(Part-time and temporary employees are not eligible for long-term disability insurance.)

Under this program, employees who are disabled for more than six consecutive months because of an injury or illness (in accordance with the definition of disability in our master insurance contract) are eligible to receive a benefit equivalent to 60% of their monthly wage base to a current maximum of \$10,000 per month (less other income benefits). There is an expanded benefit for those individuals with a certified disability which severely impacts two or more "activities of daily living" that provides for a benefit equal to an additional 20% of the employee's monthly income, limited to the lesser of the maximum monthly benefit of the LTD plan or \$5,000 per month. Benefits continue for as long as the qualifying disability continues in accordance with the maximum benefit periods specified in our Summary Plan Description and master insurance contract.

The cost to provide long term disability benefits is currently paid completely by Marietta College. Coverage under this plan terminates on the date your employment with Marietta College terminates. However, if you are receiving long-term disability benefits at the time of your termination, these benefits continue for as long as your qualifying disability continues, as previously noted.

For further details regarding long term disability coverage, consult the Summary Plan Description or contact the Human Resource Office.

Family and Medical Leave Act

Part A: Employees Who Qualify for a Leave Under the Family and Medical Leave Act of 1993: In the event an employee is ineligible for short-term disability benefits, in compliance with the Family and Medical Leave Act of 1993, Marietta College will grant a leave of absence to regular full-time and regular part-time employees (who meet the requirements described below) for the care of a child after birth, adoption, or placement with the employee for foster care, the care of a covered family member (spouse, child, or parent) with a serious health condition, or in the event of an employee's own serious health condition. Leaves will be granted for a period of up to 12 weeks in any 12-month period.

An employee must have completed at least one full year of service with Marietta College and have worked a minimum of 1,250 hours in the 12-month period preceding the leave to be eligible for such leave. Employees who do not meet these requirements may apply for a leave of absence subject to the conditions described in Part B of this policy.

Paid or unpaid leave taken under circumstances that qualify for leave under the FMLA will be designated and counted toward your annual FMLA leave entitlement, irrespective of whether you have so designated the leave or not. You will be notified in writing of the FMLA designation within two business days after Marietta College learns of the reason for leave. If you are given oral notice of the FMLA designation, the designation will be confirmed in writing no later than the following payday, unless the payday is less than one week after the oral notice, in which case the notice will be given no later than the following payday. If you do not believe your leave should be designated as FMLA leave, please contact Human Resources with your concerns.

CHILD/FAMILY CARE LEAVE: If you request a leave of absence to care for a child after birth, adoption, or placement in your home for foster care or to care for a covered family member with a serious health condition, you will be granted leave under the following conditions:

1. If the leave is planned in advance, you must provide your supervisor and the Human Resource Department with at least 30 days' notice prior to the anticipated leave date.
2. If the leave is unexpected, you must notify your supervisor and the Human Resource Department orally and follow up with an official written request within two business days.

Vacation days will cease to accrue after 30 consecutive calendar days of absence from your job. In the event you are ineligible for short term disability benefits, you will be required to use all accrued, unused vacation and personal days during the leave period. Once such benefits are exhausted, the balance of the leave will be without pay.

Your group health benefits will continue during the leave provided you continue regular employee contributions to the plan. (Other benefits, such as pension, life insurance, and long-term disability will be governed in accordance with the terms of each benefit plan.)

Employees requesting a leave to care for a covered family member with a serious health condition are required to provide medical certification from the family member's physician attesting to the nature of the serious health condition, probable length of time treatment will be required, and the reasons that the employee is required to care for this family member. Employees may also be required to provide additional physician's statements at Marietta College's request at reasonable intervals. Further, the family member may be required to submit to a medical examination by a physician designated by Marietta College at its discretion and at Marietta College's expense.

LEAVE FOR EMPLOYEE'S OWN SERIOUS HEALTH CONDITION: If you request a leave of absence for your own serious health condition, you will be granted leave under the following conditions:

1. If the leave is planned in advance, you must provide your supervisor and the Human Resource Department with at least 30 days' notice prior to the anticipated leave date.
2. If the leave is unexpected, you should notify your supervisor and the Human Resource Department in writing as far in advance as is practicable. (Normally, this should be within no less than two business days of when the need for the leave becomes known to the employee.)
3. Any time that you expect to be or are absent for more than five consecutive work days as a result of your own serious health condition (including pregnancy), you will be required to submit appropriate medical certification from your physician. Such certification must include, at a minimum, the date the disability began, a diagnosis, and the probable date of your return to work.

Vacation days will cease to accrue after 30 calendar days absence from your job. You will be required to use all accrued unused vacation, sick and personal days during the first month of the leave period prior to being eligible for any benefits under Marietta College's short term disability policy. Once such benefits are exhausted, the balance of the leave will be without pay, unless the first month has passed and you are eligible and certified for short term disability benefits.

Your group health benefits will continue during the leave provided you continue regular employee contributions to the plan. (Other benefits, such as pension, life insurance, and long term disability, will be governed in accordance with the terms of each benefit plan.) NOTE: If your medical condition prohibits you from working for six or more continuous months so that you are eligible for long term disability, your employment with Marietta College officially terminates at the end of six months (or earlier if your absence is detrimental to College operations), and your group health insurance will cease. You will, however, be given the option of continuing your health insurance under the federal COBRA provisions.

During your leave, you may also be required to provide the Director of Human Resources or Marietta College's insurance carriers with additional physician's statements, upon request and at reasonable intervals, attesting to your continued disability and inability to work. You may also be required to submit to medical examinations by physicians designated by Marietta College at its discretion and expense, at the beginning of, during, or at the end of your leave period, and to provide Marietta College with access to your medical records as required.

Before you will be permitted to return from medical leave, you will be required to present the Director of Human Resources with a note from your physician indicating that you are capable of returning to work and performing the essential functions of your position, with or without reasonable accommodation. Where required, we will consider making reasonable accommodation for any disability you may have in accordance with applicable laws.

LEAVE ENTITLEMENT: Under the Family Medical Leave Act, eligible employees are entitled to an unpaid leave for up to 12 weeks in any 12-month period (or longer if required by applicable state or local law, or in the case of a leave for an employee's serious health condition, where a leave extension is requested and approved.) If both you and your spouse are employees of Marietta College and your leave is taken either because of birth/adoption of a child or to care for a sick parent, the total leave for both of you combined is limited to 12 weeks in any 12-month period.

Leave taken to care for a child after birth, adoption, or placement in your home for foster care must be taken in consecutive workweeks. Leave taken for the employee's or a covered family member's serious health condition may be taken consecutively, intermittently, or on a reduced work/leave schedule based on certified medical necessity. In such instances, Marietta College will follow

applicable federal and state laws in reviewing and approving such leave requests.

REINSTATEMENT RIGHTS: Eligible employees are entitled on return from leave to be reinstated to their former position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Exceptions to this provision may apply if business circumstances have changed (e.g., if the employee's position is no longer available due to a job elimination). Exceptions may also apply for certain highly compensated employees under certain conditions. In addition, employees on a leave extension (i.e., leave exceeding 12 weeks) are not guaranteed reinstatement. These employees will be handled in accordance with the reinstatement provisions in Part B of this policy.

Part B: Leaves for Employees Who Do Not Meet the Minimum Service Requirements: Full-time regular and part-time regular employees who have less than one year of service and/or who have not worked a minimum of 1,250 hours during the 12-month period prior to their leave may request leaves of absence for the reasons set forth in Part A. These leaves of absence will be approved at our discretion and subject to the following terms and conditions:

1. Leave requests must be made in writing to your supervisor and the Human Resource Department at least 30 days in advance of the date the employee would like the leave to begin or, in emergency situations, with as much advance notice as is practicable. (Normally, this should be within two business days of when the need for the leave becomes known to the employee.)
2. The certification requirements and the conditions for required use of accrued time off, benefits accrual, and continuation of group health insurance during leave set forth in Part A apply to all leave requests.
3. Unless applicable state or local law requires otherwise, leaves will be limited to a 30-day maximum duration, except leaves for the employee's own serious health condition, which may be granted for up to a 12-week period and which may be taken intermittently.
4. Unless applicable state or local law requires otherwise, reinstatement will not be guaranteed to any employee requesting a leave under Part B. However, Marietta College will endeavor to place employees returning from leave in their former position or a position comparable in status and pay, subject to budgetary restrictions and Marietta College's need to fill vacancies and its ability to find qualified temporary replacements.

All questions regarding leaves of absence under the Family Medical Leave Act should be directed to Marietta College's Human Resource Office.

SECTION 4: GROUP HEALTH AND RELATED BENEFITS

Our Employee Benefits Program

Marietta College has established a variety of employee benefits programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness, disability, and death, and to help you plan for retirement, deal with job-related or personal problems, and enhance your job-related skills.

This section of the handbook highlights some features of our benefits programs. Our group health and life insurance and retirement related programs are described more fully in summary plan description booklets with which you are provided once you are eligible to participate in these programs. Complete descriptions of our group insurance programs are also in Marietta College's master insurance contract with insurance carriers and are maintained in the Human Resource Department; complete descriptions of our retirement-related programs are in the appropriate master plan documents, which are likewise maintained in the Human Resource Department. If information in this handbook and our summary plan descriptions contradicts information in these master contracts or master plan documents, the master contracts/documents shall govern in all cases.

Marietta College reserves the right to amend or terminate any of these programs or to require or increase employee premium contributions toward any benefits completely at its discretion. This reserved right may be exercised in the absence of financial necessity and may apply to retiree benefits.

For more complete information regarding any of our benefits programs, please contact our Human Resource Department.

Health Insurance

All full-time regular employees and their eligible dependents may enroll for Marietta College's group health insurance program. (Part-time and temporary employees are not eligible for group health insurance.) Coverage for eligible employees is effective on the first day of the calendar month following the date on which employment commences. If the employment start date is actually on the first day of the month, coverage is effective immediately.

The cost to provide this benefit for you and your eligible dependents is currently shared by you and Marietta College. Premium rates are reviewed and adjusted annually.

Employees who do not enroll in the group health insurance program within the first 30 days of initial eligibility and who wish to enroll at a later date must wait for an open enrollment period, usually occurring only once annually.

Health insurance coverage terminates at the end of the month in which your eligibility ends, either as a result of a reduction in hours to part-time status or termination of your employment.

For specific details on health insurance plan provisions, consult your plan booklet or contact the Human Resource Department.

Dental Insurance

All full-time regular employees and their eligible dependents may enroll in Marietta College's dental insurance program. (Part-time and temporary employees are not eligible for dental insurance.) Coverage for eligible employees is effective on the first day of the calendar month following the date on which employment commences. If the employment start date is actually on the first day of the month, coverage is effective immediately.

The cost to provide this benefit for you and your eligible dependents is currently paid fully by you. Premium rates are reviewed and adjusted annually.

Employees who do not enroll in the dental insurance program within the first 30 days of initial eligibility and who wish to enroll at a later date must wait for an open enrollment period, usually occurring only once annually.

Dental insurance coverage terminates at the end of the month in which your eligibility ends, either as a result of a reduction in hours to part-time status or termination of your employment.

For specific details on dental insurance plan provisions, consult your plan booklet or contact the Human Resource Department.

