



DELAWARE COLLEGE OF ART AND DESIGN

STAFF HANDBOOK

REVISED

5/3/05

| | | |
|-----------|---|----|
| A. | Introduction | 5 |
| A.1 | COLLEGE MISSION STATEMENT | 5 |
| A.1.a. | The Mission..... | 5 |
| A.2. | Overview of the Delaware College of Art and Design | 5 |
| A.2.a. | The Associate Degree (A.F.A.) | 6 |
| A.2.b. | Continuing Education | 6 |
| A.3. | Code of Employer/Employee Relations . | 6 |
| B. | Definitions | 7 |
| B.1. | Exempt/Non-exempt..... | 7 |
| B.1.a. | Exempt | 7 |
| B.1.b. | Non-Exempt | 7 |
| B.2. | Working Hours | 7 |
| B.2.a. | Compensation for Work beyond Regularly Scheduled Hours | 7 |
| B.2.b. | Full-time/Part-time | 7 |
| C. | College Policies | 8 |
| C.1. | Affirmative Action/Equal Employment Opportunity (EEO)/Americans with Disabilities Act (ADA) | 8 |
| C.2. | Conflict of Interest Policy | 8 |
| C.2.a. | Fundraising..... | 9 |
| C.2.b. | Business Ethics | 9 |
| C.2.c. | Confidential Information | 9 |
| C.2.d. | Acceptance of Gifts & Services | 10 |
| C.2.e. | Hospitality to Public Officials..... | 10 |
| C.2.f. | Copyrights and Royalties | 10 |
| C.3. | Drug and Alcohol Policy | 11 |
| C.4. | Sexual Harassment Policy | 11 |
| C.5. | Smoking Policy | 12 |
| D. | Employment | 12 |
| D.1. | Hiring Process and Policies | 12 |
| D.1.a. | Position Description | 12 |
| D.1.b. | Employment of Immediate Family | 12 |
| D.1.c. | Background Checks..... | 13 |
| D.1.d. | Medical Examinations | 13 |
| D.1.e. | Immigration and Nationality Act Compliance | 13 |
| D.1.f. | Introductory Period..... | 13 |
| D.1.g. | Orientation | 13 |
| D.2. | Staff Evaluations | 13 |
| D.2.a. | Annual Staff Evaluation | 13 |
| D.2.b. | Salary Increase..... | 14 |
| D.2.c. | Promotion/Advancement | 14 |
| D.2.d. | Transfer/Reassignment | 14 |
| D.3. | Personnel Files | 14 |
| D.3.a.i. | Changes to Records..... | 14 |
| D.4. | Outside Employment.. .. | 14 |
| D.5. | Professional Development | 15 |
| D.6. | Standard of Conduct and Corrective Action | 15 |
| D.6.a. | Employee Behavior | 15 |
| D.6.b. | Personal Appearance..... | 16 |
| D.6.c. | Corrective Action..... | 16 |
| D.6.c.i. | Open Door Policy..... | 16 |
| D.6.c.ii. | Disciplinary Actions..... | 16 |
| D.6.d. | Termination | 16 |

| | | | |
|----|----------|--|----|
| | D.6.d.i. | Forms of Termination: | I6 |
| | | Resignation | I6 |
| | | Employment Abandonment | I7 |
| | | Reduction in Staff/Staff Reorganization | I7 |
| | | Discharge | I7 |
| | | Retirement | I7 |
| | D.6.e. | Exit Interview | I7 |
| E. | | Employee Benefits..... | I7 |
| | E.1. | Reference Chart | I7 |
| | E.2. | Insurances..... | I8 |
| | | E.2.a. Health & Dental Insurance | I8 |
| | | E.2.b. Workers' Compensation Insurance..... | I8 |
| | | E.2.c. Long Term Disability Insurance | I9 |
| | | E.2.d. Life Insurance | I9 |
| | | E.2.e. Social Security Insurance..... | I9 |
| | E.3. | Group Retirement Annuity..... | I9 |
| | E.4. | Group Supplemental Retirement Annuity | I9 |
| | E.5. | Blood Bank of Delaware | I9 |
| | E.6. | Tuition Benefit | I9 |
| | | E.6.a. Staff and Immediate Family..... | I9 |
| | | E.6.b. Family | 20 |
| | E.7. | Leaves of Absence | 20 |
| | | E.7.a. Annual Leave..... | 20 |
| | | E.7.b. College Observed Holidays | 20 |
| | | E.7.c. Short-term Leaves of Absence | 20 |
| | | E.7.c.i. Sick Leave | 21 |
| | | E.7.c.ii. Personal Days | 21 |
| | | E.7.c.iii. Bereavement Leave | 21 |
| | | E.7.c.iv. Jury Duty | 21 |
| | | E.7.c.v. Religious Observances | 21 |
| | | E.7.c.vi. Emergency Closings..... | 22 |
| | E.8. | Long-term Leaves of Absence | 22 |
| | | E.8.a. Long-term Disability Leave | 22 |
| | | E.8.b. Family and Medical Leave | 22 |
| | | E.8.b.i. Who is Covered..... | 22 |
| | | E.8.b.ii. Basic Provisions/Requirements..... | 23 |
| | | E.8.b.iii. Assistance Available | 23 |
| | | E.8.b.iv. Penalties | 23 |
| | | E.8.b.v. Relation to State, Local and Other Federal Laws | 23 |
| F. | | Pay Practices..... | 23 |
| | F.1. | Payroll Periods..... | 24 |
| | F.2. | Payroll Deductions | 24 |
| | | F.2.a. Social Security Taxes: | 24 |
| | | F.2.b. Federal, State and Local Income Taxes:..... | 24 |
| | | F.2.c. Health and Dental Insurance:..... | 24 |
| | | F.2.d. Deduction for Retirement Annuities: | 24 |
| | | F.2.e. Flex Spending Accounts: | 24 |
| | F.3. | Direct Deposit | 24 |
| G. | | Administrative Procedures..... | 24 |
| | G.1. | Communications and Use of DCAD Property | 24 |
| | | Technology Policy..... | 25 |
| | | G.1.a. Computers & Network Systems | 25 |

| | | |
|--|---|----|
| G.I.a.i. | HARDWARE, SOFTWARE, DISKS AND DOCUMENTS | 25 |
| HARDWARE | | 25 |
| SYSTEMS AND APPLICATIONS | | 25 |
| DISKS, FILES AND DOCUMENTS | | 25 |
| G.I.b. | COMPUTER NETWORK USE | 26 |
| G.I.b.i. | PRINTING | 26 |
| G.I.b.ii. | INTERNET AND E-MAIL POLICY | 26 |
| G.I.b.iii. | GENERAL GUIDELINES FOR COMPUTER USE | 26 |
| G.I.c. | Telephones | 27 |
| G.I.d. | Voice Mail | 27 |
| G.I.d.i. | Long Distance Calls | 27 |
| G.I.e. | Fax Machine | 27 |
| G.I.f. | Copy Machines | 27 |
| G.I.g. | Memos | 27 |
| G.I.h. | Tools, Supplies, Equipment | 27 |
| G.I.i. | Vending Machines | 27 |
| G.I.j. | Mail | 28 |
| G.I.k. | Staff Meetings | 28 |
| G.I.l. | Bulletin Boards | 28 |
| Purchasing of Equipment and Supplies | | 29 |
| G.I.m. | Introduction | 29 |
| G.I.m.i. | For purchases under \$30: | 29 |
| G.I.m.ii. | For purchases under \$500: | 29 |
| G.I.m.iii. | For purchases over \$500: | 29 |
| G.I.n. | Check Requests: | 29 |
| G.I.o. | Invoicing: | 29 |
| G.2. | Employee Business Expenses | 30 |
| G.2.a. | Mileage Reimbursement | 30 |
| G.2.b. | Reimbursement of Travel and Business Expenses | 30 |
| G.2.c. | Memberships in Trade and Professional Associations, Clubs and Civic Organizations | 30 |
| G.2.d. | Security and Safety Procedures | 30 |
| G.2.d.i. | Visitors and Guests | 30 |
| G.2.d.ii. | Keys and Access to the Building | 30 |
| G.2.d.iii. | Building Hours | 30 |
| G.2.d.iv. | Parking Policy | 30 |
| G.2.d.v. | Lost and Found | 31 |
| G.2.d.vi. | Security of Personal Belongings | 31 |
| G.2.d.vii. | Reporting Accidents | 31 |
| G.3. | Appendix Appendix A-I | 32 |
| G.3.a. | FERPA Memo | 32 |

A. INTRODUCTION

The Staff Handbook is to serve as a guide to the Delaware College of Art and Design's current policies and procedures and the benefits currently available to its administrative employees. This Handbook is required reading for all administrative employees, supersedes all previously published policies and procedures and is subject to revision at the sole discretion of the College. It may be revised and expanded as new policies are developed and existing ones modified, in response to the needs of the College and its employees.

Faculty employment is governed by a separate Faculty Handbook.

Employment is on an at-will basis, so that either the College or the employee may end the relationship at any time and without cause or prior notice. Nothing in this Handbook changes the employment-at-will relationship or creates an express or implied contract or promise concerning the College's policies or practices, including policies or practices it will implement in the future. Accordingly, the College retains the right to establish, change and abolish its policies, practices, rules and regulations at will and as it sees fit.

This Handbook is not, however, intended to anticipate every situation or to answer every question about employment at the College. In addition, this Handbook is not an employment contract and is not intended to create any contractual or other legal rights. Specific questions concerning the policies and practices described in this Handbook should be directed to the Director of Finance and Operations.

No exception will be made to any of the policies and practices contained in this Handbook unless the Director of the College approves such exception in writing. The Director will resolve any dispute about the interpretation of any of the policies or practices and his/her decision will be final.

A. 1 COLLEGE MISSION STATEMENT

Two great American colleges of art and design, Pratt Institute and the Corcoran College of Art and Design, have come together to create the Delaware College of Art and Design (DCAD). Pratt and the Corcoran, both established in the 19th century, have helped shape the character and direction of 20th century art and design. Under the guidance of these founding partners, DCAD joins these distinguished colleges in charting the future

of art and design in the 21st century.

A.1.a. The Mission

The mission of DCAD is to provide a diverse and talented student population with thorough preparation in art and design within an innovative educational environment that combines theory and practice. The College's programs emphasize creativity, problem solving skills, technical expertise, knowledge of historical frameworks and critical awareness in the education of creative and responsible artists and designers. A faculty of accomplished professionals brings the College artistic and intellectual breadth and rigor; its members serve as role models and mentors. Through its professional associate degree programs DCAD provides students with the opportunity to continue their undergraduate education through transfer to four-year colleges of art and design as well as a foundation for successful and satisfying careers. The College also serves as a leader in Wilmington's educational and cultural life through community-based activities, and as a focal point for downtown revitalization.

A.2. OVERVIEW OF THE DELAWARE COLLEGE OF ART AND DESIGN

In response to a request from Wilmington 2000 and encouraged by the interest expressed by Wilmington's corporate community and civic leadership, the Corcoran College of Art and Design and Pratt Institute proposed the establishment of a two-year professional college of art and design in downtown Wilmington. The Delaware College of Art and Design, a Creative Partnership of the Corcoran College of Art and Design and Pratt Institute, began full-time operation in September 1997.

The Delaware College of Art and Design, or DCAD, is located at 600 North Market Street in the center of downtown Wilmington. Its historic art deco building has been newly renovated and transformed into a state-of-the-art educational facility. Technologically current computer imaging and graphics labs, darkrooms and photo studios reflect the latest developments in these fields, while painting, drawing and design studios, bathed in natural light; merge the modern with the traditional. Its first floor Exhibition Gallery provides an important showcase for student work, is open to the public, and is part of the downtown Arts Loop that attracts visitors and residents alike to explore the cultural resources of the city.

The College offers a two-year Associate Degree

(A.F.A.) along with extensive programs in Continuing Education. It draws the majority of its students from the state of Delaware and the adjoining areas of Pennsylvania, Maryland and New Jersey.

A.2.a. The Associate Degree (A.F.A.)

DCAD offers the Associate of Fine Arts degree in six major areas of concentration: *Animation Fine Art, Graphic Design, Illustration, Interior Design and Photography*. The program serves highly motivated students who are pursuing careers in the fields of art and design. Apart from the traditional disciplines of the fine artist, these include diverse design opportunities in publishing, marketing, computer graphics, advertising, packaging, display design and photography.

