



**HANDBOOK  
FOR  
MANAGERS & EXEMPT STAFF**

*Reflects amendments through July 2024*

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## 1. INTRODUCTION

The policies codified in this Handbook for Managers and Exempt Staff are derived from policies and procedures adopted by the Muhlenberg College Board of Trustees and/or approved by the President. The Handbook is intended to serve as a useful source of information for employees relating to professional responsibilities, policies, and procedures. Use of the word “manager” does not imply that all exempt employees have supervisory/people management responsibilities. Questions on specific job duties may be discussed with your supervisor or Human Resources.

Final authority within the corporation of Muhlenberg College to establish, modify, suspend, or discontinue policies and procedures is vested in the Board of Trustees as guided by the Charter and bylaws of the College.

Every effort has been made to ensure accuracy in the policy summaries, statements and conditions herein described as of the date of this Handbook and the Human Resources Office will endeavor to keep the information contained herein current. Subsequent revisions to Muhlenberg College policies and/or procedures will be updated to the College’s website and distributed to employees, as appropriate.

This Handbook is not a contract of employment. Employment at Muhlenberg College is at will and none of the policies or benefits described herein create any contractual obligations between employees and the College. Pursuant to the at will relationship, either the employee or the College may conclude the employment relationship at any time without notice or cause. No representative of the College has the authority to enter into a contrary agreement except the President. Any such agreement must be in writing and signed by the President and the employee.

At its sole discretion, the College reserves the right to change, add, interpret, withdraw, or make exceptions to any of the policies, procedures and benefits in the Handbook. In case of any disparity or conflict between the provisions of the Handbook and the policies and procedures instituted by the Board of Trustees, the latter shall prevail.

Please feel free to reach out to Human Resources with any questions.

Jill L. Walsh  
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(484) 664-3165

### 1.1 Muhlenberg College Mission Statement

*Muhlenberg College aims to develop independent critical thinkers who are intellectually agile, characterized by a zest for reasoned and civil debate, committed to understanding the diversity of the human experience, able to express ideas with clarity and grace, committed to lifelong learning, equipped with ethical and civic values and prepared for lives of leadership and service.*

*The College is committed to providing an intellectually rigorous education within the context of an inclusive and diverse campus; we strongly believe that diversity is essential to learning and to our success as a pluralistic community. Our curriculum integrates the traditional liberal arts with selected*

*preprofessional studies. Our faculty are passionate about teaching, value close relationships with students and are committed to the pedagogical and intellectual importance of research.*

*All members of our community are committed to educating the whole person through experiences within and beyond the classroom. Honoring its historical heritage from the Lutheran Church and its continuing connection with the Evangelical Lutheran Church in America, Muhlenberg encourages, welcomes and celebrates a variety of faith traditions and spiritual perspectives.*

*Approved by the Board of Trustees, October 28, 2019*

## **1.2 Equal Opportunity**

Muhlenberg College is committed to providing an environment that is dignified and respectful of every member of its community. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others or otherwise limit, deprive, or deny educational or employment opportunities of any member of the campus community. Muhlenberg College prohibits discrimination on the basis of:

- age,
- ancestry,
- color,
- disability,
- gender,
- gender identity,
- marital status,
- national or ethnic origin,
- pregnancy, childbirth, or related medical conditions,
- race,
- religion,
- sex\*,
- sexual orientation,
- veteran status, or
- any other basis protected by applicable federal, state, or local laws (“Protected Classes”).

\*Discrimination on the basis of sex includes sexual misconduct, intimate partner violence, gender-based stalking, and Title IX sexual harassment.

Retaliatory harassment against any individual who makes a report, provides information, or otherwise takes action pursuant to the College’s EO Policy is prohibited. When an allegation of a violation under the College’s EO Policy is brought to the attention of the College, such allegation will be promptly and equitably addressed and remedied. For more information, contact the Office of Human Resources, the Office of Equity & Title IX, or visit the College’s Incident Reporting page (<https://www.muhs.edu/webapps/incidentreporting/>).

## **2. COLLEGE GOVERNANCE**

### **2.1 Statement on Governance**

Muhlenberg College is a private liberal arts college incorporated under the laws of the Commonwealth of Pennsylvania. It is affiliated with the Northeastern Pennsylvania Synod, the Southeastern Pennsylvania Synod and the Slovak Zion Synod of the Evangelical Lutheran Church in America. Ultimate responsibility for operation of the College rests in the Board of Trustees. The College operates under a charter granted it by the Commonwealth of Pennsylvania and under bylaws adopted by the Board of Trustees as amended from time to time. Copies of the Muhlenberg College Charter and Bylaws are available in the President's Office.