COBRA: Continuing Health and/or Dental Insurance Following a Loss of Eligibility

If you resign or are terminated from Marietta College's employ or if your work hours are reduced, and if this event makes you and/or your dependents no longer eligible to participate in our health and/or dental insurance plans, you and/or your eligible dependents may have the right to continue to participate for up to 18 months at your (or your dependents') expense. If you are found to be disabled under the Social Security Act at the time your termination or reduction in hours occurs, you may be entitled to continuation coverage for up to 29 months.

Your eligible dependents may also extend coverage, at their expense, for up to 36 months in our group health insurance plans in the event of your death, divorce, legal separation, or enrollment for Medicare benefits, or when a child ceases to be a dependent under the terms of the plan. The 18-month continuation coverage period provided in the event of your termination or reduction in working hours may be extended to 36 months for your spouse and dependent children if, within that 18-month period, you die or become divorced or legally separated, or if a child ceases to have dependent status. In addition, if you enroll for Medicare during the 18-month period, your spouse and dependent children may be entitled to extend their continuation coverage period to 36 months, starting on the date that you become eligible for Medicare.

If you or your eligible dependents elect to continue as members of Marietta College's plan, you will be charged the applicable premium charged

Marietta College by our carrier plus an additional 2% for administrative handling fees, as permitted by federal law. Employees with disabilities, however, will be charged an additional 50% of the applicable premium during the 19th through the 29th months of continuation coverage. The premium is subject to change if the rates being charged Marietta College increase or decrease. If this election for continuation coverage is made, you have the right to convert your health insurance coverage to an individual policy with our insurance carrier at the end of the continuation period.

Continuation coverage may end, however, if any of the following events occur: 1) failure to make timely payments of all premiums; 2) assumption of coverage under another group health or dental plan which does not exclude or limit coverage provided to you on account of a preexisting medical condition; or 3) Marietta College's termination of its health or dental plan(s). If you enroll for Medicare, you will no longer be eligible for continued coverage, but as noted earlier in this statement, your spouse and dependent children may be entitled to extend their continuation coverage.

The Human Resource Office will contact you concerning these options at the time you lose your eligibility and will contact your beneficiaries in the event of your death. However, in the event that you become divorced or legally separated, one of your dependents ceases to be a dependent, or if you enroll in Medicare benefits, you and/or your dependent will be responsible for contacting the Director of Human Resources to discuss coverage continuation rights. You and your qualified dependents are also responsible for notifying the Director of Human Resources within 60 days of qualifying for Social Security disability benefits.

For further details regarding continuing or converting your group health insurance benefits and current premium information, please contact the Human Resource Department.

Life Insurance

All full-time regular employees are eligible to participate in Marietta College's life insurance program. Marietta College currently purchases life insurance and accidental death and dismemberment coverage on full-time employees equal to one and one-half times the employee's annual income. The employee currently has the option of purchasing additional coverage in \$10,000 increments up to a total of \$500,000 (the first \$50,000 is guaranteed issue—amounts in excess of \$50,000 require the completion of an evidence of insurability form.) The employee may also purchase life insurance on his or her spouse in \$5,000 increments (limited to the lesser of 50% of the employee's own supplemental life election or \$50,000). Life insurance coverage is also available for eligible dependent children in \$2,000 increments, limited to a maximum of \$10,000 per child. Accidental death and dismemberment coverage is available on all these supplemental coverages for an additional charge. Employees who do not elect supplemental life insurance coverage within the first 30 days of eligibility can only do so at a later date by completing an evidence of insurability form and being approved for coverage. Refer to your life insurance plan booklet

or contact the Human Resource Department for further details on our group life insurance program.

Workers' Compensation Insurance

To provide for payment of your medical expenses and for partial salary continuation in the event of a work-related accident or illness, you are covered by workers' compensation insurance. The amount of benefits payable and the duration of payment depend upon the nature of your injury or illness.

If you are injured or become ill on the job, you are required to immediately report such injury or illness to your supervisor or the Human Resource Department. There are incident report forms that need to be completed, even if no medical attention is required. Additionally, Human Resources can provide information and guidance on Ohio's workers' comp claim processing and procedures.

Tuition Remission

Undergraduate: All full and part-time employees are entitled to a maximum of six credit hours of full tuition remission per semester of undergraduate credits. No more than three of these credits may be taken during working hours, provided that satisfactory arrangements are made with the employee's supervisor to make up the time spent away from the job for class. Adjunct faculty may only enroll in classes during the semester in which they are actually employed. Those employees who are taking a course with a lab requirement will be allowed one additional credit of tuition remission for the sole purpose of accommodating the lab only. No other exceptions will be allowed.

Spouses of full-time employees may take a maximum of 18 undergraduate credit hours per semester. Full-time employees' children and step-children under the age of 25 who are unmarried and dependent upon the support of the employee's household income are also entitled to a maximum of 18 credit hours of undergraduate tuition remission per semester. Once a dependent child leaves the employee's household, attains the age of 25, or becomes married, he or she is responsible for full payment of any tuition charges (beginning with the semester following their 25th birthday for those children reaching age 25). Tuition remission is not available to dependents other than children (including adopted children) or step-children, nor is it available to dependents of part-time employees.

Graduate: Graduate tuition remission for both the full-time employee and the full-time employee's spouse is limited to courses in the M.A.L.L. program (Master of Arts in Liberal Learning). Employees have the same credit and work limitations as noted in the "Undergraduate" Section above, and spouses are limited to a maximum of 12 graduate credits per semester. Only M.A.L.L. graduate courses and undergraduate enhanced courses are available for tuition remission, and not graduate courses that are a part of any other master's degree programs. Adjuncts and part-time employees enrolling after Fall 2003 are not eligible for graduate tuition remission unless there is a specific clause allowing it

as a condition of employment in an official, written employment agreement. Please keep in mind that the employee's graduate tuition remission in a calendar year will be taxable at the point in time that it exceeds a value of \$5,250 per year under current IRS guidelines. The full value of the spouse's graduate tuition remission will also be considered taxable income for the employee.

Exceptions:

- Full-time employees and their spouses who were enrolled in graduate courses as of Fall 2003 or earlier will be allowed to continue with tuition remission through the completion of their academic program, regardless of whether or not it is a M.A.L.L. program. This will also apply to adjuncts and part-time employees enrolled as of Fall 2003, but their classes must be taken during semesters in which they are actually employed. (NOTE: Adjuncts are permitted to take credits equivalent to the number of credits for which they are being paid to teach, not to exceed a maximum of 6 credits per semester.)
- Employees who are eligible to take the M.A.L.L. program for tuition remission and who possess an undergraduate degree in the field of education upon their date of hire and who provide proof of that degree with official transcripts will be granted an exception to pursue the M.A.Ed. degree instead of the M.A.L.L. degree, if desired. Enrollment in any graduate-enhanced M.A.L.L. course (a 300 or 400 level undergraduate course being approved as a 600 level course) will now be limited to two graduate students per course unless the faculty member agrees to increased enrollment.
- Tuition remission is not available for any other graduate programs not specified above, graduate courses for dependent children, or any other non-traditional courses. Full-time employees and their eligible dependents may enroll in independent study courses provided they pay the associated instructor fee (actual tuition charges will be waived). Instructors are not permitted to waive their independent study instructor fee. Part-time employees are not permitted tuition remission benefits for independent study courses.

Miscellaneous Tuition Remission Policies:

- Marietta College retirees who leave Marietta College at a minimum age of 55 and who have put in at least 15 years of full-time service are also eligible for full tuition remission, as are their spouses and eligible dependent children.
- The surviving spouse and dependent children of a full-time employee who has died *while* an active employee are also eligible for tuition remission. Tuition remission benefits for the surviving spouse cease upon remarriage.
- All tuition remission recipients must maintain normal and satisfactory progress as defined in the College catalog. Recipients

must apply for tuition remission every semester in which they are enrolled. Tuition remission application forms are available in the Human Resource Office and must be completed and turned in before the end of every semester in which the student is enrolled, or else the employee will be responsible for the cost of tuition for that particular semester.

Tuition Benefits for High School Students

Effective June 16, 2005, tuition benefits for high-school age dependent children of our full-time employees will be handled as follows:

- 1) Only dependent children who have *completed* their 10th grade year of high school may be eligible for tuition benefits at Marietta College. In addition...
- 2) Those high school students who satisfy #1 above and who are residents of Ohio either attending an Ohio high school or being home-schooled in Ohio must apply for admission to Marietta College through the Post Secondary Enrollment Option (PSEO) program. The tuition benefit will be covered by the PSEO program, so students are *not* required to complete a Tuition Remission Form. As of this writing, current PSEO admission requirements include:
 - a. A cumulative high school GPA of 3.5 or better; AND
 - b. A score of 1200 on the SAT or a comparable PSAT score; OR a score of 26 on the ACT or a comparable PLAN score; AND
 - c. A written recommendation/release from the high school guidance counselor accompanied by official high school transcripts; AND
 - d. An interview with the Marietta College Admission Office.
- 3) Those high school students who satisfy #1 above but who reside in West Virginia or are residents of Ohio attending high school in West Virginia must satisfy the PSEO admission requirements in #2a-2d above. However, their tuition benefit will be covered by Marietta College's tuition remission benefit. Consequently, they *will* be required to complete a Tuition Remission Form for each semester of enrollment.
- 4) Dependent children who satisfy the requirements in #1-3 above are limited to two courses per semester for a total of 7 credits per semester. Course selection is on a space available basis on Enrollment Day only. Students must maintain published standards of satisfactory academic progress in order to continue to receive PSEO/tuition benefits.
- 5) Dependent high school students who do not meet the above requirements are ineligible for PSEO/tuition benefits and instead must wait and follow standard admission procedures for graduating high school seniors.

For detailed enrollment information, students who satisfy requirements #1 & 2 above are asked to contact the Admission Office, and students who satisfy requirements #1 & 3 above are asked to contact the Continuing Education Office.

Tuition Exchange

Marietta College is a member of two tuition exchange programs: Tuition Exchange, Inc. (www.tuitionexchange.org), and The Council of Independent Colleges Tuition Exchange Program (www.cic.edu). These programs allow for the dependent children (under the age of 25) of full-time employees to attend college at member institutions at greatly reduced tuition rates or tuition-free, provided that academic requirements set by those institutions are maintained and met. These two programs operate as follows:

The Tuition Exchange, Inc. (TE) program operates under a strict “debit/credit” basis—that is, we need to bring in (import) enough students from other member schools to offset the number of our employees’ children who are going out (exporting) to other member schools. Therefore, this particular program is **only available to the dependent children of full-time faculty and administrators on a seniority basis**. Keep in mind that eligibility does NOT guarantee your child a Tuition Exchange scholarship. We strive to keep a reasonable balance between our debits and credits in order to remain in good standing with the Program Board. In the event Marietta College is issued a warning status from the Program Board for excessive exports, one of two things will occur: 1) we may be prohibited from exporting at all for a certain number of years; or 2) we may only be able to export a very limited number of scholars. In the event of the latter case, we will follow a strict seniority system as follows:

- Eligible employees will be ranked by seniority based on consecutive years of full-time employment.
- If an eligible employee has had one child use the TE program previously, their seniority will be cut in half, and they will be re-ranked accordingly; if two children have used the TE program previously, their seniority will be cut into thirds, and they will be re-ranked accordingly; etc.
- If both parents are employed by the College, the ranking will be based on the seniority of the parent with the most consecutive years of full-time employment; the College will not add together both parents’ years of seniority.
- If both parents are employed by the College and they have had a child or children use the TE program before, the College will rank the senior-most parent’s years of service as per the second bulleted point above. (NOTE: Employees are not able to export their first child under the father’s seniority and then their second child under the mother’s seniority, or vice-versa.)