The associate degree program emphasizes studio education in art and design combined with a liberal arts program as mandated by the relevant accrediting agencies. The studio curriculum allows students to develop basic skills, concepts and values in their respective areas of study. The liberal arts curriculum instructs students in written and verbal expression, critical thinking, the history and theories of art and design, and the humanities.

Students enrolled in the associate degree program will receive thorough preparation for entry-level or, where appropriate, middle-management employment. Completion of requirements of the associate degree may be accomplished through two years of full-time study. The curriculum consists of 68 credits, composed of 44 studio art credits and 24 academic credits. Each associate major program requires a core group of foundation and academic courses during the first year. Starting with their second year, students take a mixture of major-specific courses in addition to liberal arts courses.

The curricular requirements apply to all degree students. However, those students who expressly elect to transfer into the appropriate third-year programs at either Pratt or the Corcoran follow a modified course of study that facilitates such a transfer. These students will also be subject to special periodic portfolio reviews. Students who successfully complete these special curricula and reviews can transfer directly from DCAD into the third-year curriculum at either Pratt or the Corcoran. It should be noted that such third-year transfers are possible for both schools in all major areas except Illustration (to Pratt only).

A.2.b. Continuing Education

In addition to its degree programs, DCAD offers an extensive schedule of Continuing Education (CE) courses. Open to the public, the CE program offers courses in both the applied and fine arts, including certificate programs in Computer Graphics and Interior Design, and Web Design. Courses are primarily scheduled in the evening and on weekends, and are designed to meet the vocational and avocational goals of the greater Wilmington community.

A.3. CODE OF EMPLOYER/EMPLOYEE RELATIONS

It is the policy of the College to implement fair and effective personnel policies and to require all employees to support the organization's best interests.

The College is committed to a mutually rewarding and direct relationship with its employees. Thus the College strives to:

- provide equal employment opportunity and treatment regardless of race, color, national origin, religion, age, gender, sexual orientation, disability, marital or other basis that would be in violation of applicable federal, state or local law (see College Policies);
- provide compensation and benefits commensurate with the work performed, within the budgetary considerations of the fiscal year;
- establish reasonable hours of work based on the College's needs;
- monitor and comply with applicable federal, state and local laws and regulations concerning employee safety;
- be receptive to constructive suggestions about a job, working conditions or personnel policies;
- establish appropriate means for employees to discuss matters of concern with their immediate supervisor or department head.
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The College, as part of its commitment to providing its students with an education of the highest quality, expects all employees to:

- treat students, visitors and other employees in a professional manner;
- perform assigned tasks efficiently;
- be punctual;
- follow the policies adopted by the College.
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The College retains the sole discretion to exercise all

managerial functions, including the right to:

- dismiss, assign, supervise and discipline employees;
- determine and change starting times, quitting times and working hours;
- transfer employees within departments or into other departments and other classifications;
- determine and change the size and qualifications of the work force;
- determine and change methods by which its operations are to be carried out;
- Assign duties to employees in accordance with the College's needs and requirements and to carry out all ordinary administrative and management functions.

B. DEFINITIONS

B.1. EXEMPT/NON-EXEMPT

B.1.a. Exempt

The law specifies that you are an exempt employee if your duties are principally executive, administrative or professional. An exempt employee is not under the protection of wage and hour laws. Exempt employees are expected to work at least the number of hours agreed upon for their position, and are not paid overtime.

B.1.b. Non-Exempt

Non-exempt employees are those who are protected by the hours of work and overtime provisions of the Fair Labor Standards Act, regardless of title or function, and regardless of full-time or part-time status. Non-exempt employees working more than forty (40) hours per week, excluding lunch, will be paid overtime at the rate of one and one-half (1½) times their hourly wage (with prior approval of their supervisor). All part-time employees who are paid hourly are considered non-exempt.

The Director of Finance and Operations or the Director will make the final determination of who is exempt or non-exempt. For a more extensive explanation of these terms, please refer to the Federal Wage-Hour poster located in the mailroom.

B.2. WORKING HOURS

The workday is normally 9 a.m. to 5 p.m., or 8:30 a.m. to 4:30 p.m., Monday through Friday, with one (1) hour for lunch for full-time employees. Employees may

observe either schedule with their supervisor's approval. If the nature of their position requires it, employees may be assigned weekend or evening hours, at the discretion of their supervisor. For purposes of recording overtime, the workweek is defined as Sunday through Saturday.

B.2.a. Compensation for Work beyond Regularly Scheduled Hours

Compensatory Time is not a legal entitlement for all employees.

Employees are expected to cooperate when the College's business operations require overtime work. Non-exempt salaried and hourly employees who work more than forty (40) hours (excluding meal periods) in any work week (Sunday-Saturday), with the approval of their supervisor, will be paid at the rate of 1½ times their regular rate ("overtime rate") for all hours worked in excess of 40 hours. Or, at the discretion of their supervisor, will be allowed compensatory time off at a rate equal to 1½ times the hours worked over forty (40) hours in a week.

Exempt salaried employees will not be paid for hours worked in excess of forty (40) hours per week in order to fulfill their job responsibilities. However, at the discretion of their supervisor, compensatory time may be awarded for hours worked in excess of the employee's regularly scheduled hours in order to fulfill duties that are beyond the scope of the employee's job description. Compensatory time must be approved in advance by the supervisor and must be taken within the current or immediately preceding pay period in which it is earned.

B.2.b. Full-time/Part-time

Full-time: Employees whose workweek consists of forty (40) hours, which includes one (1) hour each day as a lunch break. Employees are encouraged to take lunch between 11 a.m. and 2 p.m., unless otherwise approved by their supervisor. Lunch break must be taken at least two (2) hours prior to the end of the day and may not be used as an opportunity to leave one (1) hour early at the end of the day. Full-time College employees receive a full array of health, life and disability insurances and retirement benefits (see Benefits).

Part-time: Employees who work on an hourly basis and whose workweek consists of less than thirty-five

(35) hours of working time (not counting lunch or breaks). Length and frequency of breaks for part-time employees are specific according to position, and are the decision of the supervisor, within the restrictions of Delaware labor laws. There is no guarantee of hours for part-time non-exempt employees. Although part-time employees may be hired for a set number of hours per week, their supervisor may alter their schedules to serve the needs of the College.

For employees working less than thirty-five (35) hours but at least twenty (20) hours per week, annual and sick leave are available on a prorated basis. Leave time and benefits are prorated in proportion to the regularly scheduled hours the employee works as compared to a full-time schedule.

Employees working less than twenty (20) hours per week or less than one thousand (1,000) hours per year are not eligible for paid holiday, annual and sick leave or other College-paid benefits, except in previously agreed circumstances. However, see Employee Benefits for benefits that are available to all College employees.

C. COLLEGE POLICIES

C.1. AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY (EEO)/AMERICANS WITH DISABILITIES ACT (ADA)

The Delaware College of Art and Design is dedicated to providing an academic and work environment that is racially and culturally diverse. Intellectual, artistic and professional growth is enhanced in an atmosphere that supports and encourages mutual respect for individual differences.

The Delaware College of Art and Design is committed to a policy of equal opportunity for all educational activities, admissions, scholarship and loan programs, and employment. Discrimination on the basis of race, color, national origin, religion, age, gender, sexual orientation, disability, marital or other basis that would be in violation of applicable federal, state, or local law is prohibited at the Delaware College of Art and Design.

The Delaware College of Art and Design is a private, not-for-profit, educational corporation, tax-exempt under the United States Internal Revenue code. The College's non-discriminatory employment policies and practices provide equal opportunity in the application

and employment process. Employment opportunities are available to all qualified applicants with selection determined on the basis of education, experience, aptitude and ability.

Specifically, this policy applies to all terms and conditions of employment including, but not limited to: hiring, the introductory period, training, promotion, compensation, benefits, layoff and recall, disciplinary action, termination and retirement. These commitments apply uniformly to and are the responsibility of all levels of management.

Employees are protected by law from coercion, intimidation, interference, discrimination or harassment for filing a complaint or assisting in an investigation in connection with federal and state EEO laws and regulations.

The Director of Finance and Operations is assigned responsibility for developing, facilitating and monitoring Equal Employment Opportunity. *A complete statement of applicable Federal and State Equal Employment Policies are posted in the mailroom.*

C.2. CONFLICT OF INTEREST POLICY

The Delaware College of Art and Design was organized and exists for the purpose of qualifying its students to engage in learned professions or other employment of society and to discharge honorably and usefully the various duties of life. A fundamental principle of such an endeavor is the application and use of high ethical and moral standards. The purpose of this policy is to assure all who look to the College for service and leadership that those people who teach and otherwise work in the employment of the College, as well as members of the Board of Directors, dedicate themselves to the welfare of the College and its students to the exclusion of ulterior purposes and conflicts of interest. Activities that conflict with the interest of the Delaware College of Art and Design or cause employees to favor outside or personal interests over those of the College must be avoided.

In all activities and statements, Delaware College of Art and Design employees must make it clear whether they are acting or speaking for the College, their professional associations or themselves. They must not represent, or appear to represent, DCAD without a mandate to do so. Discovery of events of a questionable, fraudulent, or illegal nature, or which appear to be in violation of the

code of ethics, must be reported promptly to the Director or Director of Finance and Operations. If such instances are identified with persons at the highest management levels within the College, the matter should be reported to the President of the Board of Directors of the College. Failure to report such events also constitutes a violation of the code of ethics.

Violations of the code of ethics may constitute grounds for dismissal. Employees are expected to act fairly and honestly in all transactions with DCAD and with others to maintain the high ethical standards of the College. If an employee is unsure whether there may be a violation of the code of ethics, he/she should contact the Director or the Director of Finance and Operations.

C.2.a. Fundraising

The Delaware College of Art and Design, as a privately supported not-for-profit corporation, depends on donations from private individuals and, at times, from granting institutions. The involvement of an employee in fundraising for any other non-profit organization may create a Conflict of Interest. Employees who desire to participate in such activities must consult the Director/Dean.

C.2.b. Business Ethics

- Every employee shall abstain from discussion and voting on any matter which relates to the decision to engage or continue the services of a person, firm or entity with which he or she is affiliated, including discussions and voting on the creation or termination of such relationships, or the compensation or other terms on which the relationship will exist. Any employee who is affiliated with another entity doing or desiring to do business with DCAD, or who holds a position of influence with another educational or arts-related institution, shall provide to the Director/Dean complete information with respect to this relationship.

Employees must award orders, contracts and commitments to suppliers of goods and services without favoritism. College business of this nature must be conducted strictly on the basis of merit.

C.2.c. Confidential Information

An employee may not disclose, to any person who has

no need to know, any confidential or material non-public information acquired in the exercise of his/her responsibilities as an employee of the Delaware College of Art and Design.

Terms:

Directory Information: Information not generally considered harmful or an invasion of privacy if disclosed. This includes, but is not limited to:

- Name, address, email address, telephone listing
- Field of study
- Weight and height of athletes
- Most recent previous school attended
- Photographs
- Date and place of birth
- Participation in officially recognized activities and sports
- Dates of attendance, degrees, and awards

- Directory information **cannot** include:
- Student identification numbers
- Social security numbers
- Ethnicity/race/nationality
- Gender

Disclosure: To permit access to, release, transfer or allow any other type of communication of personally identifiable information contained in education records to any party by any means; including oral, written or electronic communication.

Education Records: All records which contain information directly related to a student; and are maintained by an educational agency or institution or by a party acting for the agency or institution. This term has a very broad scope. Any information which makes student personally identifiable, such as an Id number or home address, is considered an educational record.

Records which fall outside of this definition include:

- Sole possession records
- Records created and maintained by a law enforcement unit for a law enforcement purpose.
- Employment records (unless contingent upon attendance)
- Medical records made and maintained in connection with treatment and disclosed only to individuals providing treatment.
- Records containing information about an individual which is created after he/she is no longer a student at that institution (i.e.,

alumni records).

Educational Agency: An entity that administers a school to which it is directly linked.

Educational Institution: A school or other entity that provides educational services and is attended by students.

Eligible Student: A student who has attained the age of 18 or has attended an institution of higher education.

Personally Identifiable Information:

Includes, but is not limited to:

- The student's name
- Name of the student's parent or other family members
- Address of the student or student's family
- A personal identifier, such as a social security number or student number
- A list of personal characteristics or other information that would make student's identity easily traceable.