### **2.2 Board of Trustees**

#### **2.2.1 Composition**

The Board of Trustees consists of a maximum of forty (40) elected Trustees in addition to the President of the College and the Bishops of the supporting Synods who shall be members of the Board ex officio. The "Supporting Synods" are the Northeastern Pennsylvania Synod of the Evangelical Lutheran Church of America (ELCA), the Southeastern Pennsylvania Synod of the Evangelical Lutheran Church in America and the Slovak Zion Synod of the Evangelical Lutheran Church in America.

Details on the composition of the Board are available in the Muhlenberg College Fact Book.

#### **2.2.2 Responsibilities**

The Board of Trustees shall represent and shall have full power to act for the College in the exercise of all its rights, duties, privileges and powers.

### **2.3 College Organization**

#### **2.3.1 President**

The President of the College is the chief executive officer of the College and the official advisor to the Board of Trustees and the Executive Committee. The President is the direct representative of the Board of Trustees in implementing the policies of the Board and is responsible for reporting to the Board on the general welfare and progress of the College.

The President is responsible for all aspects of the life of the College including, but not limited to, academic, curricular and extra-curricular affairs, the religious life of the College, Faculty, fund raising, and College relations. To meet these responsibilities, the President, with the approval of the Board of Trustees, appoints officers who are responsible for duties as assigned by the President. The Board of Trustees may appoint an interim president if the President is unable to fulfill the duties of the President due or absence or disability.

The President is elected by and responsible only to the Board of Trustees for the discharge of his or her duties, and serves in continuing appointment at the pleasure of the Board subject to existing contract commitments. The President is an ex officio voting member of all College committees and an ex officio, nonvoting member of all Faculty committees.

### 2.3.2 President's Senior Staff

1. Provost
  2. Vice President for College Life
  3. Vice President for Enrollment
  4. Chief Financial Officer and Treasurer
  5. Vice President for Advancement
  6. Vice President for Communications and Marketing
  7. Chief Information Officer
  8. Chief of Staff & Executive Assistant to the Board
- 
1. Faculty recruitment, appointment, retention, evaluation and development; development and assessment of College's curriculum; planning and implementation for academic affairs offices, programs and initiatives; academic advising and support; academic and institutional planning and assessment; Division of Graduate and Continuing Studies; Trexler Library; Institute for Religious & Cultural Understanding; contact with the Middle States Commission on Higher Education.
  2. Residential services; student counseling; health services; Judicial Board; student government; student activities; athletics and fitness programs; campus safety and security; fraternities and sororities; community service programs; summer conferences; deputy president; Seegers Union including events calendar, food services. Campus religious life; Chapel Christian worship; coordinate efforts with Roman Catholic and Jewish ministry affiliates; Opening Convocation.
  3. Enrollment projections; admissions and recruitment; student financial aid; school and campus visitation programs.
  4. Endowment policy and performance; financial planning; asset management; business affairs; payroll; receivables; purchasing; budget preparation and monitoring; property acquisition; risk management; general services, facilities, plant operations, human resources and capital projects.
  5. Gifts and grants; alumni affairs; annual giving; planned giving; leadership giving; comprehensive campaigns; corporate, foundation and government relations; prospect research; gift processing; donor relations; advancement communications; career services; special projects.
  6. Chief communication and marketing officer; branding, creative and digital marketing strategy; media relations and crisis management.
  7. Information technology; instructional technology; media services; desktop support; classroom support; networking; wireless; telecommunications; television; administrative systems; software development; web content and development.
  8. Office administrative operations; assists president in strategic mission and goals for the College; support for Board of Trustees; coordinates administrative program assessment reviews; budgeting; event planning; communications and correspondence; special projects.

## **2.4 General Regulations**

The organization provides the means by which the divisions and departments cooperate in the development and fulfillment of policies and programs relevant to their distinct and common purposes.

The primary responsibility of the President's Staff and department heads is to exercise professional leadership in developing and maintaining and other programs which fulfill the higher education mission of the College most effectively.