The Council of Independent College’s Tuition Exchange Program (CIC-TEP) operates differently than the Tuition Exchange, Inc. Program. CIC-TEP allows Marietta College to export an unlimited number of our employees’

dependent children. Our only requirement is to bring in three import scholars per year. Therefore, **the CIC-TEP Program is open to the dependent children of all classes of full-time employees.** In the unlikely event we would ever encounter export restrictions, Marietta College will follow the same seniority guidelines as noted for the Tuition Exchange, Inc. program.

GENERAL TUITION EXCHANGE RULES (BOTH PROGRAMS):

1. The College will make no delineation between natural-born children, adopted children or step-children, as long as they are dependent upon the employee's household income for support (claimed on the employee's tax return and/or residing in the employee's household).
2. The eligibility of dependent children of deceased employees or Marietta College retirees (defined as a minimum age of 55 with 15 or more years of consecutive full-time service) will be determined according to the years of service the employee had as of their last day of work.
3. If a terminating employee has a son or daughter currently exported under the Tuition Exchange Program, that student will lose their eligibility for the TE scholarship at the start of the next semester/term following the parent's termination date.
4. Marietta College **cannot** guarantee your child's acceptance for a TE or CIC-TEP scholarship by any institution. Further, tuition exchange recipients must meet the standards of the host institution in order to be eligible to remain in the program.

For more information about the tuition exchange programs and application procedures, please contact the Director of Human Resources.

Flexible Reimbursement Accounts

Marietta College allows employees to contribute money on a pre-tax basis to medical and/or dependent care reimbursement accounts. Since many people are unable to itemize medical expenses on their tax returns, the medical reimbursement account is designed as a place where employees can accrue pre-tax payroll deductions to pay for such things as vision care, dental and orthodontic care, and other medical expenses not reimbursed by the health insurance carrier. You do not have to be enrolled in our group health insurance program in order to participate in the medical reimbursement account.

The dependent care reimbursement account is designed for those employees with day care expenses for young children. Instead of receiving a tax credit on their income tax return, employees will receive an immediate tax benefit by setting aside money from every paycheck on a pre-tax basis, directing it into this account, and reimbursing themselves back for their day care expenses.

IRS regulations require that elections are made for the calendar year and cannot be changed unless there is a qualifying event such as birth, death, divorce, adoption, a change in the spouse's employment, or a reduction in the employee's work hours. The IRS has another regulation commonly referred to as 'the use it or lose rule.' This rule basically states that the employee can only reimburse him or herself for medical or dependent care expenses actually

accrued during that calendar year. Therefore, careful and conservative elections are extremely important.

More information on either of these flexible reimbursement accounts is available by contacting the Human Resource Office.

Retirement Benefits

Marietta College is successful because of your dedication to quality and your on-the-job efforts. Marietta College's retirement plan for eligible employees is one way your contributions to Marietta's success are recognized. The plan provides you a convenient way to save for the future and permits those savings to grow tax-sheltered over the years.

Employees are eligible and required to enroll in the retirement plan upon the completion of two years of full-time employment where the employee was scheduled to work 1000 hours or more in each of those years. Periods of employment immediately preceding your employment with Marietta College are credited towards your years of service provided you were an active participant in another similar retirement plan, and your previous employer was making contributions on your behalf.

Our 403(b) retirement plan is made up of three parts: a mandatory employee contribution of 5% of gross pay (after meeting the service requirement; an employer contribution of 8% of gross pay (after meeting the service requirement); and employee voluntary contributions prior to or concurrent with the mandatory 5%. Marietta College currently makes available the investment products of three fund managers: TIAA-CREF; ING (formerly Aetna Investment Services, Inc.); and Kemper Scudder. The product offerings provide a wide array of investment strategies from the very conservative approach to the very aggressive. Loans and hardship withdrawals are available on employee contributions only (subject to the fund manager's restrictions and IRS Safe Harbor Regulations). For more information on Marietta College's 403(b) retirement plan or to review the Master Plan Document which governs the plan, please contact the Human Resource Office.

Health Insurance Continuation in Retirement

When the Marietta College Board of Trustees reinstated early retiree health insurance benefits in 2000, it was understood that escalating costs would require the benefit to be re-examined on an ongoing basis. A comprehensive study was undertaken in the Fall of 2004 to assess the College's ability to continue to offer early retiree health insurance benefits because of significant escalation of health insurance premiums. A 13-member committee comprised of faculty members, administrators, hourly personnel, retirees, and trustees was appointed by the President and convened six times between mid-October and mid-December for the purpose of thoroughly analyzing Marietta College's early retiree health insurance benefit. The committee completed their assessment and strongly recommended the College make several plan amendments in order to preserve access to health insurance coverage for early retirees for as long as possible. To that end, the Board of Trustees approved the committee's recommended courses

of action **which became effective July 1, 2005 for future early retirees (the age and service requirements of individuals who had already retired as of that date were grandfathered according to the former provisions unless otherwise noted)**:

- ◆ The age and service requirement has been modified so that the retiring employee must be at least age 60 with a minimum of 15 years of consecutive full-time service so that age plus service points totals 75 or greater. **(EXCEPTION: Those employees who shall turn 58 between July 1, 2005 and June 30, 2006 and who also have a minimum of 12 consecutive years of full-time service will be permitted to retire within that time frame under the former age/service requirements.)**
- ◆ Effective January 1, 2006, all early retirees (including those grandfathered) shall be expected to pay 23% of the *actual* premium attributable to the retiree group, not the average blended premium of the active and retiree group combined, as is current practice.
- ◆ Eligibility requirements on the 77% College premium contribution have been amended according to the following schedule:
 - for early retirees with more than 15 years of continuous full-time service but fewer than 20 completed years, the College will cover 75% of its own portion of the premium, and the retiree shall pay the difference *in addition to the required 23%*;
 - for early retirees with 20 years of continuous full-time service but fewer than 25 completed years, the College will cover 85% of its own portion of the premium, and the retiree shall pay the difference *in addition to the required 23%*;
 - for early retirees with 25 or more years of continuous full-time service **as well as grandfathered early retirees**, the College shall pay 100% of its own portion of the premium (the full 77% mentioned above).
- ◆ Premium rates shall be capped effective July 1, 2013, so that future increases to the rates shall be borne 100% by the early retiree and not the College.
- ◆ Spouses and widows of early retirees who have coverage available through their own employer's plan are not eligible for this plan. Spouses and widows of early retirees who have other coverage become available to them through remarriage or some other means become ineligible for this plan at the time the other coverage becomes available to them. Additionally, dependent children must enroll in another plan if one is available to them. Spouses, widows and eligible dependent children will be required to verify their continuing eligibility on an annual basis.
- ◆ Retirees who were either not on our health insurance plan at the point of retirement or who do not elect to remain on our insurance at retirement are not eligible for this plan. This shall also hold true for spouses/widows/dependent children.

- ◆ Retirees and their spouses who remain on our health insurance plan after the attainment of Medicare eligibility will be required to pay the full cost of the premium. At this point, our coverage will be secondary to Medicare.

Retiree health insurance is reviewed annually by the Board of Trustees and may be discontinued in the event of business necessity.

SECTION 5: EMPLOYEE CONDUCT

Absenteeism and Tardiness

Marietta College expects all employees to assume diligent responsibility for their attendance and promptness. Recognizing, however, that illnesses and injuries may occur, Marietta College has established sick and medical leave policies and short- and long-term disability benefits plans to compensate full-time regular employees for certain time lost for legitimate medical reasons, including time off to secure necessary treatment for a disability. (Please consult Section 3 of this handbook for information regarding these benefits.)

If you are unable to work because of illness, you must notify your supervisor within one half hour of your regularly scheduled starting work time on each day of your absence unless you are granted an authorized extended medical leave, in which case different notification procedures apply. (See also Section 3 of this handbook.) Failure to properly notify Marietta College results in an unexcused absence.

If you are absent for more than five consecutive workdays, a statement from your physician is required before you will be permitted to return to work. In such instances, Marietta College also reserves the right to require you to submit to an examination by a physician designated by Marietta College at its discretion. In addition, Marietta College may require you either to submit a statement from your physician or to be examined by a college-designated physician in other instances at its discretion, such as where abuse is suspected (e.g., where an employee's record indicates a pattern of short absences and/or frequent absences before or after holidays and weekends).

Absenteeism or tardiness that is unexcused or excessive in the judgment of Marietta College is grounds for disciplinary action, up to and including dismissal.

Conflicts of Interest and Acceptance of Gifts

Marietta College respects your right to use your time away from work in whatever manner you choose. We also expect that you will refrain from activities which may be detrimental in any way to the College or may be construed as a conflict of interest. Unresolved conflicts of interest could result in termination of your employment from Marietta College.

Although it is impossible to describe every activity which may cause or give the appearance of a conflict of interest, all employees have the responsibility to avoid conduct which is disloyal, disruptive, in competition with, or damaging to Marietta College. Keep in mind that conflict of interest not only includes engaging in activities which undermine the integrity of the College and its development, but it may also include having another occupation which conflicts with your ability to be at work and perform satisfactorily during those hours normally required by the College, as well as necessary overtime work.

It should also be noted that on occasion you may be offered gifts by vendors doing business with the College. You are required to report to the Vice President for Administration and Finance any gift received which is valued at \$25.00 or greater. Additionally, any gift offered in conjunction with a specific purchase should be noted on the purchase order for the item. The Vice President for Administration and Finance will determine if it is appropriate for you to retain the gift from the vendor, if the gift is to become College property, or if the gift is to be returned to the vendor.

It is also required that you report to your immediate supervisor the acceptance of meals, transportation and/or lodging offered by a vendor that is soliciting the College for business.

If you have any doubts about a situation where a potential conflict of interest may exist or you are unsure about the acceptance of a gift, please contact the Director of Human Resources.

Bulletin Boards

To maintain an effective avenue for communicating with our employees, Marietta College maintains a bulletin board in the Human Resource Office and another opposite the cashier's window, both located in the Irvine Administration Building. The bulletin board in the Human Resource Office is used to communicate current job postings. The bulletin board opposite the cashier's window is used to communicate official government information on equal opportunity, wage and hour, health and safety, and other important employment issues.

Concealed Carry

In an effort to keep our campus safe, the use or possession of firearms or any instrument that emits a projectile by way of compressed gas or air, or any explosive devices are forbidden on Marietta College property. Other prohibited items include, but are not limited to: billy clubs, fireworks, BB guns, bows and arrows, martial arts weapons, knives, or any other items that are reasonable facsimiles of the same. Any employee who brings weapons on to Marietta College property will be subject to disciplinary action, up to and including termination of employment.

Confidentiality of Information

It is the policy of Marietta College to ensure that the operations, activities, and business affairs of Marietta College and our students are kept confidential to the greatest extent possible. If, during their employment, employees acquire confidential information about Marietta College and its students and/or employees, such information is to be handled in strict confidence and not to be discussed with outsiders. Employees are also responsible for the internal security of such information.