Record: Information maintained in any way-including, but not limited to:

- Audio Tape
- Computer Media
- Film
- Handwriting
- Microfilm
- Microfiche
- Print
- Video Tape

Sole Possession Record: Records which are created and maintained by the person generating education records (not in conjunction with the student). These are essentially personal notes or "memory joggers."

School Official: Defined from institution in its annual notification, a school official may be:

- An employee of a college (administrative, supervisory, academic, research, or support staff position).
- A person elected to the board of trustees.
- A company or person employed/contracted by a college to perform a special task (i.e., attorney, auditor, or collection agency).
- A person or student serving on an official committee (i.e., disciplinary/grievance, scholarship) or assisting an official in his/her

task (i.e., work study students).

Student: Any individual who is or has been in attendance at an institution; and regarding whom the institution maintains educational records.

For further disclosure information, please refer to the Family Educational Rights and Privacy Act Regulations (see Appendix).

C.2.d. Acceptance of Gifts & Services

No employee may accept a gift directly or indirectly, in any form, from a supplier or prospective supplier.

For the purpose of this policy, the term "gift" means anything of significant value including such meals and entertainment which do not serve a demonstrable business purpose. This policy extends to the employee's immediate family (spouse or life partner, parent, child, stepchild, sibling or any person with whom the employee shares or has shared a residence within the last year and with whom the employee maintains a committed relationship).

C.2.e. Hospitality to Public Officials

Acts of hospitality toward public officials should never compromise or give the impression of compromising integrity or the reputation of either the public official or the College. When appropriate hospitality is extended, it should be with the expectation that it will become a matter of public knowledge.

C.2.f. Copyrights and Royalties

As both a legal and ethical principle, creative works performed as part of an employee's assigned duties are the property of the College, together with any related copyrights, publication rights or royalties. This is true whether the work is created during or outside of regular working hours, since it involves the privileged use of College resources and is a responsibility of the job for which the employee is paid.

The patent or copyright royalties of any item or idea produced by an employee of the College when that item or idea is not directly related to the employee's job, and regardless of the employee's utilization of knowledge, information or skills derived from the College, belong

to the employee.

C.3. DRUG AND ALCOHOL POLICY

The Delaware College of Art and Design policy regarding alcoholic beverages and illegal drugs has been established for the well-being of faculty, students and staff. It is intended to promote and maintain a safe environment that is conducive to learning and to protect individuals and the institution from liability. The Delaware College of Art and Design does not condone the violation of Delaware and federal laws pertaining to the use of alcohol and illegal drugs. All students, faculty and administrative staff are expected to be familiar with and abide by these laws and regulations.

The use of drugs and/or alcohol affects job performance, influences workplace morale and jeopardizes the safety of coworkers. Employees are prohibited from the illegal use, sale, dispensing, distribution, possession or manufacture of illegal drugs, controlled substances, narcotics or alcoholic beverages on College premises. In addition, the College prohibits the off-premises abuse of substances when those activities adversely affect job performance or job safety. Compliance with the Drug-Free Workplace Act shall be considered a condition of employment at DCAD.

Employees will be subject to disciplinary action, up to and including termination, for violations of this policy. Employees who are convicted of any criminal drug violation occurring in the workplace must report the conviction to the Director of Finance and Operations within five (5) days. The Director of Finance and Operations is then to take appropriate action as required by law.

Employees believed to be under the influence of drugs, narcotics or alcohol, by their supervisor, will be required to leave the premises for the rest of the day, without pay. This will count as a first offense. If the employee commits a second offense, of the same, he/she will be subject to discipline up to, and including, termination.

Any employee who is abusing drugs or alcohol may be granted a leave of absence to undergo rehabilitation treatment. The employee will not be permitted to return to work until certification is presented to the Director of Finance and Operations that the employee is capable of performing his or her job. Failure to cooperate with an agreed-upon treatment plan may result in discipline, up

to and including termination. Participation in a treatment program does not insulate an employee from the imposition of discipline for violations of this or other College policies.

The College will, to the extent feasible, provide continuing awareness programs about the harmful effects of drug and alcohol abuse.

Employees who need to use prescribed drugs or narcotics while at work must report this requirement to the Director of Finance and Operations if the use might impair their ability to perform the job safely and effectively. Depending on the circumstances, employees may be reassigned, forbidden to perform certain tasks or even prohibited from working if they are judged unable to perform their jobs safely and properly while taking prescribed drugs or narcotics.

The College's health insurance policy may provide for employees covered under the health plan, a Mental Health and Substance Abuse Benefit. For a complete explanation of benefits and limitations, please consult the College's current health plan or the Director of Finance and Operations.

C.4. SEXUAL HARASSMENT POLICY

Sexual harassment by any employee is prohibited. All employees must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment does not refer to occasional compliments or other generally acceptable social behavior. It refers to behavior which is unwelcome, personally offensive, undermining or weakening to morale and, therefore, interferes with the work effectiveness of its victims and their coworkers. Sexual harassment may include such conduct as: (a) offensive sex-oriented verbal "kidding," jokes or abuse; (b) pressure for sexual activity; (c) offensive, unwanted physical contact such as patting, pinching or repeated brushing against another's body; and (d) any demand for sexual favors accompanied by implied or overt promises of preferential treatment or threats concerning an individual's employment status.

Any employee who believes that a supervisor's, manager's, other employee's or non-employee's actions or words constitute unwelcome harassment has a responsibility to report the situation as soon as possible. The report or complaint should be made to the employee's supervisor or the Director of Finance and

Operations if the complaint involves the supervisor.

Complaints of harassment will be handled and investigated by the Director of Finance and Operations and/or the Director. All complaints of harassment are to be investigated promptly and in as impartial and confidential a manner as possible. Employees are required to cooperate in any investigation. A timely resolution of each complaint should be reached and communicated to the parties involved. Retaliation against any employee for filing a complaint or participation in an investigation is strictly prohibited.

Any employee, supervisor, or manager who is found to have violated the harassment policy will be subject to appropriate disciplinary action, up to and including termination. The College prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about harassment. However, if an investigation of a complaint shows that the complaint or information was false, the individual who provided the false information will be subject to disciplinary action, up to and including termination.

C.5. SMOKING POLICY

In accordance with Delaware law, smoking is not allowed in the College building.

Employees who wish to smoke may do so any place outside the building except in the front door alcove. Smokers have a special obligation to keep smoking areas litter-free and to responsibly observe break and work rules.

D. EMPLOYMENT

D.I. HIRING PROCESS AND POLICIES

When an existing full- or part-time position becomes vacant or a new position is created, the supervisor responsible for filling the position will conduct all search and interview activities, with assistance from the Director of Finance and Operations. The position will be advertised in-house (posted in the mailroom) to provide Delaware College of Art and Design employees with an early opportunity to apply for the position. Applicants are required to submit a letter of application and a current résumé, including references, to the Director of Finance and Operations.

At the conclusion of search and interview activities, the

supervisor will submit to the Director his/her written recommendations on the recommended applicant(s). The candidate(s) may be requested to interview with the Director.

The Director with approval of the Board of Directors determines salary ranges for employees. The Director makes the final decision on salary rates for new employees. No prospective employee is to be notified of his/her salary without approval from the Director. Each new full-time employee will receive a new-hire letter from the Director of Finance and Operations including salary rate, benefit information and a copy of the position description.

D.I.a. Position Description

A position description is prepared for each employee by the Director of Finance and Operations and the Director. It outlines the major daily and long-range responsibilities of the position, the qualifications required and the supervisor to whom the employee reports.

Since an employee's responsibilities may change for a variety of reasons, the annual performance review includes an evaluation of the description by both the employee and the employee's supervisor. When a job description is updated, it must be approved by the Director, one copy must be given to the employee and one placed in the employee's file. (See Staff Evaluation)

D.I.b. Employment of Immediate Family

Ordinarily, the College does not employ members of the same family: spouse (legal or common law), child, parent, sibling or any other relative residing in the employee's household. However, in certain cases, an employee's family member may be hired for special projects as a temporary, part-time employee.

If a family member of an employee is considered for employment, it may be only in a department separate from the current employee's, or in a position where there is not a direct or indirect supervisor/subordinate relationship between the employees. However, if two current full-time employees marry or become members of the same household, their employment at the College may continue as long as there is not an actual or apparent conflict of interest.

This policy extends to the immediate family of present and former members of the Board of Directors.

D.1.c. Background Checks

Candidates for employment may be requested to provide information for background checks. Only information directly related to position requirements (e.g. driving record) may be checked. This information is acquired and made accessible on a strictly confidential, need-to-know basis.

D.1.d. Medical Examinations

Successful applicants, to whom a conditional offer of employment has been extended, may be required as a condition of employment to pass a medical examination. This examination will serve only to establish their fitness to perform the jobs for which they have applied, without endangering the health and safety of themselves or others. If management determines that an examination is appropriate to a particular position, all applicants for the job to whom a conditional offer of employment has been made are to be examined.

Employees may be required to have a medical examination on other occasions when the examination is job-related and consistent with business necessity. For example, a medical examination may be required when an employee is exposed to unhealthful conditions, requests accommodation for a disability, or has a questionable ability to perform his/her duties.

Medical examinations required by the College must be performed by an approved physician or licensed medical facility will be paid for by the College, and the examination records will be treated as confidential and held in separate medical files in administration.

D.1.e. Immigration and Nationality Act Compliance

As a result of the Immigration Reform & Control Act of 1986, any offer of employment is conditioned upon satisfactory proof of a prospective employee's identity and legal ability to remain and work in the United States. Each employee must, within three (3) days from the beginning of his/her employment with the College, provide to DCAD documentation proving the legal right to remain and work in the United States, as evidenced by completion of a U.S. Department of Justice, Immigration and Naturalization Service Form I-9,

including all necessary documentation. If the necessary documentation is not provided within this time frame, employment with DCAD will be terminated.

D.1.f. Introductory Period

It is the policy of the College that all new employees and all present employees transferred or promoted to a new job are to be carefully monitored and evaluated for an initial period of three (3) months. After satisfactory completion of the introductory period, those employees will meet with their supervisors to discuss their performance during the introductory period. Termination and resignation during this period may be without notice.

D.1.g. Orientation

The Director of Finance and Operations will arrange, for each new employee, an orientation session in which personnel procedures and benefits will be reviewed and information provided for the employee's permanent file. The employee will be issued a staff Handbook and will be required to become familiar with its contents. The responsible department head or supervisor will provide orientation regarding position duties and on-the-job training.

D.2. STAFF EVALUATIONS

D.2.a. Annual Staff Evaluation

No less than one week prior to the evaluation meeting, the staff member will receive a copy of his or her position description and a Self-Evaluation Form. The position description should be reviewed by the staff member and be revised as necessary, or newly drafted in the case where a description does not exist.

The staff member should complete the Self-Evaluation Form, including the narrative description of his or her activities and accomplishments since the last evaluation, and return it to the evaluator (along with the draft position description, if required).

Prior to the meeting, the evaluator (usually the immediate supervisor) will review the position description and complete a Staff Evaluation Form for the staff member.

An evaluation meeting will be scheduled at a mutually convenient time, during which time the evaluator and

the staff member will discuss the Self-Evaluation Form and the Staff Evaluation Form. During the meeting, objectives are developed together by the employee and the supervisor: ongoing responsibilities related to the maintenance of the job itself, proceeding from year to year; specific result-oriented goals or products anticipated during the year; and development objectives to increase job-related skills. In areas where the employee's performance is deemed inadequate, the supervisor must provide clear guidance for improvement of performance. Expectations may change during the year, in which case an addendum should be attached to explain the change.

After the evaluation meeting, the staff member will receive a copy of the evaluator's Staff Evaluation Form, and may attach comments within one week prior to it becoming a permanent part of his/her personnel file.

D.2.b. Salary Increase

When feasible and appropriate increases in salary are generally effective the first day of the fiscal year and may be based upon the cost of living and/or the employee's work performance.

D.2.c. Promotion/Advancement

Advancement opportunities are based entirely upon the needs of the College at a particular time. Vacant positions will be posted in the Mailroom and employees will have an opportunity to apply for such positions. An employee of the College who wishes to apply for another internal position should (but is not required to) notify his/her immediate supervisor before submitting a letter of application. If the new position is a promotion, an employee may be eligible for a salary adjustment.