The President's Staff and department heads assume major responsibilities for the recruitment and evaluation of employees and for employee development; for preparing and submitting departmental budget allocations and requests, and for supervising budget expenditures; for preparing and fulfilling policies and programs which fulfill the mission of the College in light of strategic planning goals.

## **2.5 Classification of Exempt Employees**

Exempt positions are classified and serve as a reference in hiring, salary, and staff development. The classification is defined by position rather than by individual. The classification of a position is related to the prerequisite education and experience necessary, the creativity and judgment required and the complexity, supervisory span of control, scope, impact and autonomy reflected in the position.

# **3. EMPLOYMENT AND RELATED PERSONNEL MATTERS**

## **3.1 Employment**

Employment in Staff positions at Muhlenberg College is at will and none of the policies or benefits described herein create any contractual obligations between employees and the College. Pursuant to the at will relationship, either the employee or the College may conclude the employment relationship at any time without notice or cause. No representative of the College has the authority to enter into a contrary agreement except the President. Any such agreement must be in writing and signed by the President and the employee.

### **3.1.1 Recruitment Procedures**

The responsibility for recruiting new managers and exempt staff is coordinated by the Vice President of Human Resources. The appropriate member of the President's Senior Staff is responsible for the selection and nomination of new employees to the President.

### **3.1.2 Terms of Employment**

Terms of employment are indicated in an offer letter from the Vice President of Human Resources. Salary, benefits, and effective date of employment are stated.

### **3.1.3 Position Descriptions**

A position description for each position, prepared by Human Resources in cooperation with the hiring manager, is retained in the Human Resources Office. This description is issued or revised whenever a vacancy occurs or a new position is authorized, or if the nature of the position changes in a material way. It is a major component of the search and selection process and is an important reference in orientation, training and appraisal.

### **3.2 Performance Appraisals**

The President will approve criteria to serve as a guide in appraising and discussing the performance of managers and exempt staff. The performance appraisal process is to encourage constant, consistent and relevant professional dialogue, measure professional performance and development, provide recognition of performance, encourage supervisors to provide coaching and support as needed, and facilitate planning.

Each manager and exempt staff member receives a written appraisal consistent with the calendar for appraisals. Elements of performance generally include criteria such as planning and, decision making, interpersonal relationships, job knowledge, communication skills, initiative, adaptability, and continuous improvement.

An annual Performance Appraisal, completed by the employee and the appropriate supervisor, is submitted to the appropriate senior officer according to each year's published schedule. Dialogue relative to work performance is encouraged between employees and supervisors on a frequent basis beyond annual appraisal.

The comments of the individual being appraised are both welcome and important. Discussions provide supervisors with the opportunity to review strengths and weaknesses and to establish with the staff member both personal and professional goals and strategies for the short and long term.

### **3.3 Commitment to the Goals of the College**

Each employee is expected to exhibit values consistent with the traditions of Muhlenberg College as a church-related liberal arts institution. This does not require uniform subscription to any particular belief, pattern of worship, or lifestyle. It does mean a respect for persons who differ, a readiness to engage open-mindedly in a corporate search for truth, and attentiveness to the role of values in the educational task.

The professional behavior of each colleagues should evidence a demonstrated concern for the growth of students and employees as whole persons, as social, moral, and religious as well as intellectual beings.

A more complete statement of goals can be found in the Charter and Bylaws of the College.

### **3.4 Termination of Employment**

Termination of employment is guided by the employment-at-will doctrine. Under this doctrine, the employment relationship may be terminated at any time for any or no reason by either the employee or employer.

Should economic conditions make it necessary to reduce staff, the College will retain those employees who, in the judgment of the President, are most essential to the fulfillment of the College's mission.

### **3.5 Resignation**

Notification of resignation by a member of management and exempt staff should be made in writing to management and Human Resources. At least two weeks' notice is expected.

### **3.6 Retirement**

Official retirement status requires attainment of at least age 60 and completion of a minimum of ten years of full-time active service. Employees who leave the College with official retirement

status are entitled to [retiree benefits](#) subject to eligibility guidelines. Requests for retirement status must be submitted in writing at least 30 days in advance of the effective retirement date.

### 3.7 Personnel Records

Personnel records are maintained in the Human Resources Office. When there is a change in status (name, address, phone, marital status, new dependents, etc.), employees are urged to contact Human Resources to ensure the accuracy of their official personnel file. Other offices are notified as needed by the Human Resources Office.