Employees found to be violating this procedure are subject to disciplinary action, up to and including termination, and may also be subject to civil and/or criminal penalties depending upon the circumstances surrounding the violation.

Employees who have been injured by another's breach of confidential information may seek recourse through the complaint resolution procedure located in Appendix B of this document.

Consensual Sexual Relations Between Supervisors and Employees

Sexual relations between supervisors and staff members, with whom the supervisor has an evaluative relationship, are fraught with the potential for exploitation. Even when both parties initially have consented, the development of a sexual relationship renders both the supervisor and the institution vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between supervisor and supervisee.

All employees are expected to be aware of their professional responsibilities and avoid apparent or actual conflict of interest, favoritism, or bias. When a sexual relationship exists, the supervisor must inform his/her supervisor who will arrange alternative supervision and evaluation of the staff member. Failure to do so will be cause for disciplinary action up to and including termination. *(Based on the 1995 AAUP policy also listed in the Marietta College Faculty Handbook.)*

Corrective Action Procedures

Standards for work behavior are necessary, but it is impossible to put every expectation in writing. We are counting on you to exercise good judgment. That means coming to work on time every day you are scheduled to work, watching out for the best interests of the College, and not taking actions which will be detrimental to the source of your livelihood.

If we speak with you about a problem, take it seriously the first time. We want to work with you to overcome problems and will often try to use progressive corrective action to help you do so. Actions which could lead to corrective action include, but are not limited to, tardiness, absenteeism, working under the influence of alcohol or drugs, inadequate work performance, theft, insubordination, failure to report off from working days, and other similar types of misconduct.

Corrective action steps may include verbal warning, written warning, written warning with suspension with or without pay, and termination of employment. However, in some instances warranted by your behavior, we may have to bypass progressive corrective action procedures and immediately end our employment relationship with you. The degree of corrective action taken will be determined by how we view the seriousness of the incident(s) and the surrounding circumstances.

Please note that the presence of corrective action procedures does not alter the at-will employment relationship between you and Marietta College.

Drug Free Workplace Policy

It is the policy of Marietta College to create a drug-free workplace in keeping with the spirit and intent of the Drug Free Workplace Act of 1988. The use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines Marietta College's ability to operate effectively and efficiently. In this connection, the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance in the workplace, in all College-approved housing, or while engaged in Marietta College business off campus is strictly prohibited. Such conduct is also prohibited during non-working time to the extent that in the opinion of the supervisor or the President, it impairs an employee's ability to perform on the job or threatens the reputation and integrity of Marietta College.

Employees convicted of controlled substance-related violations in the workplace, including pleas of no contest, must inform Marietta College within five days of such conviction or plea.

Employees who violate any aspect of this policy may be subject to any of the following remedies:

1. Participation in a drug rehabilitation program approved by Marietta College.
2. Suspension, without pay, from employment until satisfactory progress has been made in a drug rehabilitation program.
3. Immediate dismissal from employment with the College.

Marietta College will assist employees in finding counseling in the area of drug and alcohol abuse. Contact the Director of Human Resources or the College counselor for confidential assistance.

Complaint Resolution Procedure

Please refer to the Complaint Resolution Procedure located in Appendix B of this handbook.

Personal Appearance and Demeanor

Discretion in style of dress and behavior is essential to the efficient operation of Marietta College. Employees are, therefore, required to dress in attire appropriate to the department in which they work and to behave in a professional, businesslike manner. Please use good judgment in your choice of work clothes and remember to conduct yourself at all times in a way that best represents you and Marietta College.

If you are required to wear a uniform, you are expected to wear it properly. Uniforms must be clean and neatly maintained at all times.

Employees are also required to keep their work environment clean and orderly. Before departing at the end of your workday, you should lock appropriate files and cabinets and clear all work materials of a sensitive or confidential nature from desk surfaces.

Employees failing to adhere to proper Marietta College standards with respect to appearance and demeanor are subject to disciplinary action.

Public Service: Time Off For

An employee who wishes to take time off from work to perform public service duties, whether for an elected office or volunteer responsibilities, must first receive approval from his/her immediate supervisor. The time off is then either to be made up or taken from the employee's accrued vacation or personal time.

Safety and Health

Marietta College is committed to providing a safe and healthful working environment. In this connection, Marietta College makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment.

Marietta College's policy is aimed at minimizing the exposure of our employees, customers, and other visitors to our facilities to health or safety risks. To accomplish this objective, all Marietta College employees are expected to work together diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses.

The responsibilities of all employees of Marietta College in this regard include:

1. Exercising maximum care and good judgment at all times to prevent accidents and injuries.
2. Immediately reporting to supervisors and seeking first aid for all injuries, regardless of how minor.
3. Immediately reporting unsafe conditions, equipment, or practices to supervisory personnel upon recognition of the problem.
4. Using safety equipment provided by Marietta College at all times.
5. Observing conscientiously all safety rules and regulations at all times.
6. Notifying their supervisors, before the beginning of the workday, of any medication they are taking that may cause drowsiness or other side effects that could lead to injury to themselves and/or their coworkers.

Sexual and Discriminatory Harassment Policies

Please refer to Appendix A for the entire Marietta College statement and policy on Sexual and Discriminatory Harassment.

Termination of Employment/Resignation

Employees desiring to terminate their employment relationship with Marietta College are urged to notify Marietta College at least two weeks in advance of their intended termination unless required otherwise by their employment agreement. Such notice should be given in writing to your supervisor and department head, with a copy forwarded to the Director of Human Resources.

Proper notice generally allows Marietta College sufficient time to calculate all accrued overtime (if applicable) as well as other monies to which you may be entitled and to include such monies in your final paycheck. Without proper notice, however, you may have to wait until after the end of the next normal pay period to receive such payments.

Employees who plan to retire are urged to provide Marietta College with a minimum of two months' notice. This will allow ample time for the processing of appropriate pension forms to ensure that any retirement benefits to which an employee may be entitled commence in a timely manner.

As mentioned elsewhere in this handbook, all employment relationships with Marietta College are on an at-will basis. Thus, although Marietta College hopes that our relationships with employees are long term and mutually rewarding, Marietta College reserves the right to terminate the employment relationship at any time.

Exit interviews with the Human Resource Office are normally scheduled for outgoing employees including those employees whose termination is initiated by Marietta College. The purposes of these interviews are to review eligibility for benefit continuation and conversion, to ensure that all necessary forms are completed, to collect all Marietta College property that may be in the employee's possession (e.g., Marietta College credit cards, keys, parking permits, laptop computers, cellular phones, employee I.D.s, etc.), and to provide employees with an opportunity to discuss their job-related experiences.

Use of College Provided Credit Cards

Employees are prohibited from using College-provided credit cards to purchase items for personal use, even if the cards are embossed with the employee's own name. Employees are given the use of College-provided credit cards for business expenditures only. Misuse of College-provided credit cards may result in immediate termination and possible legal action.

Use of College Property

Employees are generally prohibited from using College property for personal reasons. However, with the consent of the appropriate College vice-president, employees may use College property for personal reasons. Employees who receive permission for personal use of College property assume complete responsibility for the item in use. The cost for any damage to or loss of College property will be billed to the employee, and the employee, by using the property, agrees to pay the College for the item or replace it with an item equal in value.

Employees who take College property home with them in order to perform College-related work at home must notify their supervisor in writing of their intention to take the College property home and the purpose for doing so, and obtain written permission from their supervisor prior to taking the item home. All College property must be returned immediately upon request.

APPENDIX A: SEXUAL AND DISCRIMINATORY HARASSMENT POLICY

Sexual Harassment Policy and Procedures:

This policy has been approved by the Campus Life Committee, Faculty Council, Student Senate, and adopted by the M.C. Board of Trustees on May 13, 1996. For procedures for reporting a sexual assault, see pages 38 and 60.

Policy and Procedures for Addressing Complaints of Sexual Harassment:

1. Scope:

This policy applies to all Marietta College students and employees. Although they cannot be held to the same procedural guidelines, independent contractors, vendors and all guests on the College premises are also expected to comply with this policy. The College will take appropriate action if they fail to do so.

2. Statement of Beliefs:

The educational process is a college-wide enterprise based on mutual understanding and respect, and a sense of shared responsibility of all its members. Marietta College is committed to providing faculty, staff, and students with a community and living environment where work and study are free of sexual discrimination, including sexual harassment. Therefore, Marietta College acknowledges its belief:

- a. that sexual harassment is included under the heading of unprofessional conduct threatening the academic freedom of others;
- b. that sexual harassment is illegal under federal and state law, is demeaning to all persons involved, impairs the academic mission of the College, and, therefore, will not be tolerated; and
- c. that sexual harassment is a problem which requires a distinct mechanism to seek redress, as well as, protection for the accused.

3. Sexual Harassment Policy:

This policy is adopted as a grievance procedure for dealing with complaints of sexual harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or

- b. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
- c. such conduct has the purpose or effect of interfering with an individual's academic, professional, or work performance; or
- d. such conduct has the purpose or effect of creating an intimidating, hostile, or offensive employment, educational, or living environment.

Nothing in this definition shall be interpreted as a limitation on academic freedom.

Sexual assault, which includes all incidents of "criminal sexual conducts" as defined by Ohio Law, will not be tolerated on the Marietta College campus. In cases of alleged sexual assault, students should file a complaint with Campus Public Safety and with a designated Conferee (see Section 4 below). Victims of alleged sexual assault are encouraged to seek assistance through Campus Public Safety, a designated Conferee, the Student Life Office, the Counseling Center, or Marietta City Police.

4. Overview:

General information and educational materials concerning sexual harassment are available in the Office of the Provost, the Office of the Vice President and Dean for Student Life, the Campus Public Safety Office, the Human Resources (Personnel) Office and the Counseling Center.

The sexual harassment policy requires action, either informal or formal, as a means to protect the entire College community. The policy promotes the education of all members of the College community.

The policy and procedures for addressing complaints of sexual harassment provide two avenues of recourse, those being: informal and formal resolution of complaints against faculty, staff, or students. A person wishing to lodge a complaint of sexual harassment should approach one of the designated Conferees below:

CONTACT THE HUMAN RESOURCE OFFICE OR THE SEXUAL/DISCRIMINATORY HARASSMENT OFFICER FOR THE CURRENT LIST OF CONFEREES.

5. Procedures for Addressing Complaints of Sexual Harassment

A. Selection and Role of Conferees:

- 1. Three individuals, designated as Conferees, shall serve as advisors to persons who feel they have been subjected to sexual harassment. These Conferees are to be appointed by the President, after appropriate consultation with the Faculty Council, the Vice President and Dean for Student Life, the Director of Human Resources, and officers of Student Senate. These conferees should be persons who are viewed by the various constituencies of the College as trustworthy, credible, and aware of and sensitive to the

issues of sexual harassment. The Conferees should be composed of one representative from the faculty, one from the Division of Student Affairs, and one other employee of the College. Both sexes should be represented. Ordinarily the term of appointment shall be three academic years, with new appointments made on a staggered basis. The President may replace a Conferee at any time after appropriate consultation with the Chair of the Faculty Council, the Vice President and Dean for Student Life, the Director of Human Resources, and officers of Student Senate.