D.2.d. Transfer/Reassignment

The College may transfer or reassign employees within a department, or from one department to another, in order to meet the operational needs of the institution. Salary adjustments may or may not be made when an employee is transferred.

D.3. PERSONNEL FILES

The Administrative Office requires certain information to be on record for every employee, which comprise the employee's permanent personnel file. It is the responsibility of both the employee and the Director of

Finance and Operations to keep these records updated. These records are confidential. Only the employee's supervisor, the Director of Finance and Operations and the Director who need employment-related information may inspect the files of that employee. The inspection must be approved by the Director of Finance and Operations, and should be recorded in the file inspected. The employee's employment dates and position are public information.

Except as required by law or a court order, other information that is in the employee's file may not be released in any form without the employee's written permission.

An employee has the right to inspect the materials in his or her personnel file except for records excluded from inspection as per Delaware state law (i.e., letters of reference). Files must be inspected in the presence of the Director of Finance and Operations and the employee may request copies of, but not remove, documents in the file. Inspections by employees must be requested through the Director of Finance and Operations and will be scheduled at a mutually convenient time. Employee files cannot be removed from the Administrative Office. An employee has the right to enter a written statement into his or her personnel file on any matter contained in the file.

D.3.a.i. Changes to Records

Employees have a responsibility to keep their personnel records up to date and should notify the Director of Finance and Operations in writing of any changes in at least the following:

- Name
- Address
- Telephone number
- Marital status (for benefits and tax purposes only)
- Number of dependents (for benefits and tax purposes only)
- Information changes regarding beneficiaries for any of the College's insurance, disability, and pension plans
- Persons to be notified in case of emergency

D.4. OUTSIDE EMPLOYMENT

Certain types of outside employment, including self-employment and paid consulting activities, can be of benefit to both the College and its employees by

stimulating personal and professional development. Remuneration may be monetary or non-monetary, direct or indirect. Outside employment includes any situation where College employees work for an organization, an individual or themselves on their own time and are privately paid.

Such activities, however, should not present a Conflict of Interest to the Delaware College of Art and Design, and should not interfere with the fulfillment of assigned duties. DCAD employees often will be considered representatives of the College while they are engaged in activities or duties similar to those they perform for the College, even though their work may be wholly independent of the College. Employees must receive permission from the Director, or other appropriate supervisor, for any planned outside employment or consulting arrangements that are in any way related to the functions that those employees perform for the College. Disclosure is not required for small businesses or similar activities that are entirely unrelated to the work the individual carries out for the College. DCAD employees should not draw upon any of the College's resources when involved in outside employment, except with the College's approval.

As both a legal and ethical principle, creative work produced as part of assigned duties and completed on work time is the property of the College, as are related copyrights, publication rights and royalties. Examples of creative work which may be part of the job assignment are College-related lectures to community or professional groups, design or writing for College publications, and research completed as part of a current assignment.

When an employee receives compensation for a service prepared on College time, on the College's behalf and directly furthering its interests, such compensation should be turned over to the College, exclusive of travel reimbursement. Such services performed outside the regular workday are governed by applicable compensatory time standards.

Wages, fees, honoraria, copyrights and royalties related to personal activities, which are accomplished outside of work time, belong to the employee. Examples of this type of work may be teaching at a local university or delivering a lecture on a subject not related to the employee's job.

D.5. PROFESSIONAL DEVELOPMENT

The College encourages professional growth and performance in its staff. Employees may serve in national, regional and state organizations provided that such activities do not interfere with the fulfillment of assigned duties or compromise the College's reputation. College funding for such activities is available on a case-by-case basis, taking into consideration budgetary constraints, immediate needs, long-range planning and the College's responsibilities in the arts and education communities.

An employee who wishes to take part in such activities should inform his/her supervisor in writing as early as possible, describing the proposed activity, giving the reasons why the employee and the College would benefit and detailing the approximate costs involved.

Whenever possible, these requests should be made prior to the upcoming fiscal year when the College's annual budget is in preparation.

D.6. STANDARD OF CONDUCT AND CORRECTIVE ACTION

D.6.a. Employee Behavior

The Delaware College of Art and Design expects all employees to behave in a professional manner during working hours and/or while representing the College at any time. Employees are expected to adhere to the highest standards of honesty, fairness and integrity; to respect the rights of the College, its students, visitors, fellow employees and other members of the College community; and to perform job responsibilities conscientiously and energetically. Specifically, all employees are expected to:

- Actively support and pursue the mission and goals of the College as stated in the College mission statement.
- Protect and preserve the business operation and reputation of the College, as well as the morale of its employees.
- Adhere to all policies and procedures of the College.
- Respect and follow the established lines of communication within the organizational structure of the College.
- Maintain the confidentiality of all information relating to the College, its members and its

employees.

- Perform all job functions as stated in the job description and as assigned by the supervisor.
- Provide efficient and effective service as well as personal and courteous attention to all students and visitors.
- Maintain the security of the facilities and property of the College.
- Interact positively with fellow employees, students and visitors to the College.
- Report to work punctually as scheduled.
- Give proper advance notice whenever unable to work or report on time.
- Perform various duties at College fundraisers and other College-sponsored events, as requested.
-

As part of the DCAD community, employees are expected to participate in College-wide functions such as gallery openings, lectures, field trips and workshops.

D.6.b. Personal Appearance

Dress should be appropriate for the workplace, with consideration for the nature and location of the employee's responsibilities. Employees should be sensitive to their schedules and determine if business dress is more appropriate for a meeting, appointment or special event which may be scheduled for that day.

D.6.c. Corrective Action

D.6.c.i. Open Door Policy

The Delaware College of Art and Design hopes that complaints will be resolved expeditiously in a manner that is fair to all persons involved and promotes open communication between employees. To that end, the College strongly urges any employee who feels that he or she has been wronged by another employee or supervisor to discuss the matter with that employee or supervisor in person before turning to the supervisor's supervisor, the Director of Finance and Operations or the Director. Although it may be difficult or awkward to initiate these types of discussions, resolving problems with those immediately involved minimizes embarrassment and antagonism and furthers mutual understanding.

Failing this, any employee who is aware of or harmed by personnel actions or conduct that is illegal, unethical or contrary to policies of the College, particularly the College's equal opportunity and sexual harassment

policies, should promptly advise the Director of Finance and Operations of all relevant facts. If the complaint involves the Director of Finance and Operations, the employee should advise either his or her supervisor, or the Director. The College will conduct an investigation of the circumstances surrounding the alleged incident, and, if it is determined that the allegations are true, will subject the individual to appropriate disciplinary action, up to and including termination. Any college employee who knowingly brings false accusation against another employee will also be subject to appropriate disciplinary action, up to and including termination.

D.6.c.ii. Disciplinary Actions

An employee's misconduct or failure to abide by the policies of the College, including those policies outlined in this Handbook, may result in disciplinary action including termination. Misconduct that may result in disciplinary action includes, but is not limited to, unsatisfactory job performance; breach of DCAD confidentiality; failure to cooperate with a supervisor; refusal to work overtime; tardiness; unexcused absence; unauthorized removal or use of property owned or controlled by the College; dishonesty, falsification or misrepresentation; violation of the College's drug and alcohol policy; or violation of a law.

Employees should be aware that this list does not attempt to identify every type of unacceptable conduct, and that conduct which is not specifically listed but adversely affects or is otherwise detrimental to the College, its employees, or its constituency may also result in disciplinary action.

D.6.d. Termination

It is the policy of the College to terminate employment because of an employee's resignation, discharge or retirement; the expiration of an employment contract; or a reduction in the workforce. In the absence of a specific written agreement, employees are free to resign at any time and for any reason and the College reserves the right to terminate employment at any time and for any reason (see Code of Employer/Employee Relations).

D.6.d.i. Forms of Termination:

Resignation

Ordinarily the employee must give three (3) weeks notice, in writing, of intent to resign to the Director. Failure to do so will not prejudice benefits but may

result in the College's refusal to provide letters of recommendation. Once this notice has been received, its retraction is permitted only by mutual agreement of the employee and the College.

An employee who resigns receives all earned salary and accrued vacation leave. An employee who resigns is not entitled to severance pay.

Employment Abandonment

An employee who is absent for more than three (3) consecutive working days without prior approval and without absence notification is considered to have abandoned his/her employment. On the fourth day of absence, the College will notify the employee by registered mail that employment has been terminated as of the first day of the unauthorized absence.

The notice will indicate the procedure for the employee to receive any earned salary. In case of abandonment, employee forfeits accrued vacation pay. Termination due to abandonment is not retractable unless the employee substantiates that he/she was unable to notify the College as required.

Reduction in Staff/Staff Reorganization

The College provides at least three (3) weeks notice to employees when a reduction in staff or staff reorganization is required by the Director. At the College's discretion, salary may be paid in lieu of notice. An employee who is terminated because of reduction in staff or staff reorganization is paid earned salary and accrued vacation pay.

Discharge

An employee who is discharged is paid earned salary and accrued vacation pay.

Retirement

Employees should notify the College as early as possible of their intended retirement date. Advance notice is needed to process paper work and to give employees time to make decisions. It is the employee's responsibility to notify retirement benefit plan retirement decision.

Retiring employees are entitled to earned salary and

E.1. REFERENCE CHART

| BENEFIT | FULL-TIME (OVER 35 HRS.) | PART-TIME (20-35 HRS.) | PART-TIME (UNDER 20 HRS.) |
|---------|-----------------------------|---------------------------|------------------------------|
|---------|-----------------------------|---------------------------|------------------------------|

accrued vacation pay. As an employee approaches retirement, the College will assist him/her in all appropriate matters. Employees who reach the age of fifty-five (55) may apply for early retirement, although there may be certain restrictions for those under age 59½.

All employee benefits plans and programs are subject to amendment or termination, even after retirement, at the College's sole discretion.

D.6.e. Exit Interview

In most cases, prior to the employee's departure, the Director of Finance and Operations will conduct an exit interview advising the employee of the status of benefits, including termination of benefits, and the method of calculating the employee's final payment which will cover unpaid wages or salary, and unused annual leave for which the employee is eligible. Information will also be provided regarding the employee's eligibility for continuation of health benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

At this time, the employee is to return all property belonging to the College to include: keys, equipment, I.D.s, tools, books, slides, reports, files and other work products to the College. Should the employee be unable to return any materials such as books or equipment borrowed from the College, he or she must provide payment equal to their replacement value.

E. EMPLOYEE BENEFITS

Eligibility for benefits is determined by employment category and full- or part-time status. Detailed explanations and information are given to each new employee and updated as needed. DCAD, in its sole discretion, reserves the right to amend, modify, alter or terminate any or all of these plans at any time. Please see Director of Finance and Operations for any additional information.

Following is a summary of the benefits offered.

| | | | |
|---------------------------------------|-----|--|--|
| Health & Dental Insurance | Yes | Yes - prorated | No |
| Life and Long-term Disability | Yes | No | No |
| Workers' Compensation | Yes | Yes | Yes |
| Social Security | Yes | Yes | Yes |
| Group Retirement Annuity | Yes | No | No |
| Group Supplemental Retirement Annuity | Yes | Yes | Yes |
| Flex Spending Account | Yes | Yes | No |
| Blood Bank | Yes | Yes | Yes |
| Tuition Benefit | Yes | Yes | No |
| Sick Leave | Yes | Yes - prorated | No |
| Bereavement Leave | Yes | Yes, paid for regularly scheduled hours only | No |
| Jury Duty | Yes | Yes, paid for regularly scheduled hours only | Yes, paid for regularly scheduled hours only |
| Unpaid Parental Leave* | Yes | Yes, see Family and Medical Leave | No |
| Unpaid Family Care Leave* | Yes | Yes, see Family and Medical Leave | No |
| Personal Leave | Yes | No | No |
| Military Leave* | Yes | Yes | Yes |
| Annual Leave | Yes | Yes, prorated | No |
| Holidays | Yes | No | No |

* In some cases, employees may use vacation and/or sick leave during this unpaid leave time. Please see appropriate section for more details.

When terminating employment, please consult with the Director of Finance and Operations to determine your eligibility to remain on the plan.

E.2. INSURANCES

E.2.a. Health & Dental Insurance

The College currently offers health and dental coverage to qualified employees. The College pays individual coverage for all full-time employees.