When outside sources (such as prospective employers, credit card companies or mortgage lending institutions) request information about the work record of an employee, the Human Resources Office will confirm dates of employment and job title(s). Additional information is supplied only if a written disclosure consent form, bearing the signature of the employee, is received.

A member of the Human Resources team will review an employee's personnel file with the employee if requested. At the discretion of the Vice President of Human Resources, certain portions of the file (such as letters of reference) may be withheld.

The College may permit access to employee personnel files pursuant to lawful requests of federal, state or local agencies relevant to bona fide investigations, hearings or court action.

## 4. RESPONSIBILITIES

### 4.1 Code of Ethics & Business Conduct

The College's success is dependent on the trust and confidence we earn from our students, employees, and Community as a whole. The College and each employee as an individual, has an obligation to maintain the highest ethical standards in all associations and activities that take place on behalf of the College. A high degree of personal responsibility, integrity and exercise of good judgment on the part of College employees is essential and we expect all College employees to conduct College business in a manner that will withstand the sharpest scrutiny.

When considering any action, it is wise to ask: will this build trust and credibility for the College? Will it help create a working environment in which the College can succeed over the long term? Is the commitment I am making one I can follow through with? The only way we will maximize trust and credibility is by answering "yes" to these questions and by working every day to build on these fundamental requirements.

#### Upholding the Law

The College's commitment to integrity begins with complying with federal, state, and local laws, rules and regulations. Further, employees are expected to understand and uphold College's policies, available [here](#) and in the College's Handbooks for faculty and staff. If we are unsure of whether a contemplated action is permitted by law or College policy, we should seek the advice from the resource expert. We are responsible for preventing violations of law and for speaking up if we see possible violations.

It is important that we respect the property rights of others. We will not acquire or seek to acquire improper means of a competitor's trade secrets or other proprietary or confidential information. We will not engage in unauthorized use, copying, distribution or alteration of software or other intellectual property.

We will not selectively disclose (whether in one-on-one or small discussions, meetings, presentations, proposals or otherwise) any material nonpublic information with respect to the College, including but not limited to nonpublic information related to its students, employees,

business operations, plans, and financial condition. We should be particularly vigilant when making presentations or proposals to ensure that our presentations do not contain material nonpublic information.

### **Respecting the Individual**

We all deserve to work in an environment where we are treated with dignity and respect. The College is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our success.

The College is an equal employment employer and is committed to providing a workplace that is free of discrimination of all types of abusive, offensive or harassing behavior. Any employee who feels harassed or discriminated against should report the incident in accordance with College's incident reporting policy, available [here](#).

Everyone should feel comfortable to speak his or her mind with respect to items that conflict with this policy, particularly ethics concerns. We all have a responsibility to create an open and supportive environment where employees feel comfortable raising such questions. We all benefit tremendously when employees exercise their power to prevent mistakes or wrongdoing by asking the right questions at the right times.

The College will investigate reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, the College will take appropriate action. We will not tolerate retaliation against employees who raise genuine ethics concerns in good faith.

Employees are encouraged, in the first instance, to address such issues with their managers, as most problems can be resolved swiftly. If for any reason that is not possible or if an employee is not comfortable raising the issue with his or her manager, employees are encouraged to reach out to the Vice President for Human Resources.

### **Setting the Tone**

Management has the added responsibility for demonstrating, through their actions, the importance of this Code. Ethical behavior is the product of clear and direct communication of behavioral expectations, modeled from the top and demonstrated by example.

Managers must be responsible for promptly addressing ethical questions or concerns raised by employees and for taking the appropriate steps to deal with such issues. Managers should not consider employees' ethics concerns as threats or challenges to their authority, but rather as another encouraged form of business communication.

### **Conflicts of Interest**

We must avoid any relationship or activity that might impair, or even appear to impair, our ability to make objective and fair decisions when performing our jobs. At times, we may be faced with situations where the actions we take on behalf of the College may conflict with our own personal or family interests. We owe a duty to the College to advance its legitimate interests when the opportunity to do so arises. We must never use College property or information for personal gain or personally take for ourselves any opportunity that is discovered through our position with the College.

Here are some other ways in which conflicts of interest could arise:

- Being employed (you or a close family member) by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while you are employed with [Company Name].
- Hiring or supervising family members or closely related persons.
- Owning or having a substantial interest in a competitor, supplier or contractor.
- Having a personal interest, financial interest or potential gain in any College transaction.