2. The Conferees shall act individually or, when appropriate, as a committee to accept complaints of sexual harassment; to advise a Complainant about the options available, along with the time constraints and potential consequences of each option; to assist informally in resolving a complaint; to assist in appropriate referral; and/or, if necessary, to assist in the filing of a formal complaint. In addition, the Conferees may also assist in educating the College community by clarifying the issues of sexual harassment to the various constituencies of the College community.
3. The selected conferees shall hear cases of both sexual and discriminatory harassment.

B. Selection and Role of Sexual Harassment Officer (SHO)

1. SHO—The SHO will be selected by the President in consultation with the Chair of the Faculty Council, the Vice President and Dean for Student Life, and the Director of Human Resources. The SHO shall serve for three years, with the possibility of reappointment. The SHO is responsible to insure that training is provided to members of the Discriminatory and Sexual Harassment Complaint Board (see Section 6.B.3), Conferees, and Director of Human Resources.

C. The Complainant and the Conferee:

Any Marietta College student or any employee of the College may seek assistance from any of the three Conferees in resolving a complaint. The Conferee who receives the complaint shall be designated as the Initial Conferee. The person who brings forward a complaint of sexual harassment shall be designated as the Complainant and the answering party shall be designated as the Respondent. The answering party may be either an individual or a group.

1. Definition of an Incident. The Initial Conferee, in consultation with the other Conferees, shall determine whether the allegation of the Complainant, if proven, would constitute an

incident of sexual harassment as defined by the policy. All such incidents become part of the record.

2. Options available to a Complainant to address issues of sexual harassment. These include:
 - a. informal resolution (e.g., mediation);
 - b. formal complaint procedure;
 - c. Counseling Center
 - d. referral to another College authority (Dean of Student Life, Campus Public Safety, Department Chair, work supervisor);
 - e. referral to legal authority.

D. Other Guidelines:

1. All informal interactions with the Conferees shall be kept confidential to the greatest extent possible consistent with:
 - a. preventing future acts of harassment;
 - b. providing a remedy to persons injured by acts of harassment; and
 - c. allowing the Respondent to reply to a complaint.
2. Once it has been determined that the complaint fits the definition of sexual harassment, then the Conferee is required to act on the issue either informally or formally.
3. Persons wishing to file a complaint of sexual harassment must do so within one year of the occurrence of the event or last occurrence of a related series of events out of which the complaint arises.

6. Procedures for Resolution:

Complaints can be resolved informally or formally. If satisfaction is not reached through informal resolution, a complaint can also be addressed through the formal complaint processes. Third-party complaints will be investigated but will not be the basis of a formal complaint.

The two sets of procedures for resolution are: Informal Resolution of Complaints Against a Faculty Member, Staff Member, or Student (Section 6.A); Formal Resolution of Complaints Against a Faculty Member, Staff Member, or Student (Section 6.B).

A. Informal Resolution of Complaints Against a Faculty Member, Staff Member, or Student of the College.

If the Conferee and the Complainant agree that an attempt shall be made to resolve the incident informally, the Initial Conferee shall contact the Respondent, describing the complaint and identifying the Complainant. The Initial Conferee shall then meet with both parties, together or separately. The Conferee's function is not to determine responsibility but to assist both parties in

achieving a resolution satisfactory to them. A record shall be kept of the resolution using procedures described in Section 7.

Every attempt will be made to resolve the complaint in a timely manner. All parties need to be aware that the academic calendar may pose certain limitations to the timeliness of the process.

B. Formal Resolution of Complaint Against a Faculty Member, Staff Member, or Student of the College.

1. Definition: A formal complaint must include the name(s), date(s), time(s), specific incident(s), and any other information on which the complaint is based. The Complainant must be willing to be identified to the person against whom the complaint is directed.
2. Role of the Conferee: In order to file a formal complaint, the Complainant must first discuss the situation with a Conferee, who now becomes the Initial Conferee. Once the Complainant decides to file a formal complaint, the Initial Conferee shall assist the Complainant throughout the process, including the writing of the complaint. The Initial Conferee shall convene the other two Conferees, normally within five (5) working days, to determine by majority vote whether the complaint falls within the policy definition of sexual harassment.
 - a. The Initial Conferee will describe the incident to the other Conferees at this meeting, ordinarily without disclosing the identities of those involved.
 - b. If the decision is that the complaint does not fall within the definition of sexual harassment, the Initial Conferee will advise the Complainant in seeking an appropriate resolution.
 - c. If the Conferees determine that the complaint falls within the definition of sexual harassment, the Initial Conferee will forward copies of the formal complaint to the following persons normally within two (2) working days; the Respondent, the Complainant, the Chair of the Discriminatory and Sexual Harassment Complaint Board, and the appropriate administrator. The appropriate administrator shall normally be that Cabinet officer to whom the Respondent reports. If the Respondent is a student, the appropriate administrator is the Dean for Student Life. The Respondent may seek guidance concerning the process from either of the two remaining Conferees. The Director of Human Resources will also be available to explain the process to the Respondent.

- d. If the Complainant withdraws a formal complaint, and if there is a perceived threat to the individual or the community, allegations of sexual harassment may be pursued by the College. (The decision to go forward with a formal complaint will be made by the Conferees in consultation with the SHO and appropriate College administrator(s)).
 3. Selection of the Discriminatory and Sexual Harassment Complaint Board (DSHCB). The Discriminatory and Sexual Harassment Complaint Board shall be composed of six members and six alternates, representing students, faculty and staff. These members hear complaints of both discriminatory harassment and sexual harassment.
 - a. Two faculty members plus two alternates, two females and two males, shall be appointed by Faculty Council to serve as members on the DSHCB, with staggered lengths of service of two or three years. Once the rotation is in place, one female and one male shall be elected each spring when necessary for three-year terms.
 - b. Two students plus two alternates, two females and two males, shall be appointed by the Student Senate in the spring of each year.
 - c. Two staff members plus two alternates, two females and two males, shall be appointed by the President (length of appointment same as faculty).
 - d. Six members of the Discriminatory and Sexual Harassment Complaint Board (DSHCB) hear the complaint—two faculty members, two students, and two staff members. Alternates may be used as needed due to conflict of interest or other relevant circumstances. The six individuals hearing the complaint constitute the Hearing Panel.
 - e. In addition to representation of both sexes in the faculty, student, and staff categories, a diversity of representation in terms of race, color, religion, national origin, sexual orientation, age and disability is desirable.
 4. Role of the Discriminatory and Sexual Harassment Complaint Board (DSHCB)

The DSHCB hears formal complaints of both discriminatory harassment and sexual harassment. There is a separate College policy governing discriminatory harassment, described elsewhere in the document. See page 49. The entire pool of six members and six alternates of the DSHCB will meet in the early fall for training to review

the definition of sexual harassment, the issues, and the complaint procedure. At this training session, the Chair and Vice Chair shall be elected from among the faculty members, staff members, and students. The three Conferees, the College's Discriminatory and Sexual Harassment Officers, the Appeals Board, (see Section 6.b.2) and the Director of Human Resources shall also attend this training. Should a complaint be filed prior to the fall training session, the previous year's DSHCB will hear the complaint.

If a written complaint is received from the Initial Conferee:

- a. The Chair of the DSHCB shall select, convene, and preside over the DSHCB, normally within five (5) working days, to review the case and set a time for the formal hearing, which will take place no later than ten (10) working days after the Chair receives the complaint. All parties need to be aware that the academic calendar may pose certain limitations to the timeliness of the process. Persons who have a conflict of interest with either the Complainant or the Respondent will be excused from hearing the case in question;
- b. The Chair shall notify the following people of the date, time, names of those selected to hear the case, and place of the hearing: the Complainant, the Respondent, the Initial Conferee, the College Director of Human Resources, the appropriate administrator, and the Hearing Panel.
- c. At that time the Complainant or the Respondent may submit a written request to the Chair that any member selected to hear the case be removed for just cause. The Chair will determine the validity of the challenge, and if necessary, select an alternate. If the Chair has a conflict of interest or is challenged, then the Vice Chair shall serve as Chair until the conflict or challenge is resolved;
- d. Prior to the formal hearing, the Director of Human Resources will gather all relevant information pertaining to the complaint and organize the proceedings. The Director of Human Resources will meet with the Respondent to review the complaint and corresponding evidence, and go over the Respondent's rights within the process. The Respondent will be asked to give a written response;
- e. The formal hearing will be open only to the Complainant, the Respondent, the Initial Conferee, the Director of Human Resources, and the Hearing

Panel. In addition, both the Complainant and Respondent may have present a Marietta College colleague of his/her choice. These individuals will hereafter be referred to as Advisors. Witnesses will be called as appropriate. Legal counsel will not be permitted in these proceedings. The role of the Director of Human Resources is limited to answering questions of procedure, and to make a tape recording of all sessions of the hearing.

The Initial Conferee and the Advisor(s) shall act only in the capacity of advisors and not as witnesses.

The Hearing Panel will not be bound by strict rules of legal evidence and may admit any evidence that is of probative value in determining the issues involved. The Hearing Panel will make every possible effort to obtain the most reliable evidence available. This may require the Hearing Panel to clarify or corroborate the evidence presented or to gather additional information.

The formal hearing may be composed of as many sessions as necessary to hear all parties and to gather information necessary to determine responsibility and to recommend what action, if any, should be taken. The decision of responsibility will be by majority vote of the Hearing Panel. The recommended sanction(s) will be by two-thirds majority of the Hearing Panel. Such recommendations shall be based on the evidence presented at the hearing. Only the Hearing Panel and Director of Human Resources shall be present during the deliberations;

- f. Immediately following the decision on responsibility, the Respondent, the Complainant, and the Initial Conferee will be notified of the decision. The Chair shall give written notice of the decision to the Respondent, the Complainant, and the Initial Conferee as soon as it is reasonably possible to do so;
- g. The Chair shall give written notice of the Hearing Panel's decision, and its recommendation of what action should be taken, to the appropriate administrators. The Chair will forward all written documentation to the appropriate administrators. The

tape recording of the hearing will be given to the SHO for the record and shall be kept in confidence as per the procedures description for keeping records in Section 7;

- h. Before the appropriate administrator determines the sanction(s), he or she will review with the SHO all, if any, prior informal sexual harassment records and records from formal hearings where the Respondent has been found responsible. Normally within fourteen (14) calendar days of the Hearing Panel's decision, the appropriate administrator will inform, in writing, the Respondent, the Complainant, and the Initial Conferee of any corrective action or disciplinary measure, if any, that will follow.
5. Sanctions: Sanctions may include, but are not limited to, a warning, a reprimand, a recommendation for suspension, or a recommendation for termination of employment.
6. Appeals
- a. Every Respondent has the right to appeal the decision of responsibility on the basis of alleged procedural error(s) or in the case of introduction of newly discovered evidence.
 - 1. In the case of alleged procedural error(s), the SHO will review the process and render a judgment.
 - 2. In the case of newly discovered evidence, the Director of Human Resources in consultation with the Chair of the Hearing Panel will review the case and render a decision as to whether or not the evidence is considered to have merit, then the Hearing Panel will reconvene to review the case and hear the new evidence.
 - b. In the case where the recommended sanction involves separation (suspension, expulsion, dismissal, or termination of employment), the sanction may be appealed as per the following:
 - 1. Any full-time faculty member recommended for dismissal or termination may appeal the sanction to Faculty Council. Faculty Council shall hear the appeal according to the procedure outlined in Section VII.D. of the Faculty Handbook.
 - 2. Students and employees other than full-time Faculty may appeal sanctions for separation (suspension, expulsion, dismissal, or

termination of employment) to an Appeals Board appointed by the President. The President should seek consultation from the executive officers of Student Senate, the Vice President and Dean for Student Life, and the Vice President for Administration and Finance prior to making appointments to the Appeals Board. The Appeals Board should include the following representation:

2 students, 2 alternates

2 administrators, 2 alternates

2 hourly employees, 2 alternates.