Enrollment takes place on the first of the month, on or after date of hire. Open enrollment and coverage changes take place on January 1 of each year. Part-time employees who work twenty (20) hours or more per week are eligible for prorated health and dental insurance benefits. DCAD employees may purchase additional coverage at their own expense (See plan manager for description of current benefits)

E.2.b. Workers' Compensation Insurance

Employee safety is very important to the College, and all employees are expected to comply with all safety and health standards whether established by the College, or by federal or state law.

However, if an employee is injured in the course of employment, either on or off College property, he/she is covered by Worker's Compensation insurance under the College's commercial policy.

It is important that the Director of Finance and Operations is notified within 24 hours of a work-related

injury that has occurred to any staff member so that an accident report can document the incident while it is current. Medical bills are processed through this insurance company and not DCAD's employee health insurance benefit plan. All employees are covered by this benefit.

E.2.c. Long Term Disability Insurance

This policy is offered to all full-time employees. Enrollment takes place on the first of the month, on or after date of hire. There are no conversion privileges on termination (see Long Term Leaves of Absence). Consult Director of Finance and Operations for policy details.

E.2.d. Life Insurance

This term insurance policy is currently offered to all full-time employees, and pays as a death benefit, one (1) times the employee's annual salary. Enrollment takes place on the first of the month on or after date of hire.

E.2.e. Social Security Insurance

This is a federally mandated benefit. Both the employee and employer share the cost. Its purpose is to provide retirement income for the employee and survivor's benefits to the employee's dependents. Information is obtained by calling the Social Security Administration. The Social Security Administration administers this plan and all forms and information must be processed through their office. All employees are covered by Social Security.

E.3. GROUP RETIREMENT ANNUITY

All full-time employees are eligible for this benefit. Enrollment in the College's group retirement annuity, through TIAA CREF, takes place on the first day of the month following date of hire. The College contributes the equivalent of 5% of the employee's gross earnings on a monthly basis into the employee's group retirement annuity. Employees may contribute additional funds to this account, and may also use a group supplemental retirement annuity to save additional pre-tax dollars (see below). This plan is 100% vested one year from the first day of eligibility. Upon termination, the employee has the option of leaving the funds with TIAA CREF until retirement or closing the account and rolling over the proceeds into an IRA or other eligible plan. A lump sum distribution may be taken if the balance of the account is under a specified limit, but will be fully taxed

and charged a penalty for early withdrawal (call TIAA CREF for more details). It is very important to notify TIAA CREF or the College of any address changes, since statements will be sent regularly to the employee's home.

E.4. GROUP SUPPLEMENTAL RETIREMENT ANNUITY

This voluntary form of pre-tax retirement savings is available to all employees of the College. The amount to be withheld each month from pay is determined by the employee and withheld from pay by a salary reduction agreement. The amount withheld is not subject to federal or state income tax.

E.5. BLOOD BANK OF DELAWARE

Delaware College of Art and Design employees have a group plan with Blood Bank of Delaware. An employee may join at any time individually or as a family. A donation of blood or monetary equivalent is usually required soon after you have joined. The \$5 fee to join the plan is paid by the College. Please see the Director of Finance and Operations to obtain more information. All employees are eligible to join.

E.6. TUITION BENEFIT

In an effort to provide staff, faculty and their immediate families the opportunity to take DCAD classes, DCAD has adopted the following policy:

E.6.a. Staff and Immediate Family

Full-time staff and faculty are entitled to take classes for credit, up to 6 credits in an academic year (Sept.-Aug.), taking no more than 4 credits in any one semester, so long as classes do not conflict with scheduled working hours, job performance and available seats.. Part-time staff (working at least 20 hours per week) is entitled to take up to 3 credits in an academic year.

Full-time staff is also entitled to take up to 2 non-credit full semester, or the equivalent, continuing education classes per semester. Part-time staff (working at least 20 hours per week) and all adjunct and CE faculty are entitled to 1 non-credit full-semester, or the equivalent, continuing education class per semester.

E.6.b. Family

Immediate family members (spouse, domestic partner, child, and parent) are entitled to a 25% discount on the cost of tuition for any non-credit class, with a limit of one class per semester pending availability of seats. This discount does not apply to fees charged.

E.7. LEAVES OF ABSENCE

E.7.a. Annual Leave

Unless otherwise agreed upon, all regular full-time employees accrue paid annual leave based upon the number of years of continuous employment. Annual leave is awarded as it is accrued. Accrual begins the day an employee begins work at the College.

During the first three (3) years of service, annual leave will accrue at the rate of 1.08 days of leave for each monthly pay period (for a total accrual of 13 days of annual leave per year).

During the fourth (4) through tenth (10) years of service, annual leave will accrue at the rate of 1.67 days of leave for each monthly pay period (for a total accrual of 20 days of annual leave per year).

During the eleventh (11) and following years of service, annual leave will accrue at the rate of 2.16 days of leave for each monthly pay period (for a total accrual of 26 days of annual leave per year).

Part-time employees who work at least twenty (20) hours per week are entitled to annual leave on a prorated basis. Part-time employees working less than twenty (20) hours per week and temporary employees do not receive paid leave.

It is the responsibility of supervisors to schedule leave in cooperation with their staff to assure each employee the opportunity to use accrued leave while ensuring adequate work coverage. Employee requests for annual leave will be granted subject to the staffing needs of the College. In order to take annual leave, an employee must obtain the approval of his or her supervisor. New employees are not eligible to use their accrued annual leave until after the introductory period is completed. (See Introductory Period)

Employees will not be granted paid leave before days of paid leave have been accrued. Employees are

encouraged to take annual leave within the year in which it is awarded. On their anniversary date of hire, employees may carry forward no more than one-half (1/2) of the leave awarded during the past year.

If a College-observed holiday or emergency closing (i.e. snow day) falls within an employee's scheduled annual leave, an additional day of annual leave is granted. If bereavement leave must be taken during scheduled annual leave, additional day(s) may be granted. If an employee gets sick while on annual leave, he/she must present a doctor's statement verifying dates of illness and diagnosis, in order to be able to substitute sick leave for annual leave.

E.7.b. College Observed Holidays

The Delaware College of Art and Design observes the following holidays:

- New Year's Day
- Labor Day
- Spring Break (3 days)
- Thanksgiving
- Memorial Day
- Friday after Thanksgiving
- Independence Day
- December 24th through January 1

A Holiday Calendar with dates is published once a year. Please see the Director of Finance and Operations for a copy of the current year's calendar.

Ordinarily, holidays that fall on Saturday are observed the preceding Friday; those that fall on Sunday are observed the following Monday. If a College-observed holiday falls within or on an employee's scheduled annual leave, he/she is entitled to an alternative paid day.

E.7.c. Short-term Leaves of Absence

It is the policy of the College to permit employees to be absent from work on an authorized short-term basis for a variety of reasons, including sickness or injury.

In order for short-term absences to be considered authorized and potentially eligible for compensation, employees must obtain approval for the absence from their supervisor. Employees should give their supervisor one (1) week's advance notice of an anticipated absence or as much advance notice as is practicable under the circumstances.

Employees will not be granted paid leave before days of paid absence (sick leave or annual leave) have been accrued. In addition, authorized days off for short-term absences will not be considered as working time for calculating weekly overtime compensation.

An authorized short-term absence may include any of the following:

E.7.c.i. Sick Leave

Sick leave is to be used for illness, injury or routine medical appointments of the employee or a member of the employee's immediate family (spouse or life partner, parent, child, stepchild, sibling or any person with whom the employee shares or has shared a residence within the last year and with whom the employee maintains a committed relationship) who is unable to care for him/herself.

Ordinarily, unless other arrangements have been made, employees must notify their supervisor of sick leave on a daily basis. Written certification from the health care provider of the ill or injured employee or family member verifying the need for leave is required if the absence exceeds three consecutive days, and also may be required for certain shorter absences.

Sick leave is accrued by full-time staff at the rate of .83 days per monthly pay period (or ten (10) workdays per year). Sick leave is accrued by all part-time staff, working at least twenty (20) hours per week on a regular schedule, on a pro-rated basis. Employees working less than twenty (20) hours per week are not entitled to sick leave. Minimum sick leave charge is ¼ day (2 hours) usually used for medical or dental appointments for the employee or immediate family.

Sick leave may accumulate to a maximum of sixty (60) days. Employees are not paid for unused sick leave upon separation from employment.

Employees who have an extended absence and must use all of their accrued maximum sick leave should consult the Director of Finance and Operations to determine their eligibility for Long-term Disability coverage.

E.7.c.ii. Personal Days

Each full-time employee is eligible for four (4) paid personal days per fiscal year (July-June). These days are to be used for situations that may arise which cannot be dealt with outside of normal work hours. Personal

days cannot be carried over to the next fiscal year.

E.7.c.iii. Bereavement Leave

Employees are granted up to a maximum of three (3) days paid leave for a death in the immediate family (see definition of "immediate family" under Sick Leave). Part-time and hourly employees using bereavement leave will be paid for the hours they are regularly scheduled to work on those days.

In the case of absence in the event of death other than in the immediate family, days absent will be deducted from accrued annual leave.

Additional time off in these circumstances may be discussed with the supervisor.

E.7.c.iv. Jury Duty

An employee should notify his/her supervisor as soon as a jury notice (or subpoena to testify as a witness) is received. In some circumstances, the Director may write to the court administrator requesting that the employee be excused. Such a request is not a guarantee that the employee will be excused from jury duty. The College encourages employees to serve on juries when called. Regular full-time and part-time employees will be granted leave with pay while serving on any federal or state court jury. Employees may retain any compensation paid by the Court, in order to cover expenses such as parking, meals, childcare, etc.

Employees should report for work on days and during hours when they have been relieved from jury service.

If it appears that there is the possibility they will be required for jury duty for more than one (1) day's time, employees should consult their supervisor.

Anticipated absence for any other court-required activity should be discussed with the supervisor as early as practicable. Accrued Annual Leave should be used for personal court appearances.

E.7.c.v. Religious Observances

The College makes reasonable accommodations for employees whose religion may include observances, practices and beliefs (such as Sabbath observance) which may conflict with the schedules, programs and terms and conditions of employment of the College, where such accommodations can be made without placing undue hardship on the functioning of the

College. The College may require that any such employee provide the College with advance notice, in writing, of his/her intent to keep such observance during a specific calendar period.

Employees taking time off for religious observances may use accrued annual leave or personal days.

E.7.c.vi. Emergency Closings

The College may be required to close for emergency situations such as inclement weather or a utility failure. In these cases, the Director will make the decision whether to close the College delay the opening or close early. Official announcement of school closing will be broadcast on:

WILM 1450 AM and WJBR 99.5 FM as early in the morning as possible. In addition the DCAD Main Office number (302) 622-8000, can be called for updated messages regarding the college's status for the day.

Employees who are paid on an hourly basis will not be paid for hours missed.

E.8. LONG-TERM LEAVES OF ABSENCE

It is the policy of the College to grant employees extended leaves of absence under certain circumstances.

The granting and duration of each leave of absence and the compensation received by the employee, if any, during the leave of absence will be determined by the College in conjunction with applicable federal and state laws.

Requests for a leave of absence or any extension of a leave ordinarily should be submitted in writing to the employee's supervisor at least thirty (30) days before the start of the leave or extension period. When the need for leave or an extension is not foreseeable, employees should give as much notice as is practicable. The supervisor will forward the request to the Director who will make the final decision. All employees on approved leave are expected to report to the Director of Finance and Operations any change of status in their need for a leave or in their intention to return to work. Benefits that accrue according to length of service, such as annual leave, holidays, personal days and sick leave, do not accrue during periods of unpaid leave or during periods in which the employee receives workers'

compensation or disability benefits.

E.8.a. Long-term Disability Leave

An employee who becomes totally disabled as defined below, and who qualifies for the College's Long-term Disability Plan, is considered to be on Long-term Disability Leave. Accrued sick and annual leave may be used to provide income during the elimination period. An employee is totally disabled under the plan definition when he/she is limited from performing the material and substantial duties of his/her regular occupation due to sickness or injury. Total disability does not mean permanent total disability.

In order to minimize any unpaid time, an employee should file a claim as soon as the employee thinks he/she is disabled. A claim can always be canceled if the disability ceases to exist before the elimination period is satisfied.

E.8.b. Family and Medical Leave

The College will comply with all applicable requirements of the Family and Medical Leave Act (FMLA).