- Placing College business with a firm owned or controlled by a College employee or the employee's family.

Determining whether a conflict of interest exists is not always easy to do. Employees with a conflict of interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their managers or Human Resources.

### **Gifts, Gratuities, Meals, Entertainment, and Other Business Courtesies**

College employees should avoid any actions that create a perception that favorable treatment of outside entities by the College was sought, received or given in exchange for business courtesies. Business courtesies include gifts, gratuities, meals, refreshments, entertainment or other benefits from persons or companies with whom the College does or may do business. We will neither give nor accept business courtesies that constitute, or could reasonably be perceived as constituting, unfair business inducements that would violate law, regulation or policies of the College or would cause embarrassment or reflect negatively on the College's reputation.

Most business courtesies offered to us in the course of our employment are offered because of our positions at the College. We should not feel any entitlement to accept and keep a business courtesy. Although we may not use our position at the College to obtain business courtesies, and we must never ask for them, we may accept unsolicited business courtesies of nominal value, which promote successful working relationships and good will.

Employees who award or can influence the allocation of business, who create specifications that result in the placement of business or who participate in negotiation of contracts must be particularly careful to avoid actions that create the appearance of favoritism or that may adversely affect the College's reputation for impartiality and fair dealing. The prudent course is to refuse a courtesy from a supplier when the College is involved in choosing or reconfirming a supplier or under circumstances that would create an impression that offering courtesies is the way to obtain the College's business.

Generally, employees may not accept compensation, honoraria or money of any amount from entities with whom the College does or may do business. Tangible gifts that have a market value greater than \$100 may not be accepted unless approval is obtained from management. Employees may accept unsolicited gifts, other than money, that conform to reasonable ethical practices, including:

- Flowers, fruit baskets or other modest items that mark a special occasion.
- Gifts of nominal value, such as calendars, pens, mugs, caps and t-shirts (or other novelty, advertising or promotional items).

Employees may accept occasional meals, refreshments, entertainment and similar business courtesies that are shared with the person who has offered to pay for the meal or entertainment, provided that:

- They are not inappropriately lavish or excessive.
- The courtesies are not frequent and do not reflect a pattern of frequent acceptance of courtesies from the same person or entity.
- The courtesy does not create the appearance of an attempt to influence business decisions, such as accepting courtesies or entertainment from a supplier whose contract is expiring in the near future.
- The employee accepting the business courtesy would not feel uncomfortable discussing the courtesy with his or her manager or co-worker or having the courtesies known by the public.

### **Offering Business Courtesies**

Any employee who offers a business courtesy must assure that it cannot reasonably be interpreted as an attempt to gain an unfair business advantage or otherwise reflect negatively upon the College. An employee may never use personal funds or resources to do something that cannot be done with College resources. Accounting for business courtesies must be done in accordance with approved College procedures.

Other than to any applicable government customers, for whom special rules apply, we may provide nonmonetary gifts (i.e., College logo apparel or similar promotional items) to our customers. Further, management may approve other courtesies, including meals, refreshments or entertainment of reasonable value, provided that:

- The practice does not violate any law or regulation or the standards of conduct of the recipient's organization.
- The business courtesy is consistent with industry practice, is infrequent in nature and is not lavish.
- The business courtesy is properly reflected in College records.

### **Set Metrics and Report Results Accurately**

We will make certain that all disclosures made in financial reports and public documents are full, fair, accurate, timely and understandable. This obligation applies to all employees, including those with any responsibility for the preparation for such reports, including drafting, reviewing and signing or certifying the information contained therein. No business goal of any kind is ever an excuse for misrepresenting facts or falsifying records.

Any complaints involving trustees, officers, management, faculty or staff of the College regarding questionable accounting, internal controls, auditing, public documents or reports of financial fraud should be reported immediately, in accordance with the College's Hotline policy, a copy of which is posted on the College's Human Resources Policies page, available [here](#).

### **College Recordkeeping**

We create, retain and dispose of our College records as part of our normal course of business in compliance with College policies and guidelines, as well as all regulatory and legal requirements.

All College records must be true, accurate and complete, and College data must be promptly and accurately recorded in accordance with the College's and other applicable accounting principles.

We must not improperly influence, manipulate or mislead any unauthorized audit, nor interfere with any auditor engaged to perform an internal independent audit of the College's books, records, processes or internal controls.