Further, representation on the Appeals Board should reflect a balance of males and females in each category and a diversity of representation in terms of race, color, religion, national origin, sexual orientation, age, and disability is desirable. The Appeals Board should be appointed in the spring of each year. Members of the Appeals Board should be included in training provided at the beginning of each semester.

7. False charges: No member of the College community may knowingly falsify a charge or testimony under this policy. A member of the College community who believes that a false charge has been brought against him/her may request a hearing before the Discriminatory and Sexual Harassment Complaint Board. A Hearing Panel may levy sanctions should it determine that a false charge has, in fact been made. The Director of Human Resources and SHO shall be present for any such hearing. If a charge is proven to be false, the records kept will pertain to the Complainant and not the accused.
8. Retaliation: A member of the College community who has been charged under the Sexual Harassment Policy is prohibited from retaliating in any manner against the Complainant or against any of the witnesses. Reports of alleged retaliation shall be made to the Discriminatory and Sexual Harassment Complaint Board. The Hearing Panel may recommend sanctions should it determine that acts of retaliation have occurred.

7. Keeping Records

Records must be kept for the safety and protection of the College community as a whole.

A. Procedures

1. When an incident has been resolved, either formally or informally, the Initial Conferee will complete a form, which includes the names of the Complainant and the Respondent, dates, a description of the incident, and action taken. Both the Complainant and Respondent will be given copies of this report, and both have the right to include their own statements with the report.

The report form and any accompanying statements and all hearing materials including tape recordings will be sealed in an envelope identified only by the date of the incident. The sealed envelope will be given to the Director of Human Resources.

In a locked cabinet, a list of names of Complainants and Respondents and dates of incidents will be maintained by the Director of Human Resources as the formal College record. Each entry on this record and the corresponding sealed envelope will be held for seven (7) years following the incident, and if no other incident naming the Respondent is reported, the entry and related materials will then be destroyed.

2. In addition, in cases where an incident is heard formally by a Hearing Panel and the Respondent is found to be responsible, a duplicate report form will be placed in the permanent record of the Respondent. In the case of a faculty or staff member, this report will be part of the permanent record of the Respondent's personnel file. In the case of a student, this report will be part of the permanent record of the Respondent's official student file. These materials will be held as part of the permanent record in accordance with record retention procedures.
3. In the case of multiple incidents on any given day, the envelope and corresponding record entry will both be marked with an alphabetical suffix (a,b,c, and so forth) after the date.

B. Access to Records

1. In the case of informal action, the list of incidents and the sealed envelopes shall not be part of any personnel record, and thus, are not subject to review as part of personnel decisions; nor shall they be part of any permanent student record. Only those incidents that result in formal action, and where the Respondent is found responsible, become part of an individual's permanent record as would any judicial record. Only the SHO or successor will have access to the record of names and the sealed envelopes.
2. On behalf of the College, the SHO shall monitor the record of incidents. When a name (Respondent or Complainant)

appears more than once on the list, the SHO will open only the relevant sealed envelopes and will investigate circumstances surrounding the incidents. The SHO will consult with the Conferees to determine if any action is recommended.

3. Incidents may be brought to the attention of other judicial bodies by the SHO in instances where corrective action, disciplinary measures, or employment decisions are being considered.

8. Education and Training

A. Education for College Community

1. It shall be the responsibility of the President to ensure that campus-wide educational programs are conducted annually.
2. The Vice President and Dean for Student Life will develop and coordinate educational programs for the student body on the topic of sexual harassment. The Provost shall be responsible to see that the faculty devotes at least one faculty meeting to discussion of the sexual harassment policy statement and an understanding of what constitutes sexual harassment, procedures for addressing possible sexually harassing behavior and situations, and methods for prevention of sexual harassment. This meeting should be held early during the first semester of each academic year. The Director of Human Resources shall be responsible to see that all administrative and support staff meet annually in August or September to discuss the sexual harassment policy statement, develop an understanding of what constitutes sexual harassment, provision for addressing possible sexual harassing behavior and situations, and methods for prevention of sexual harassment.
3. Educational programs shall be held at the beginning of each semester for new students (freshmen and transfer), new faculty, and staff. Ongoing educational programs shall also be held for all faculty, staff, and students.

B. Training—DSHCB, Conferees, SHO, Director of Human Resources, Appeals Board

The SHO, along with the Conferees and other designated College representatives (named in Section 8A.2.), shall develop, conduct, and participate in an educational program for members of the DSHCB, Conferees, and Director of Human Resources, at the beginning of each academic year. The training program shall include discussion on the purpose and role of all individuals involved in the process, guidelines for conducting a hearing, the appeal process, and a review of the definition of sexual harassment as defined in the policy statement.

9. Procedures for Amendment

Amendment to this document may be proposed by the Campus Life Committee, Faculty Council, Student Senate or President of the College. No amendment or revision shall be effective until it has been approved by a two-thirds vote of Faculty Council, a two-thirds vote of the Student Senate and President of the College.

Discriminatory Harassment Policy and Procedures

This policy has been approved by the Campus Life Committee, Faculty Council, Student Senate, and adopted by the M.C. Board of Trustees. Discrimination based on sex or sexual orientation also is covered by the College sexual harassment policy (see page 37). Procedures for reporting a sexual assault, see pages 38 and 60.

Policy and Procedures for Addressing Complaints of Discriminatory Harassment:

1. Scope

This policy applies to all Marietta College students and employees. Although they cannot be held to the same procedural guidelines, independent contractors, vendors and all guests on the College premises are also expected to comply with this policy. The College will take appropriate action if they fail to do so.

2. Statement of Beliefs

The educational process is a College-wide enterprise based on mutual understanding and respect, and a sense of shared responsibility of all its members. Marietta College is committed to providing faculty, staff, and students with a community and living environment where work and study are free of discrimination, including discriminatory harassment.

3. Discriminatory Harassment Policy

Discriminatory Harassment is severe and/or pervasive unwelcome behavior which creates an environment that intimidates, or is hostile or offensive to, a person or persons because of race, color, religion, national origin, sex or sexual orientation (discrimination based on sex or sexual orientation also is covered by the College Sexual Harassment Policy), age, or disability. This behavior interferes with the ability of the person or persons to function in their academic, work, or social life. The campus community will not tolerate discriminatory harassment.

The College is an environment in which learning takes place and is, therefore, dedicated to ensuring that free discussion of the widest possible nature takes place. Consequently, harassment of any kind is most unwelcome because it tends to inhibit open inquiry and the free expression of ideas by those who are harassed. The College acknowledges that frank and open discussion of social, cultural, artistic, religious, scientific, and political issues may be disturbing for some individuals. In such instances, the principle of free exchange and inquiry takes precedence because it is fundamental to the educational enterprise.

The expression of offensive ideas is not, in itself, harassment. Harassing behavior must be serious in its effect, directed at a specific individual or group, unwanted by those to whom it is directed, and usually repeated over time, although sufficiently severe incidents alone may constitute harassment.

4. Overview

General information and educational materials concerning discriminatory harassment are available in the Office of the Provost, the Office of the Vice President and Dean for Student Life, the Campus Public Safety Office, the Human Resources (Personnel) Office and the Counseling Center.

The discriminatory harassment policy requires action, either informal or formal, as a means to protect the entire College community. The policy promotes the education of all members of the College community.

The policy and procedures for addressing complaints of discriminatory harassment provide two avenues of recourse, those being: informal and formal resolution of complaints against faculty, staff, or students. A person wishing to lodge a complaint of discriminatory harassment should approach one of the designated conferees below:

CONTACT THE HUMAN RESOURCE OFFICE OR THE SEXUAL/DISCRIMINATORY HARASSMENT OFFICER FOR THE CURRENT LIST OF CONFEREES.

5. Procedures for Addressing Complaints of Discriminatory Harassment

A. Selection and Role of Conferees

1. Three individuals designated as Conferees, shall serve as advisors to persons who feel they have been subjected to discriminatory harassment. These Conferees are appointed by the President, after appropriate consultation with the Faculty Council, the Vice President and Dean for Student Life, the Director of Human Resources, and officers of Student Senate. These Conferees should be persons who are viewed by the various constituencies of the College as trustworthy, credible, and aware of and sensitive to the issues of discriminatory harassment. The Conferees should be composed of one representative from the faculty, one from the Division of Student Affairs, and one other employee of the College. Both sexes should be represented, and a diversity of representation in terms of race, color, religion, national origin, sexual orientation, age, and disability is desirable. Ordinarily the term of appointment shall be three academic years, with new appointments made on a staggered basis. The President may replace a Conferee at any time after appropriate consultation with the Chair of the Faculty Council, the Vice President and Dean for Student Life, the Director of Human Resources, and officers of Student Senate.

2. The Conferees shall act individually or, when appropriate, as a committee to accept complaints of discriminatory harassment; to advise a Complainant about the options available, along with the time constraints and potential consequences of each option; to assist informally in resolving a complaint; to assist in appropriate referral; and/or, if necessary, to assist in the filing of a formal complaint. In addition, the Conferees may also assist in educating the College community by clarifying the issues of discriminatory harassment to the various constituencies of the College community.
 3. The selected Conferees shall hear cases of both sexual and discriminatory harassment.
- B. Selection and Role of Discriminatory Harassment Officer (DHO)
1. DHO—The DHO will be selected by the President in consultation with the Chair of the Faculty Council, the Vice President and Dean for Student Life, and the Director of Human Resources. The DHO shall serve for three years, with the possibility of reappointment. The DHO is responsible to insure that training is provided to members of the Discriminatory and Sexual Harassment Complaint Board (see Section 6.B.3), Conferees, and Director of Human Resources.
- C. The Complainant and the Conferee
- Any Marietta College student or any employee of the College may seek assistance from any of the three Conferees in resolving a complaint. The Conferee who receives the complaint shall be designated as the Initial Conferee. The person who brings forward a complaint of discriminatory harassment shall be designated as the Complainant, and the answering party shall be designated as the Respondent. The answering party may be either an individual or a group.
1. Definition of an Incident: The Initial Conferee, in consultation with the other Conferees, shall determine whether the allegation of the Complainant, if proven, would constitute an incident of discriminatory harassment as defined by the policy. All such incidents become part of the record.
 2. Options available to a Complainant to address issues of discriminatory harassment. These include:
 - a. informal resolution (e.g. mediation);
 - b. formal complaint procedure;
 - c. Counseling Center;

- d. referral to another College authority (Dean of Student Life, Campus Public Safety, Department Chair, work supervisor);
 - e. referral to legal authority.
- D. Other Guidelines
 1. All informal interactions with the Conferees shall be kept confidential to the greatest extent possible consistent with:
 - a. preventing future acts of harassment;
 - b. providing a remedy to persons injured by acts of harassment; and
 - c. allowing the Respondent to reply to a complaint.
 2. Once it has been determined that the complaint fits the policy definition of discriminatory harassment, then the Conferee is required to act on the issue either informally or formally.
 3. Persons wishing to file a complaint of discriminatory harassment must do so within one year of the occurrence of the event or last occurrence of a related series of events out of which the complaint arises.