Family and Medical Leave Act of 1993
(29 USC §2601 et seq; **29 CFR 825**)

E.8.b.i. Who is Covered

The Family and Medical Leave Act (FMLA) is intended to provide a means for employees to balance their work and family responsibilities by taking unpaid leave for certain reasons. The Act is intended to promote both the stability and economic security of families, and the national interests in preserving family integrity.

The FMLA is applicable to any employer in the private sector who is engaged in commerce or in any industry or activity affecting commerce, and who has 50 or more employees each working day during at least 20 calendar weeks or more in the current or preceding calendar year. All public agencies (state and local government) and local education agencies (schools) are covered. These employers do not need to meet the 50 employee test. Most federal employees are covered by Title II of FMLA and are subject to regulations issued by the **Office of Personnel Management**. In order to be "eligible" for FMLA leave, an employee must be employed by a covered employer and work at a worksite within 75 miles of which that employer employs at least

50 employees; must have worked at least 12 months (which do not have to be consecutive) for the employer; and, must have worked at least 1,250 hours during the 12 months immediately preceding the date of commencement of FMLA leave.

E.8.b.ii. *Basic Provisions/Requirements*

The FMLA provides an entitlement of up to 12 weeks of job-protected, unpaid leave during any 12 months for the following reasons:

- Birth and care of the employee's child or placement for adoption or foster care of a child with the employee;
- To care for an immediate family member (spouse, child, parent) who has a serious health condition; or
- For the employee's own serious health condition.

An employer must maintain group health benefits that an employee was receiving at the time leave began during periods of FMLA leave at the same level and in the same manner as if the employee had continued to work. Arrangements will be made with eligible employee to pay for continual health benefits. Under most circumstances, an employee may elect or the employer may require the use of any accrued paid leave (vacation, sick, personal, etc.) for periods of unpaid FMLA leave. FMLA leave may be taken in blocks of time less than the full 12 weeks on an intermittent or reduced leave basis. Taking intermittent leave for the placement for adoption, or foster care of a child is subject to approval by the employer. Intermittent leave taken for the birth and care of a child is also subject to the employer's approval except for leave relating to the pregnancy which would be leave for a serious health condition.

When leave is foreseeable, an employee must provide the employer with at least 30 days notice of the need for leave or as much notice as is practicable. If the leave is not foreseeable, then notice must be given as soon as practicable. An employer may require medical certification of a serious health condition from the employee's health care provider, and may require periodic reports during the period of leave of the employee's status and intent to return to work, as well as "fitness-for-duty" certification upon return to work in appropriate situations.

When the employee returns from FMLA leave, the

employee is entitled to be restored to the same or an equivalent job. An equivalent job is one with equivalent pay, benefits, responsibilities, etc. The employee is not entitled to accrue benefits during periods of unpaid FMLA leave, but must be returned to employment with the same benefits at the same levels as existed when leave commenced.

Employers are required to **post a notice** for employees that outline the basic provisions of FMLA and are subject to a civil money penalty for willfully failing to post such notice. Employers are prohibited from discriminating against or interfering with employees who take FMLA leave.

E.8.b.iii. *Assistance Available*

FMLA is administered by the Employment Standards Administration's **Wage and Hour** Division. More detailed information, including copies of **explanatory brochures**, may be obtained by contacting the local **Wage and Hour offices**. In addition, Wage and Hour has developed the **Family and Medical leave Act Advisor**, which is an Internet online system that answers a variety of commonly, asked questions about FMLA including employee eligibility, valid reasons for leave, employee/employer notification responsibilities, and employee rights/benefits.

E.8.b.iv. *Penalties*

Employees or any person may file complaints with the Employment Standards Administration, U.S. Department of Labor (usually through the nearest office of the Wage and Hour Division). The Secretary may file suit to insure compliance and recover damages if a complaint cannot be resolved administratively. Employees also have private rights of action without involvement of the Department to correct violations and recover damages through the courts.

E.8.b.v. *Relation to State, Local and Other Federal Laws*

A number of States have family leave statutes. Nothing in the FMLA supersedes a provision of State law that is more beneficial to the employee, and employers must comply with the more beneficial provision. Under some circumstances, an employee with a disability may also have rights under the Americans with Disabilities Act (enforced by the **U.S. Equal Employment Opportunity Commission**).

F. PAY PRACTICES

F.1. PAYROLL PERIODS

Bimonthly pay periods run from the 1st through the 15th and the 16th through the end of the month. For all employees paydays are the 15th and the last day of each month, unless this falls on a non-working day; then, payday is the last working day before either the 15th or the last day of the month. Paychecks or direct deposit notices are delivered to the employee's mailbox.

Part-time employees are paid only for the time sheets that have been submitted to the Director of Finance and Operations. Time sheets for part-time employees must be approved by the supervisor and turned into the Director of Finance and Operations every Friday or at least four (4) working days before a payday. Time sheets are required of all non-exempt employees.

F.2. PAYROLL DEDUCTIONS

The deductions made from an employee's paycheck are those which the employee has authorized (such as health insurance or TIAA CREF contributions) and those which the College is required to make by law.

F.2.a. Social Security Taxes:

Employee and employer contributions are required by the Social Security Act to provide retirement, disability and survivor benefits for the employee and his/her dependents.

F.2.b. Federal, State and Local Income Taxes:

The College is required by law to withhold from each employee's earnings an amount which represents his/her approximate tax on those earnings and to forward the withholdings to the appropriate Federal, State and Local agencies. Tax withholding is based on the information provided by each employee on the federal Form W-4. Each employee is responsible for the accuracy of that form and for updating the information when necessary. The Director of Finance and Operations will provide W-4 forms for this purpose and answer any employee questions regarding withholding.

F.2.c. Health and Dental Insurance:

The College pays the cost of an employee's basic individual health and dental care coverage. If an employee obtains additional coverage, the additional

cost is deducted from the employee's paycheck on a regular basis.

F.2.d. Deduction for Retirement Annuities:

Employees who wish to make regular contributions to a pre-tax retirement annuity (TIAA CREF) may do so by payroll deduction. A salary reduction agreement form must be completed and filed with the Director of Finance and Operations.

United Way: DCAD participates each year in the United Way Campaign for Delaware. Employees are encouraged to pledge support for this program. Pledges may be deducted from the employee's pay when authorized by the employee.

F.2.e. Flex Spending Accounts:

Employees who wish to make regular contributions to a pre-tax flex spending account may do so by payroll deduction. A flex spending enrollment form as well as a salary reductions form must be completed and filed with the Director of Finance and Operations.

F.3. DIRECT DEPOSIT

All staff except College Work Study is required to use Direct Deposit.

Under this system, an employee's net pay is directly deposited into his/her personal bank account(s). Instead of paychecks, informational pay stubs are provided on payday. Please see the Director of Finance and Operations to make any changes to your direct deposit information.

G. ADMINISTRATIVE PROCEDURES

G.1. COMMUNICATIONS AND USE OF DCAD PROPERTY

DCAD has provided computer and communications systems to support the conduct of the College's business activities. These systems include any individual personal computers provided to employees and all associated software; telephone, voice mail and electronic mail systems; all centralized computer equipment; and any local and wide-area networks. Although limited personal use of the College's systems is allowed, subject to the restrictions outlined below, no

use of these systems should ever conflict with the primary business purpose for which they have been provided, with DCAD's ethical responsibilities, or with applicable laws and regulations. Each user is personally responsible for ensuring that these guidelines are followed.

Technology Policy

G.I.a. Computers & Network Systems

Developments in information technology in recent years have led to fundamental changes in the ways that people communicate, learn and share information. The Delaware College of Art and Design is committed to using these innovations to provide new educational benefits to its students, faculty, and staff and to introduce them to this expanding global community.

The installation of a campus network that links individual computers to each other, to a central file server and to the Internet will create a special opportunity to speed the flow of information among individuals on this campus and the outside world.

A computer network establishes a community. In any community, especially one as tightly linked as an electronic network, individual decisions can have a powerful and immediate impact on a large number of people. Accordingly, it is important that a community develop rules and protocols to ensure that the rights and privileges of each member of the community are protected and that the college's significant investment in the technology is not wasted. For this reason, the college has developed a set of rules and protocols to ensure that our electronic interactions are as orderly and mutually respectful as the rest of our communal lives. This set of guidelines is called the Technology Policy. Like our other codes of conduct, the Technology Policy is based upon the importance of respect and consideration for the rights of others.

The Delaware College of Art and Design stresses respect for all campus technology and consideration upon those who use the system. Use of the college technology is considered a privilege rather than a right. The college reserves the right to alter this policy as the situation dictates. Questions regarding this policy should be directed to the Information Technology Coordinator or the Director of Finance and Operations.

G.I.a.i. *HARDWARE, SOFTWARE, DISKS AND*

DOCUMENTS

HARDWARE

Items of Delaware College of Art and Design hardware (CPU, monitor, keyboard, mouse, printer, scanner and other peripherals) represent a large investment of college funds and provide the student body, faculty and staff with an extensive array of tools for computer work. An equipment malfunction is costly to repair and makes the item unavailable to other users. Users should treat all equipment with respect, mindful that the user is part of the larger community.

Respecting the physical integrity of the hardware means that no one shall tamper with, use improperly, treat roughly or remove any piece or part of a piece of hardware or its cabling from its proper location. All users must comply with use guidelines and restrictions from time to time posted or distributed by the system administrator.

Malfunctions or suspected malfunctions should be reported to the Information Technology Coordinator for immediate attention. No one should attempt to repair or modify any equipment without the direct supervision of the Information Technology Coordinator.

SYSTEMS AND APPLICATIONS

All installation of software is the responsibility of the Information Technology Coordinator. No one may install executable programs (.exe) or applications without authorization from the Information Technology Coordinator. No one may introduce system corrupting software, such as viruses, into any computer system or otherwise intentionally interfere with the operation of any system. No one may copy, transfer or remove any licensed software, including programs, applications, databases or fonts that are installed on any computer hard drives. All users of college computers are expected to observe the terms of software license agreements and federal and state laws pertaining to software copyrights.

DISKS, FILES AND DOCUMENTS

The work of individuals stored on floppy disks, tape or saved in files on hard drives is considered to be private. Just as it is inappropriate to obtain, read, alter or copy work done by another on paper, it is inappropriate to access, read, alter, or copy work stored electronically without permission of the owner. The college will consider unauthorized electronic copying or electronic

theft to be against college policy. Faculty and staff documents may be saved to designated drives on the college servers. Students may not save files to the college servers, but should save all work on portable zip disks.

G.I.b. COMPUTER NETWORK USE

Use of the network is public; therefore, the user is responsible for all activities generated by his or her account at all times. Use of the network outside the scope of college-related activities including commercial accounts is prohibited. The network is designed to monitor activity of all users. All users must abide by guidelines and restrictions.

Network users will be assigned a user name. Each user will be responsible for the confidentiality of his or her password and account. It is considered a college policy violation to attempt any system security bypass involving equipment from the college.

Security on any computer system is a high priority, especially when the system involves many users. It is imperative that passwords be kept confidential, and it is recommended that passwords be changed on a periodic basis.

Users may not download, upload or copy any material protected by copyright law without written authorization from the author. This includes any written documents or visual images found on the Internet, as well as software located on the college system.

As computer users in the DCAD community, it is the responsibility of all to guard against abuses that disrupt or threaten the viability of the college systems. If you feel you can identify a security problem, you must notify the Information Technology Coordinator immediately. Do not demonstrate the problem to other users. Do not use another's individual account without written permission from the Information Technology Coordinator or Director of Finance and Operations. The college, in its discretion, may deny any staff member access to its system. A user in doubt about whether a specific use of the network is authorized should consult with the Information Technology Coordinator or the Director of Finance and Operations.

G.I.b.i. PRINTING

Printers are a costly resource. Use should be limited whenever possible. Only documents required for a class

or DCAD use should be printed. Only college approved paper or transparencies may be used in the printers. Use of printers for personal reasons is not permitted.

G.I.b.ii. INTERNET AND E-MAIL POLICY

Access to the Internet and e-mail are services provided to the faculty, staff and students of the college. These services are to be used primarily for college purposes, personal use should be kept to a minimum, not to interfere with DCAD operations. Any violation of this policy may be grounds for disciplinary action including removal of access privileges.