### **Promote Substance Over Form**

At times, we are all faced with decisions we would rather not have to make and issues we would prefer to avoid. Sometimes, we hope that if we avoid confronting a problem, it will simply go away.

We must have the courage to tackle the tough decisions and make difficult choices, secure in the knowledge that the College is committed to doing the right thing. At times this will mean doing more than simply what the law requires. Merely because we can pursue a course of action does not mean we *should* do so.

Although the College's guiding principles cannot address every issue or provide answers to every dilemma, they can define the spirit in which we conduct ourselves and should guide us in our daily actions.

### **Accountability**

Each of us is responsible for knowing and adhering to the values and standards set forth in this Code and for raising questions if we are uncertain about College policy. The College takes seriously the standards set forth in our Code of Conduct, and violations are cause for disciplinary action up to and including termination of employment.

### **Use of College Resources**

College resources, including time, material, equipment and information, are provided for College operations. Employees and those who represent the College are trusted to behave responsibly and use good judgment to conserve College resources. Managers are responsible for the resources assigned to their departments and are empowered to resolve issues concerning their proper use.

We will not solicit contributions nor distribute non-work related materials during work hours. We will not use College resources such as computers, hardware or software, copiers, phones, and fax machines in the conduct of an outside business or in support of any outside daily activity, except for College-requested support to outside organizations.

In order to protect the interests of the College network and our fellow employees, the College reserves the right to monitor or review all data and information contained on an employee's company-issued computer and electronic devices, the use of the Internet or any other College-provided resources. We will not tolerate the use of company resources to create, access, store, print, solicit or send any materials that are harassing, threatening, abusive, sexually explicit or otherwise offensive or inappropriate.

### **Media Inquiries**

The College is a high-profile member of our community, and from time to time, employees may be approached by reporters and other members of the media. In order to ensure that we speak with one voice and provide accurate information about the company, please direct all media inquiries to the Office of Communications & Marketing at Ext. 3230.

### **Do the Right Thing**

Several key questions can help identify situations that may be unethical, inappropriate or illegal. Ask yourself:

- Does what I am doing comply with the College's guiding principles, Code of Conduct and policies?
- Have I been asked to misrepresent information or deviate from normal procedure?
- Would I feel comfortable describing my decision at a staff meeting?
- How would it look if it made the headlines?
- Is this the right thing to do?

### **Points of Contact**

Questions regarding the College's Code of Conduct may be directed to the Vice President for Human Resources.

#### **4.1.1 Policy on Electronic Communication and Information Access**

The Policy on Electronic Communication and Information Access and other College policies is available [here](#).

Information regarding use of College email upon departure can be found [here](#).

#### **4.1.2 Communication of Medical Conditions**

Information regarding an employee's medical condition is confidential and should not be shared within your department, with other members of the College community, or with individuals outside of the College community unless the employee providing the information has requested or given express permission for you to share it with others. In instances when it is necessary to inform others of an employee's absence from his/her job, the appropriate information to communicate is the fact that the employee is on a medical leave of absence and the expected duration of the leave. Unauthorized release, by phone, email or other method of communication, of an employee's confidential health information may result in disciplinary action. Please see the [Summary & Notice](#) of Privacy Practices.

#### **4.2 Problem Resolution and Complaint Procedures**

Employees with concerns about unfair employment practices or discriminatory treatment should contact their supervisor, manager, Human Resources, the Office of Equity & Title IX, or visit the College's Incident Reporting page.

(<https://www.muhs.edu/webapps/incidentreporting/>).

#### **4.3 Additional Policies**

Additional policies governing your employment with Muhlenberg College are available on the College's [Policies & Procedures](#) page.

#### **4.4 Hazardous Materials Policy**

The College, in its efforts to comply with federal, state, and local legislation, requires the cooperation of professional staff in the storage, use, and disposal of hazardous materials and in maintaining laboratory safety. Material safety data sheets (MSDS) are available for review and employee and student "right to know" policies and procedures are in effect. The Director of Campus Safety and Security has oversight responsibility for this program and is assisted by the Chemical Hygiene Officer and designated faculty and/or staff.

#### **4.5 Attendance at College ceremonies.**

All full-time managers and exempt staff are invited to participate in the college ceremonies scheduled throughout the academic year, particularly the Opening Convocation, the Honors Convocation, the Baccalaureate Service, and Commencement. Academic regalia, as needed for these occasions, may be rented through the Muhlenberg bookstore.