6. Procedures for Resolution

Complaints can be resolved informally or formally. If satisfaction is not reached through informal resolution, a complaint can also be addressed through the formal complaint processes. Third-party complaints will be investigated but will not be the basis of a formal complaint.

The two sets of procedures for resolution are: Informal Resolution of Complaints Against a Faculty Member, Staff Member, or Student (Section 6.A); Formal Resolution of Complaints Against a Faculty Member, Staff Member, or Student (Section 6.B).

- A. Informal Resolution of Complaints Against a Faculty Member, Staff Member, or Student of the College.

If the Conferee and the Complainant agree that an attempt shall be made to resolve the incident informally, the Initial Conferee shall contact the Respondent, describing the complaint and identifying the Complainant. The Initial Conferee shall then meet with both parties, together or separately. The Conferee's function is not to determine responsibility but to assist both parties in achieving a resolution satisfactory to them. A record shall be kept of the resolution using procedures described in Section 7. Every attempt will be made to resolve the complaint in a timely manner. All parties need to be aware that the academic calendar may pose certain limitations to the timeliness of the process.
- B. Formal Resolution of Complaint Against a Faculty Member, Staff Member, or Student of the College.

1. Definition: A formal complaint must include the name(s), date(s), time(s), specific incident(s), and any other information on which the complaint is based. The Complainant must be willing to be identified to the person against whom the complaint is directed.
2. Role of the Conferee: In order to file a formal complaint, the Complainant must first discuss the situation with the Conferee, who now becomes the Initial Conferee. Once the Complainant decides to file a formal complaint, the Initial Conferee shall assist the Complainant throughout the process, including the writing of the complaint. The Initial Conferee shall convene the other two Conferees, normally within five (5) working days, to determine by majority vote whether the complaint falls within the policy definition of discriminatory harassment.
 - a. The Initial Conferee will describe the incident to the other Conferees at this meeting, ordinarily without disclosing the identities of those involved.
 - b. If the decision is that the complaint does not fall within the definition of discriminatory harassment, the Initial Conferee will advise the Complainant in seeking an appropriate resolution.
 - c. If the Conferees determine that the complaint falls within the definition of discriminatory harassment, the Initial Conferee will forward copies of the formal complaint to the following persons normally within two (2) working days: the Respondent, the Complainant, the Chair of the Discriminatory and Sexual Harassment Complaint Board, and the appropriate administrator. The appropriate administrator shall normally be that Cabinet officer to whom the Respondent reports. If the Respondent is a student, the appropriate administrator is the Dean for Student Life. The Respondent may seek guidance concerning the process from either of the two remaining Conferees. The Director of Human Resources will also be available to explain the process to the Respondent.
 - d. If the Complainant withdraws a formal complaint, and if there is a perceived threat to the individual or the community, allegations of discriminatory harassment may be pursued by the College. (The decision to go forward with a formal complaint will be made by the Conferees in consultation with the DHO and appropriate College administrator(s)).

3. Selection of the Discriminatory and Sexual Harassment Complaint Board (DSHCB). The Discriminatory and Sexual Harassment Complaint Board (DSHCB) shall be composed of six members and six alternates, representing students, faculty, and staff. These members hear complaints of both discriminatory harassment and sexual harassment.
 - a. Two faculty members plus two alternates, two females and two males, shall be appointed by Faculty Council to serve as members on the DSHCB, with staggered lengths of service of two or three years. Once the rotation is in place, one female and one male shall be elected each spring when necessary for three-year terms.
 - b. Two students plus two alternates, two females and two males, shall be appointed by the Student Senate in the spring of each year.
 - c. Two staff members plus two alternates, two female and two males, shall be appointed by the President (length of appointment same as faculty).
 - d. Six members of the Discriminatory and Sexual Harassment Complaint Board (DSHCB) hear the complaint—two faculty members, two students, and two staff members. Alternates may be used as needed due to conflict of interest or other relevant circumstances. The six individuals hearing the complaint constitute the Hearing Panel.
 - e. In addition to representation of both sexes in the faculty, student, and staff categories, a diversity of representation in terms of race, color, religion, national origin, sexual orientation, age, and disability is desirable.
4. Role of the Discriminatory and Sexual Harassment Complaint Board (DSHCB)

The DSHCB Board hears formal complaints of both discriminatory harassment and sexual harassment. There is a separate College policy governing sexual harassment, described elsewhere in the document (see page 37). The entire pool of six members and six alternates of the DSHCB will meet in the early fall to review the definition of discriminatory harassment, the issues, and the complaint procedure. At this meeting, the Chair and Vice Chair shall be elected from among the faculty members, staff members and students. The three Conferees, the College's Discriminatory and Sexual Harassment Officers, the Appeals Board (see Section 6.b.2 below) and the Director of Human Resources shall also attend this training. Should a

complaint be filed prior to the fall training session, the previous year's DSHCB will hear the complaint.

If a written complaint is received from the Initial Conferee:

- a. The Chair of the DSHCB shall select, convene, and preside over the DSHCB, normally within five (5) working days, to review the case and set a time for the formal hearing, which will take place no later than ten (10) working days after the Chair receives the complaint. All parties need to be aware that the academic calendar may pose certain limitations to the timeliness of the process. Persons who have a conflict of interest with either the Complainant or the Respondent will be excused from hearing the case in question;
- b. The Chair shall notify the following people of the date, time, names of those selected to hear the case, and place of the hearing: the Complainant, the Respondent, the Initial Conferee, the Director of Human Resources, the appropriate administrator, and the Hearing Panel;
- c. At that time the Complainant or the Respondent may submit a written request to the Chair that any member selected to hear the case be removed for just cause. The Chair will determine the validity of the challenge, and if necessary, select an alternate. If the Chair has a conflict of interest or is challenged, then the Vice Chair shall serve as Chair until the conflict or challenge is resolved;
- d. Prior to the formal hearing, the Director of Human Resources will gather all relevant information pertaining to the complaint and organize the proceedings. The Director of Human Resources will meet with the Respondent to review the complaint and corresponding evidence, and go over the Respondent's rights within the process. The Respondent will be asked to give a written response;
- e. The formal hearing will be open only to the Complainant, the Respondent, the Initial Conferee, the Director of Human Resources and the Hearing Panel. In addition, both the Complainant and Respondent may have present a Marietta College colleague of his/her choice. These individuals will hereafter be referred to as Advisors. Witnesses will be called as appropriate. Legal counsel will not be permitted in these proceedings. The role of the Director of Human Resources is limited to answering

questions of procedure, and to make a tape recording of all sessions of the hearing.

The Initial Conferee and the Advisor(s) shall act only in the capacity of advisors and not as witnesses.

The Hearing Panel will not be bound by strict rules of legal evidence and may admit any evidence that is of probative value in determining the issues involved. The Hearing Panel will make every possible effort to obtain the most reliable evidence available. This may require the Hearing Panel to clarify or corroborate the evidence presented or to gather additional information.

The formal hearing may be composed of as many sessions as necessary to hear all parties and to gather information necessary to determine responsibility and to recommend what action, if any, should be taken. The decision of responsibility will be by majority vote of the Hearing Panel. The recommended sanction(s) will be approved by two-thirds majority of the Hearing Panel. Such recommendations shall be based on the evidence presented at the hearing. Only the Hearing Panel and Director of Human Resources shall be present during the deliberations;

- f. Immediately following the decision on responsibility, the Respondent, the Complainant, and the Initial Conferee will be notified of the decision. The Chair shall give written notice of the decision to the Respondent, the Complainant, and the Initial Conferee as soon as it is reasonably possible to do so;
- g. The Chair shall give written notice of the Hearing Panel's decision, and its recommendation of what action should be taken, to the appropriate administrators. The Chair will forward all written documentation to the appropriate administrators. The tape recording of the hearing will be given to the DHO for record and shall be kept in confidence as per the procedures description for keeping records in Section 7;
- h. Before the appropriate administrator determines the sanction(s), he or she will review with the DHO all, if any, prior informal discriminatory harassment records and records from formal hearings where the Respondent has been found responsible. Normally within fourteen (14) calendar days of the Hearing

Panel's decision, the appropriate administrator will inform, in writing, the Respondent, the Complainant, and the Initial Conferee of any corrective action or disciplinary measure, if any, that will follow.

5. Sanctions: Sanctions may include, but are not limited to, a warning, a reprimand, a recommendation for suspension, or a recommendation for termination of employment.

6. Appeals

- a. Every Respondent has the right to appeal the decision of responsibility on the basis of alleged procedural error(s) or in the case of introduction of newly discovered evidence.

1. In the case of alleged procedural error(s) the DHO will review the process and render a judgment.

2. In the case of newly discovered evidence, the Director of Human Resources in consultation with the Chair of the Hearing Panel will review the case and render a decision as to whether the evidence is considered to have merit, then the Hearing Panel will reconvene to review the case and hear the new evidence.

- b. In the case where the recommended sanction involves separation (suspension, expulsion, dismissal, or termination of employment), the sanction may be appealed as per the following:

1. Any full-time faculty member recommended for dismissal or termination may appeal the sanction to Faculty Council. Faculty Council shall hear the appeal according to the procedure outlined in Section VII.D. of the Faculty Handbook.

2. Students and employees other than full-time faculty may appeal sanctions for separation (suspension, expulsion, dismissal, or termination of employment) to an Appeals Board appointed by the President. The President should seek consultation from the executive officers of Student Senate, the Vice President and Dean for Student Life, and the Vice President for Administration and Finance prior to making appointments to the Appeals Board. The Appeals Board should include the following representation:

2 students, 2 alternates

2 administrators, 2 alternates

2 hourly employees, 2 alternates

Further, representation on the Appeals Board should reflect a balance of males and females in each category, and a diversity of representation in terms of race, color, religion, national origin, sexual orientation, age, and disability is desirable. The Appeals Board should be appointed in the spring of each year. Members of the Appeals Board should be included in training provided at the beginning of each semester.

7. False Charges: No member of the College community may knowingly falsify a charge or testimony under this policy. A member of the College community who believes that a false charge has been brought against him/her may request a hearing before the Discriminatory and Sexual Harassment Complaint Board. A Hearing Panel may levy sanctions should it determine that a false charge has, in fact been made. The Director of Human Resources and DHO shall be present for any such hearing. If a charge is proven to be false, the records kept will pertain to the Complainant and not the accused.
8. Retaliation: A member of the College community who has been charged under the Discriminatory Harassment Policy is prohibited from retaliating in any manner against the Complainant or against any of the witnesses. Reports of alleged retaliation shall be made to the Discriminatory and Sexual Harassment Complaint Board. The Hearing Panel may recommend sanctions should it determine that acts of retaliation have occurred.

7. Keeping Records

Records must be kept for the safety and protection of the College community as a whole.

A. Procedures

1. When an incident has been resolved, either formally or informally, the Initial Conferee will complete a form, which includes the names of the Complainant and the Respondent, dates, a description of the incident, and action taken. Both the Complainant and the Respondent will be given copies of this report, and both have the right to include their own statements with the report.