In addition, the use of attachments to e-mail wastes precious space on our servers and can foster the spread of viruses. Please refrain from using attachments to your e-mail except for vital college business. It is strictly forbidden to open any executable files (.exe) that are attached to an e-mail message. These files should be deleted immediately, as they may contain viruses. Mass e-mailing to all college network users is prohibited without permission from the Director of Finance and Operations. The use of mass e-mailing also wastes precious computer disk space on the college server.

Staff members should apply the same guidelines to electronic mail as they do in their correspondence and interoffice memorandums. E-mail is difficult to delete, and what is written can become a permanent record, open to scrutiny of third parties. Note that electronic mail is not guaranteed to be private. The college reserves the right to monitor and review all e-mail and other system use to protect the integrity of the system and the safety of its users. Staff members must exercise care that no personal e-mail correspondence or messages and comments posted to newsgroups and list-serves appear to be an official communication of the Delaware College of Art and Design or disclose the college's proprietary information.

G.I.b.iii. GENERAL GUIDELINES FOR COMPUTER USE

The use of your computer and/or account must be in support of education and research and consistent with the educational objectives of the Delaware College of Art and Design. Use of another organization's network must comply with the rules appropriate for that network. Transmission of any material in violation of any local, state or federal regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, chain letters and pyramid scheme messages and material protected by trade secret. Use for commercial activities is prohibited, as well as use of

product endorsement, political lobbying, and illegal activities.

The Delaware College of Art and Design makes no warranties of any kind, whether expressed or implied for the service it is providing. The college is not responsible for any monetary or emotional damage you suffer as a result of system failure. This includes loss of data, system delays, non- or mis-deliveries, or service interruptions caused by the college, errors or omissions, or others not affiliated with the college. Use of any information obtained via the system or the Internet is at the user's own risk.

The college reserves the right to all material produced during an employee's or student's affiliation with the college, or other materials produced using technologies supplied by the college. Release of copyright may be obtained through written contractual agreement signed by a designated college authority.

Violations of this policy may result in the loss of user privilege and/or disciplinary action

G.I.c. Telephones

G.I.d. Voice Mail

Each employee is assigned a voice mailbox. Generally, an employee's telephone extension number is the voice mailbox number. If an employee does not have a specific telephone extension, the Director of Finance and Operations will assign a separate voice mailbox number.

Instructions for voice mail and the telephone will be provided to each employee. Please contact the Director of Finance and Operations if further assistance is required. Because this telephone equipment is so costly, care should be taken when eating or drinking around the equipment.

In order to eliminate unnecessary calls to the main number, please give out the automated number **302.622.8867 and include your extension.**

G.I.d.i. *Long Distance Calls*

All employees are supplied with a business long-distance calling code for telephone calls. Personal calls and faxes are not charged to the employee, although

personal calls should be kept to a minimum.

G.I.e. Fax Machine

The College's fax machine is located in the main DCAD mailroom. The fax number is **302.622.8870**. If the fax machine is not working, please contact the Administrative Assistant.

Because of confidentiality, employees should use discretion when sorting other employees' mail and faxes.

The fax machine is not intended for use by students.

G.I.f. Copy Machines

There are two copy machines in the College. The primary copier in the main DCAD mailroom. The copier in the IRC is also available for staff. The copiers are intended for business use only; any personal copies should be kept to a minimum, or made on the coin-operated copiers.

All employees are responsible for taking care of the copiers, refilling paper, removing jammed paper and keeping the machine clean. If any copier is not working, please contact the Bursar.

G.I.g. Memos

The Director/Dean must approve any *College policy* memos that are directed to the staff, faculty or students. Mass distributions to students, by other than administrative staff, must be approved by the Director of Student Services.

G.I.h. Tools, Supplies, Equipment

College tools are to be used on College projects only. Please obtain permission from a department before borrowing tools, and make sure to return them to the department immediately after use. It is not appropriate to enter a department area and borrow tools while no one is present. The College's tools, supplies, or equipment are not for personal use and are not to be removed from the premises.

G.I.i. Vending Machines

Vending machines are located in the student lounge on the fourth floor. Machines are refilled weekly by the vending machine contractor. If the machine

malfunctions, please contact the Director of Finance and Operations.

G.i.j. Mail

Mailboxes are assigned to students, faculty and staff, and are clearly labeled for easy distribution of mailings. The faculty/staff mailroom is located on the first floor behind Admissions. The student mailboxes are located in the foyer student lounge. U.S. Mail is delivered once a day and distributed to faculty/staff mailboxes.

The College's postage meter is located in the mailroom. The postage meter is intended for business use only. Postage meter supplies are located next to the machine. Please check the date and postage amount before running mail through. Any mistakes should be placed in the Administrative Assistant's mailbox for a refund from the post office. If the postage meter is not working, please contact the Administrative Assistant.

A postage meter and scale are available for college-related mailings up to 5 lbs. in weight. The security officer picks up outgoing mail from the Mail Room at 4:30pm daily and takes it to the mailbox on the corner of 6th and Market for postal service pickup at 5:00.

For mailings over 5 lbs., or special deliveries, please use either the Rodney Sq. Post Office on the corner of 10th and King Sts., or Mailboxes Etc. on 9th St. (charge to DCAD account).

FedEx will pick up outgoing deliveries from the College upon request. All FedEx packaging materials and directions for use are located in the mailroom. Forward all FedEx mailing receipts to the Director of Finance and Operations.

All shipments are delivered to the mailroom. Every effort is made to deliver oversized shipments and boxes to the appropriate area. It is the responsibility of the individual staff member to arrange for the receipt and pick-up of all material shipped to him/her. All such material should bear the name of the individual. Every effort will be made to notify employees when such material is delivered; deliveries with no individual name will be stored in the mailroom.

Students may leave mail for faculty and staff that comfortably fits in the Faculty/Staff mailbox. Under no circumstance should large objects be left in the mailroom for faculty or staff.

G.i.k. Staff Meetings

Staff meetings are generally held on the Tuesdays of each month at 10:30am. Please check the DCAD Main Calendar for exact times and dates. Other staff meetings are held as needed. The Director's meetings are held weekly at 10:30am. Each employee has the opportunity to announce information about his/her area. Employees who wish to bring up special topics at the meetings should inform the Director/Dean before the meeting.

Internal departmental meetings are held at the supervisor's discretion.

G.i.l. Bulletin Boards

In order to facilitate the responsible distribution of information, and to minimize visual clutter in our building, the following posting policy has been implemented: notices, flyers or posters may only be placed in posting areas (designated homosote panels on the first floor, bulletin boards, and elevator) or mailboxes with the prior permission of the Director of Student Services. This does not apply to mailbox distribution of administrative memos or notices, or curricular-related material from faculty.

The faculty and staff bulletin board is located in the mail room and is open to all staff and faculty for personal and professional postings. Periodically this board will be cleaned off and outdated information removed.

A public posting area for students' notices has been provided in the fourth floor lounge around the telephone. Approval from the Director of Student Services is necessary for posting in this area. Administration does however reserve the right to remove material that is illegal, inappropriate or otherwise offensive to the community sensibility. This board will be cleared at the end of each semester.

The homosote panels in the basement, third, fourth and fifth floor hallways are for displaying student work only, under supervision of the faculty. The homosote panels in the classrooms are for classroom use only, and the posting of curricular material by faculty. No notices, flyers or posters may be taped or pinned to walls anywhere else in the building, including the stairwells.

Solicitation materials and literature of a personal nature can be left in the mailroom for employees to pick-up at will.

PURCHASING OF EQUIPMENT AND SUPPLIES

G.I.m. Introduction

The general requirements for the purchase of goods and services by any employee of the Delaware College of Art and Design include the following:

The purchase must fall into a pre-approved budget category, and the amount of the purchase when combined with other purchases in the same budget category may not exceed the total authorized budgeted amount.

Each purchase will require the approval of the person responsible (i.e., Area Coordinator, Authorized Staff, or the Budget **Manager**) whose budget will be affected. Purchases over \$200 require, additionally, the approval of the Director of Finance and Operations or the Director/Dean.

G.I.m.i. For purchases under \$30:

Cash Advances and reimbursements are available from the Business Office up to the amount of \$30. A receipt must be presented in both cases. The receipt must be approved (initialed) by the Budget Manager and should include the account to be charged. Purchase orders are not required for purchases under \$30.

G.I.m.ii. For purchases under \$500:

Purchases under \$200 must be approved in advance of ordering. A purchase order must be completed and approved by the Budget Manager. Forward the yellow copy of the approved purchase order to the Director of Finance and Operations.

The order is then placed, or purchase made, by the requesting person. Vendors may or may not require a purchase order for ordering, but one must be completed per this policy regardless. Please see the Business Office for a list of vendors with DCAD accounts. If DCAD does not have an account with a vendor, and there is a need for one, forward a credit application from the vendor to the Director of Finance and Operations for

processing.

The employee may also pay for the purchase with his/her personal funds and apply for a reimbursement by check from DCAD. Check requests should be submitted along with receipts and approved purchase order to the Director of Finance and Operations for reimbursement. A check request form and accompanying receipt must be presented, approved (signed) by the Budget Manager, and must include the account to be charged.

G.I.m.iii. For purchases over \$500:

For purchases over \$200, a purchase order must be completed and approved by BOTH the person responsible (i.e., Area Coordinator, Authorized Staff, or Budget Manager) AND the Director of Finance and Operations. After the purchase has been approved by the Director of Finance and Operations, the white copy of the purchase order is returned to the requester so that he/she can place the order.

G.I.n. Check Requests:

If a check is needed in advance of the purchase, a Check Request Form must be completed, approved by the Budget Manager and submitted to the Director of Finance and Operations at least one week in advance of date needed. If the amount is over \$500, the check request must also be approved by the Director /Dean.

Receiving orders:

All in-coming shipments will be directed to the mailroom area for pick-up by the person responsible for the order. He/she will be notified if the package is not picked up within a few days.

After receiving an order, check to see that all items were received as stated on the packing slip. Sign and forward ALL packing slips to the Director of Finance and Operations. If there is no packing slip, please advise the Administrative Assistant that the purchase was received.

G.I.o. Invoicing:

When invoices are received, the Dir of Finance & Operations matches them to the packing slips and purchase orders. If there is a discrepancy in the amount(s) charged, the Budget Manager should contact the Vendor to resolve the difference.

G.2. EMPLOYEE BUSINESS EXPENSES

Necessary expenses of traveling on College business are provided and/or reimbursed with prior approval of the employee's supervisor.

G.2.a. Mileage Reimbursement

An employee is reimbursed at the IRS allowance for using his/her automobile on behalf of the College, provided that the employee's supervisor authorized the trip. For mileage reimbursement over \$30, the employee must submit a check request (authorized by his/her supervisor) to the Director of Finance and Operations. Mileage expenses under \$30 may be paid from petty cash, if desired.

G.2.b. Reimbursement of Travel and Business Expenses

An employee may be reimbursed for certain travel expenses, business entertaining, etc., which have not been addressed above, provided that the employee's supervisor authorizes the expense.

For reimbursement, the employee must submit a check request form (approved by his/her supervisor) to the Director of Finance and Operations, along with a detailed listing of expenses and account numbers to be charged. Receipts must be attached.

G.2.c. Memberships in Trade and Professional Associations, Clubs and Civic Organizations

College funding for membership fees or participation in professional associations, is available on a case-by-case basis, according to budgetary planning within the department and/or authorization by the Director/Dean.

G.2.d. Security and Safety Procedures

G.2.d.i. Visitors and Guests

Employees must inform the security guard (ext. 101) of any visitors that are expected. The guard must be told in advance where to send the visitor when he/she arrives. All visitors will be required to sign in at the security desk.

If the guard has not been informed of a visitor, he/she

will make every effort to find the contact employee by phone. The visitor must remain at the security desk until the contact is reached.

G.2.d.ii. Keys and Access to the Building

There is an institutional commitment to faculty and staff to have convenient access, when needed, to all work areas with as little restriction as possible, while at the same time maintaining key security, institutional security and preventing unauthorized access to rooms within the building.

Keys will be issued to an individual and are nontransferable. They are only issued upon authorization of the Director of Finance and Operations and must be signed for by the recipient. When the period of authorization is over or the individual is no longer an employee of the College, the keys are to be returned to the Director of Finance and Operations.

G.2.d.iii. Building Hours

When classes are in session, the building is open at 8am and closes at 10pm, and Saturday 9am to 4pm. Specific building hours are published each semester. The Administrative Offices are open Monday through Friday 9am to 5pm.

If an employee will be entering the building during closed hours, he/she should notify the security monitoring company.

All employees who have been issued keys are responsible for those keys and must report any stolen or missing keys immediately to the Director of Finance and Operations.

G.2.d.iv. Parking Policy

Parking in the DCAD King St. lot between the hours of 8 am and 5 pm is only available to limited full-time staff and faculty. This exclusion also applies to all visitors and repair persons. Please inform anyone who will be visiting you that there is metered parking available on the street. After 5 pm, the lot is open to all staff and faculty on a first-come-first-served basis.

The Delaware College of Art and Design is not responsible for lost or stolen articles from employee's vehicles. It is recommended that car doors be kept locked at all times and all items of value stowed out of sight. Parking permits for street parking are available and reimbursed by the College upon approval.

G.2.d.v. *Lost and Found*

All unclaimed articles found on College property should be immediately turned in to the Security Guard. If the owner can be identified, every effort will be made to return the item. If the owner is not known, the item will be held at the Security desk for a limit of six (6) months, at which time, it will be discarded.

Cash Handling

It is critical that all employees who handle cash must be constantly aware of the security of the funds.

Any cash received should be taken immediately or on a daily basis to the Administrative Assistant to be placed in the designated cash drawer.

G.2.d.vi. *Security of Personal Belongings*

Employees are expected to exercise reasonable care to safeguard personal items brought to work. The College is not responsible for the loss, damage or theft of personal belongings, and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work.

G.2.d.vii. *Reporting Accidents*

Within twenty-four hours of an emergency situation an Accident Report Form will be completed by the Security Guard in charge. Any employee who has witnessed an emergency may also be asked to complete an Accident Report Form.

Employees who suffer any work-related injury, no matter how minor, must report it within 24 hours to their supervisor, or to the Security Guard who will complete an Accident Report Form recording the incident.

For more detailed instructions in case of an emergency, refer to the College Emergency Procedures handbook, a copy of which is located in each area of the College.

Maintenance of Work Areas

In order for College employees to perform their duties properly and efficiently, they are expected to set an example for each other in maintaining a safe workplace: Report all unsafe conditions or acts.

- Obey all warning signs and encourage others to do so.
- Make sure that all aisles and exits are clear at all times.
- Approach corners, doorways and aisles cautiously.

- Report loose floor tiles, torn carpeting and holes in the floor.
- Pick up items that may trip someone.
- Do not allow electrical cords to extend across walkways.
- See that spills are cleaned up promptly. If further attention is needed, block off the area until the area can be cleaned up or repaired.
- Report electrical troubles immediately. Small shocks, overheating of equipment or switches, sparking or noise are all urgent warnings.

G.3. APPENDIX APPENDIX A-1

G.3.a. FERPA Memo

TO: All DCAD Staff and Faculty
FROM: Registrar
RE: Disclosing Student Information
DATE: January 8, 1998

Because our first set of grade reports has gone out and we can expect to get calls from some concerned (and well-meaning) parents, I felt I should put out a note explaining what information we are allowed to disclose about a student to someone other than that student. It is important to remember that these restrictions are in place not to frustrate concerned parents but to ensure the safety and privacy of our students.

The information that we are permitted to give out is called Directory Information. Our Directory Info (based on that of the Corcoran School of Art) consists of the following items:

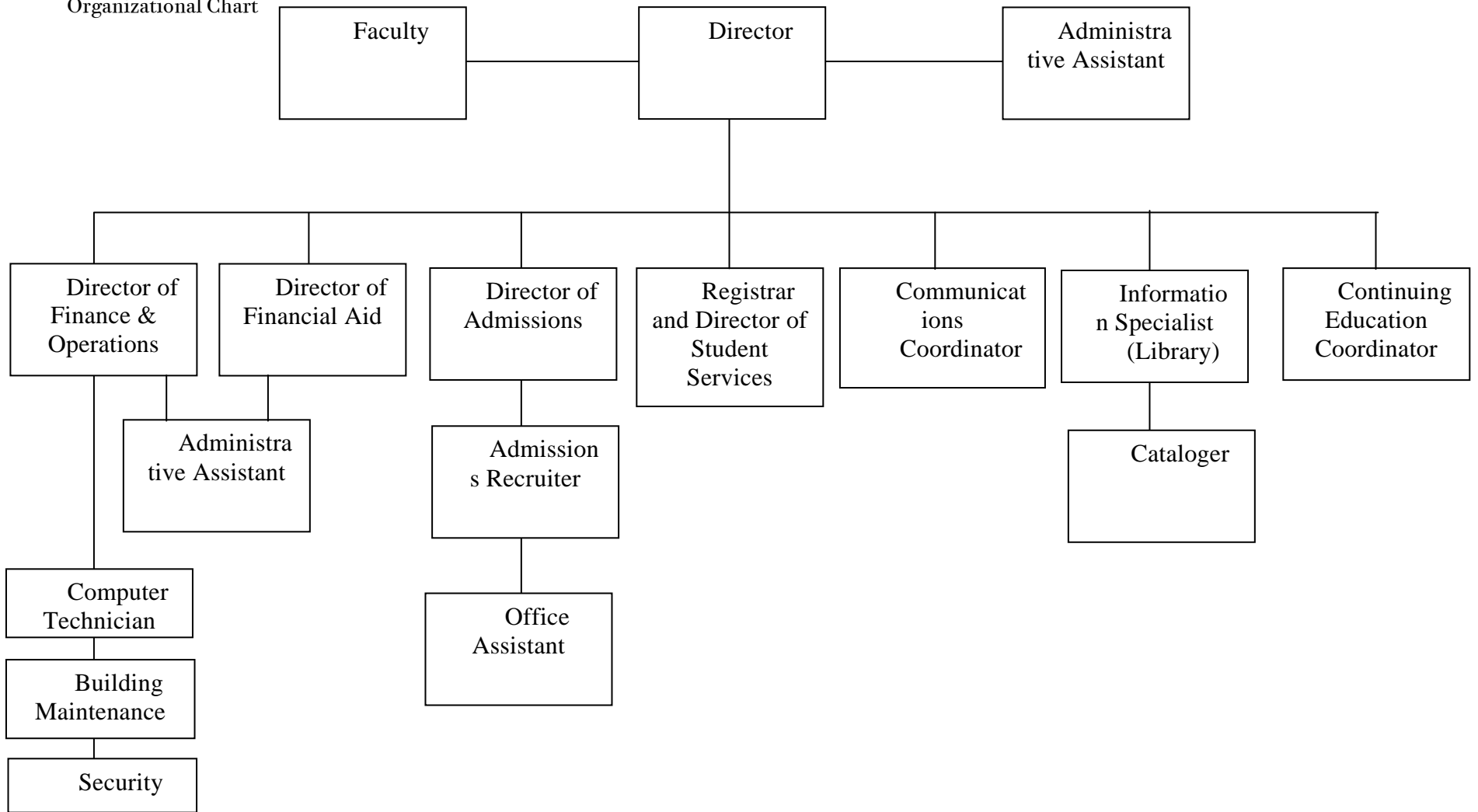
- Student name
- Verify (not volunteer) social security number
- Degree program and major
- Degree earned (obviously not applicable yet)
- Dates of attendance (in the cases of some of our students with attendance problems, I've been interpreting this one broadly)

That's it! I know it doesn't seem like much and it isn't. However, this information is defined by the Family Educational Rights and Privacy Act (FERPA), a federal law that regulates the disclosure of student information. If we give out any other information regarding grades, academic progress, addresses, phone numbers, etc., there is the potential for our school to get in big, federal trouble.

Of course, there are exceptions to every rule. Students have the right to designate certain people (parents, spouse/partner, counselors, etc.) who may receive other information. In these cases, I must have written permission from the student specifying who is allowed to receive specific additional information. Also, if a student wishes to include a parent in a conference about a class, this is allowed (as long as it is agreeable to the instructor).

I realize that this can be very confusing. If you are contacted by someone wanting information about a student, please feel free to direct them to me and I'll be happy to handle it. Also, if you have any questions regarding this topic or the rationale behind it, don't hesitate to come see me.

Appendix A-2
Organizational Chart

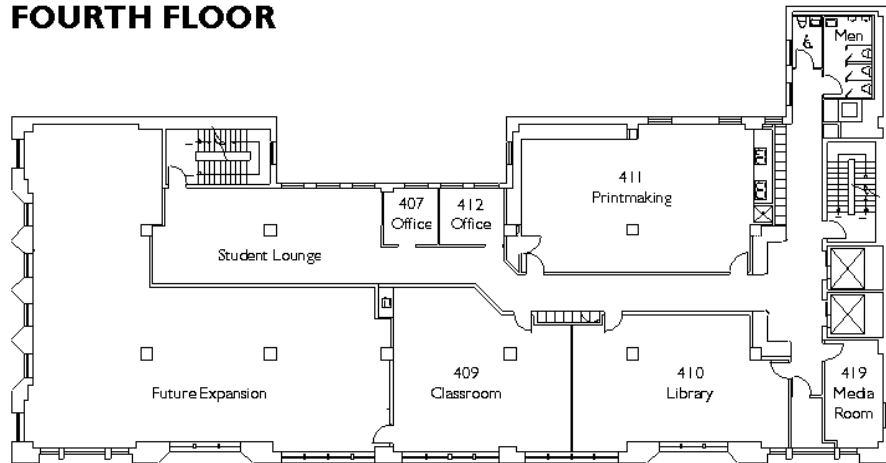


Delaware College of Art and Design

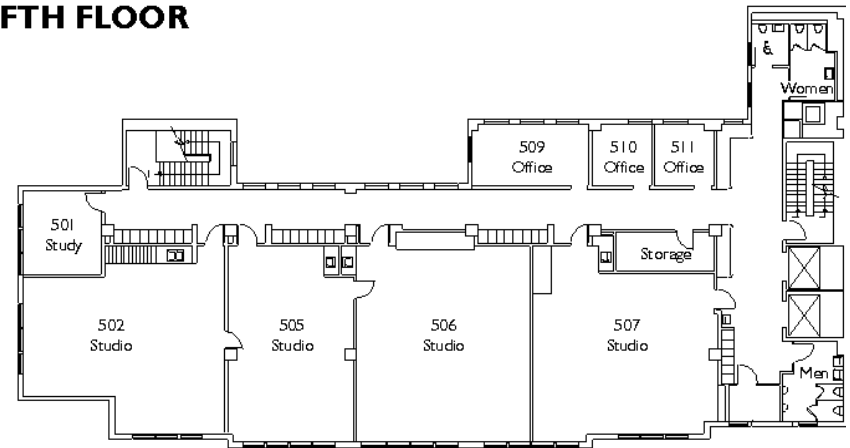
600 North Market Street

Wilmington, DE 19801

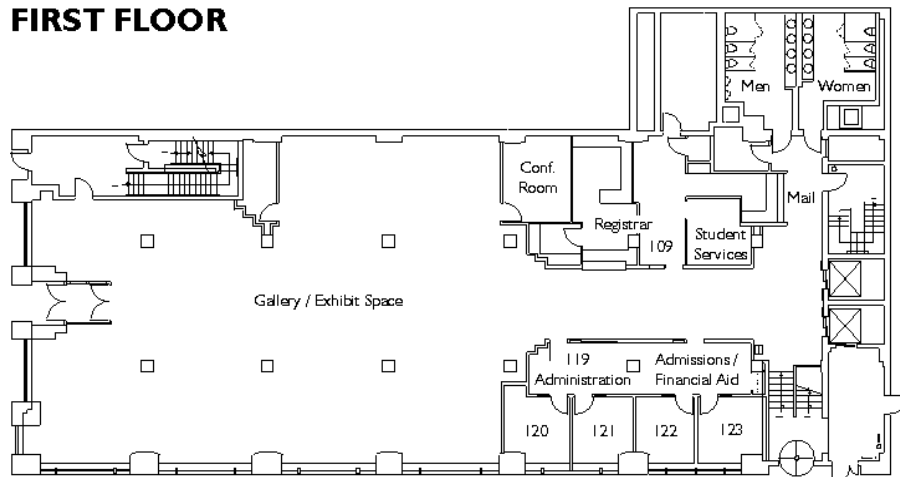
FOURTH FLOOR



FIFTH FLOOR



FIRST FLOOR



BASEMENT