The report form and any accompanying statements and all hearing materials including tape recordings will be sealed in an envelope identified only by the date of the incident. The sealed envelope will be given to the Director of Human Resources.

In a locked cabinet, a list of names of Complainants and Respondents and dates of incidents will be maintained by the Director of Human Resources as the formal College record. Each entry on this record and the corresponding sealed envelope will be held for seven (7) years following the incident, and if no other incident naming the Respondent is reported, the entry and related materials will then be destroyed.

2. In addition, in cases where an incident is heard formally by a Hearing Panel and the Respondent is found to be responsible, a duplicate report form will be placed in the permanent record of the Respondent. In the case of a faculty or staff member, this report will be part of the permanent record of the Respondent's personnel file. In the case of a student, this report will be part of the permanent record of the Respondent's official student file. These materials will be held as part of the permanent record in accordance with record retention procedures.
3. In the case of multiple incidents on any given day, the envelope and corresponding record entry will both be marked with an alphabetical suffix (a.b.c. and so forth) after the date.

B. Access to Records

1. In the case of informal action, the list of incidents and the sealed envelopes shall not be part of any personal record, and thus, are not subject to review as part of personnel decisions; nor shall they be part of any permanent student record. Only those incidents that result in formal action, and where the Respondent is found responsible, become part of an individual's permanent record as would any judicial record. Only the DHO or successor will have access to the record of names and the sealed envelopes.
2. On behalf of the College, the DHO shall monitor the record of incidents. When a name (Respondent or Complainant) appears more than once on the list, the DHO will open only the relevant sealed envelopes and will investigate circumstances surrounding the incidents. The DHO will consult with the Conferees to determine if any action is recommended.
3. Incidents may be brought to the attention of other judicial bodies by the DHO in instances where corrective action, disciplinary measures, or employment decisions are being considered.

8. Education and Training

A. Education for College Community

1. It shall be the responsibility of the President to ensure that campus-wide educational programs are conducted annually.
2. The Vice President and Dean for Student Life will develop and coordinate educational programs for the student body on the topic of discriminatory harassment. The Provost shall be responsible to see that the faculty devotes at least one faculty meeting to discussion of the discriminatory harassment policy statement and an understanding of what constitutes discriminatory harassment, procedures for addressing possible discriminatory harassing behavior and situations, and methods for prevention of discriminatory harassment. This meeting should be held early during the first semester of each academic year. The Director of Human Resources shall be responsible to see that all administrative and support staff meet annually in August or September to discuss the discriminatory harassment policy statement, provisions for addressing possible discriminatory harassing behavior and situations, and methods for prevention of discriminatory harassment.
3. Educational programs shall be held at the beginning of each semester for new students (freshmen and transfers), new faculty, and staff. Ongoing educational programs shall also be held for all faculty, staff, and students.

B. Training—DSHCB, Conferees, DHO, Director of Human Resources, Appeals Board

The DHO, along with the Conferees and other designated College representatives (named in Section 8.A.2.), shall develop, conduct, and participate in an educational program for members of the DSHCB, Conferees, and Director of Human Resources, at the beginning of each academic year. The training program shall include discussion on the purpose and role of all individuals involved in the process, guidelines for conducting a hearing, the appeal process, and a review of the definition of discriminatory harassment as defined in the policy statement.

9. Procedures for Amendment

Amendment to this document may be proposed by the Campus Life Committee, Faculty Council, Student Senate or President of the College. No amendment or revision shall be effective until it has been approved by a two-thirds vote of Faculty Council, a two-thirds vote of the Student Senate and President of the College.

PROCEDURES FOR REPORTING A SEXUAL ASSAULT

The College strongly urges all members of the community to immediately report any incident of sexual assault to the Campus Public Safety Department. Upon notification, there will be a professional campus public safety officer assigned to the incident for full investigation. At all times during the process, the

victim's rights and courtesy will be highly maintained. It is extremely important to preserve any and all evidence from an incident for proof of an offense. If you are a victim, follow these procedures:

- ◆ Do not shower, bathe or wash (douche)
- ◆ Contact the Department of Campus Public Safety immediately
- ◆ If you change, do not discard any items of clothing
- ◆ Do not disturb anything in the area where the incident occurred
- ◆ If at all possible, secure the area
- ◆ You have the right to notify local law enforcement officials

All efforts will be made to assist the victim with support and counseling efforts through contact with the Health Center and the Counseling Center. If reasonably available, Marietta College will make every effort to change a victim's academic and living arrangement after an assault. Options include a change of housing assignment and/or a change of class section.

PROCEDURES FOR ON-CAMPUS DISCIPLINARY ACTION

In all cases of an alleged sex offense that are handled within the campus creed (pertaining to students), both the accuser and the accused are entitled to have witnesses to support their position and an advisor as outlined in the Campus Creed.

Both the accuser and the accused shall be informed of the outcome and any sanctions that are imposed against the accused.

These procedures apply only to a student accused.

For specifics on procedures, please see the Campus Creed.

Please refer to the student conduct portion of the Campus Creed (p. 36).

Please refer to the Faculty and Employee handbooks for additional procedures.

CAMPUS PUBLIC SAFETY SEXUAL ASSAULT RESPONSE COMMITMENT

Sexual assaults, including date/acquaintance rape, are a very serious concern of the College. If you feel you are the victim of a sexual assault on campus, your Marietta College Campus Public Safety Department is committed to the following:

- 1) We will meet with you privately, at a place of your choice in this area, to take a complaint report.
- 2) We will not release your name to the public or press.
- 3) Our officers will not prejudge you, and you will not be blamed for what occurred.
- 4) We will treat you and your particular case with courtesy, sensitivity, dignity, understanding and professionalism.
- 5) If you feel more comfortable talking with a female or male officer, we will do our best to accommodate your request. An advocate from the Dean of Students Office is available to assist students through the process.

- 6) We will assist you in arranging for any hospital treatment or other medical needs.
- 7) We will assist you by privately contacting the Counseling Center and other available support resources.
- 8) We will fully investigate your case, and will help you to achieve the best outcome. This may involve the arrest and full prosecution of the suspect responsible. You will be kept up-to-date on the progress of the investigation and/or prosecution.
- 9) We will continue to be available for you, to answer your questions, to explain the systems and processes involved (prosecutor, court, etc.) and to be a listening ear if you wish.
- 10) We will consider your case seriously regardless of your gender or sexual orientation, and regardless of the gender or sexual orientation of the suspect.

If you feel you are a sexual assault victim, call the Marietta College Public Safety Department at extension 4611 or extension 4911 and say you want to make a sexual assault complaint. You may call any time, day or night.

If we fail to achieve any part of the above commitment, the Chief of Campus Public Safety, Howard Korn (740-376-4611), will meet with you personally to address any problems. The CPS officers want to help you make the MC campus safe for students, faculty, staff and visitors.

APPENDIX B: COMPLAINT RESOLUTION PROCEDURE

The work environment at Marietta College is made up of a diverse group of people with many different personalities and work/management styles. It is inevitable that from time to time there will be disagreements or conflicts at work, either with co-workers or with supervisors. Therefore, a reasonable process to review and resolve these complaints is to everyone's benefit.

Step One: Initial Concerns—If you should have a complaint or disagreement, you must first discuss the matter orally with your supervisor. Your supervisor shall respond back to your complaint within five business days unless there is a business necessity which requires additional response time (ex., supervisor is traveling on business, etc.).

Step Two: Decision Review—If you are dissatisfied with the way your supervisor has resolved the issue, you may describe the problem in a written complaint to your area Vice President. The Vice President will investigate the problem thoroughly, and if possible solve the problem appropriately. You can generally expect your area Vice President to respond to you in writing within five business days unless there is a business necessity which requires additional response time (as above).

Step Three: Final Determination—After you have discussed your concern with your supervisor and your area Vice President, if you are still dissatisfied, you may contact the President. You must describe the situation in writing, including copies of your area Vice President's response. The President will review the situation and meet with you within five business days unless there is a business necessity which requires additional response time (as above). The decision of the President is final.

APPENDIX C: THE NINE CORE VALUES OF MARIETTA COLLEGE

Core Value #1: Liberal Arts Foundation

As a contemporary liberal arts college, Marietta reaffirms a liberal arts foundation as essential preparation for any career. Students will take a breadth of general education courses in the major areas of knowledge within the ever-changing liberal arts. This approach to teaching and learning stresses the development of critical thinking, problem solving, and effective communication skills.

Core Value #2: In Depth Programs of Study

Marietta College is committed to offering programs of in-depth study that prepare students for both challenging careers and admission to well-respected graduate and professional schools. Marietta College offers majors, minors and other academic programs in those select areas that are consistent with the mission of the College and where it has the expertise and resources to meet or exceed baselines of excellence.

Core Value #3: Residential College

Marietta College will remain primarily a residential college. A residential college is a living, dynamic community. It builds a sense of community among the students, faculty and administration. Through a residential college we create a stronger sense of belonging to the institution and to the students' matriculating class. As a residential community we develop our distinctive ethos, our dedication to the whole student, and affirm the interdependence between life inside and outside the classroom. We expect a critical mass of students will live on campus and participate in campus activities.

Core Value #4: Technology

Marietta College students will be prepared to succeed in our increasingly technological society. Students will be technologically proficient, comfortable and capable with methods of communication and ways to gather information intelligently. They will use a variety of computer software, but will also be made aware of non-computer technology in science, mathematics, and/or engineering courses. Equally important, students will understand the importance of technology to culture, ways of learning, and our sense of being human.

Core Value #5: World of Work

As a contemporary liberal arts college, Marietta today remains true to the founders' emphasis on an education "in the various branches of useful knowledge." We are steadfast in our commitment to liberal education, yet our curriculum also reflects today's realities of economic expansion, worldwide market orientation, and our recognition that, ultimately, Marietta College prepares its students for the world of work. As we enter the 21st Century, Marietta will build a connection between the liberal arts and the pre-professions by integrating our belief that the liberal arts are the best preparation for any career with an equal commitment to practical experience as a necessary prerequisite for the world of work.

Core Value #6: Financial Planning

Marietta College reaffirms the importance of following sound financial planning as a means to ensure that the institution achieves its operational and strategic goals. The primary goal of budget planning is to provide a framework for decision making that results in a balance between expected revenues and projected expenditures. The primary goal of financial planning is to facilitate the development of long range policy initiatives.

Core Value #7: Service to the Region

Marietta College is a source of pride for the Mid Ohio Valley, having brought regional and national attention to the area for nearly two centuries. As the only private liberal arts college in Southeast Ohio, Marietta is positioned to serve as a cultural and intellectual center for area residents. Whereas the College is proud of the contribution it has made to the area, it likewise appreciates the benefits it has received from the Mid Ohio Valley. Marietta College of the 21st Century maintains its commitment to the area.

Core Value #8: Leadership

A successful society demands familiarity with the principles of responsible citizenship and knowledge of leadership behaviors and skills. Marietta College believes that the role of citizen-leader must become a way of life if we are to create a livable, sustainable, ethical future.

Core Value #9: Internationalization

We are living in what has been called the “global village,” a term which embodies a recognition that economic growth and political stability in the 21st Century will come through cooperative efforts among the nations of the world. Marietta College students will be prepared to thrive in a diverse, global society.