#### **4.6 Work Load and Schedule**

The normal work week for a full-time member of management and exempt staff is 40 hours consisting of five eight-hour days. However, due to the nature of an employee's responsibilities, it is not possible to define a work week, and hours will vary in accordance with business needs. The 40-hour work week should be considered the minimum standard.

#### **4.7 Absences**

In case of absence due to illness, College business or other matters including vacation periods, employees are required to report their absence, ahead of time when possible, to their supervisor and in Workday. Regarding extended absences, see section 5.6, Leaves of Absence.

##### **4.7.1 Emergency College Closings**

As a general policy, the College will remain open and fully operational during snow storms and other emergencies. Any need for closure of offices will be determined by the President according to College policy.

Individual office closings require the approval of the President. Management personnel should be prepared to continue office business whenever support staff employees may have been excused from responsibilities.

Please click here for the complete [Inclement Weather](#) policy.

#### **4.8 Supplemental Employment**

The College expects that obligations to the College will assume priority in the manager and exempt staff employee's professional life. Acceptance of part-time employment elsewhere must be consonant with these obligations. Any part-time employment requiring a substantial time commitment is subject to the review and approval of the appropriate supervisor and must be consistent with the Code of Ethics and Business Conduct (Section 4.1).

### **5. SALARIES AND BENEFITS**

The Human Resources Office is responsible for disseminating information on salary and benefits and for managing benefit enrollments. While it is expected that the benefit program will be continued, Muhlenberg College reserves the right to interpret, modify or discontinue part or all of Muhlenberg benefit plans at any time. Employees will be notified of such changes as they occur.

#### **5.1 Calendar**

Appointments on a continuing basis normally become effective the first of the month. Details of the appointment letter will further specify full-time or part-time status of the position.

**Prior Service Credit:** It is the policy of Muhlenberg College to allow credit for previous full-time service to the College if an employee is rehired after a break of six months or less.

#### **5.2 Salary Payments**

##### **5.2.1 Full-time Employees**

Salary payments are made in 12 monthly installments on the 20th of each month. If the 20th falls on a Saturday, this pay will be received on the 19th. If the 20th falls on a Sunday, this pay will be received on the 21st. Funds via direct deposit will be immediately available on payday.

##### **5.2.2 Part-time or Temporary Employees**

Salary payments will be paid monthly during the actual period of employment.

#### **5.3 Salary Deductions**

New employees of the College must complete a W-4, Employee's Withholding Exemption Certificate. A new W-4 may be filed at any time. Withholding is required from salary payments for Federal income Tax, Social Security, Medicare, state income tax, and local tax.

Voluntary deductions may be made for a benefit plan premiums, retirement contributions, etc.

#### **5.4 Vacation**

Full-time managers and exempt staff earn vacation at the rate of 1.84 days of vacation per month of employment to a maximum of 22 days of vacation each year. Full-time managers and exempt staff on 9, 10 or 11-month assignments are eligible for vacation on a pro-rated schedule based on their annual assignment.

Part-time managers and exempt staff in positions budgeted for a minimum of 850 hours per year are eligible to pro-rated vacation time. (Paid vacation hours are part of the total number of budgeted hours.) Contact the Human Resources Office for details.

The vacation accumulations and use year runs from January through December. For full details regarding accumulation and carryover, please visit the [Human Resources - Benefits](#) page. Benefit plans & other opportunities are subject to change. Specific plan documents or contracts prevail. Employees are expected to plan for adequate vacation periods and encouraged to use their vacation time in the year in which it is earned. Vacation time is requested through Workday and approved time off is deducted from vacation balances.

#### Vacation Payout Eligibility:

- **Resignation:** Staff resigning from the College who provide at least two weeks' notice of their resignation will be eligible to receive a payout of accrued, unused vacation, in the first available paycheck following their final day of employment.
- **Involuntary Layoff:** Staff whose employment terminates due to an involuntary layoff through no fault of their own (for example, position elimination due to budget constraints or reorganization) will be eligible to receive a payout of accrued, unused vacation, in the first available paycheck following their final day of employment.
- **Involuntary Termination:** Staff whose employment is terminated for misconduct, violation of College policies, or violation of College procedures are not eligible to receive a payout of accrued, unused vacation.

#### 5.5 Holidays

**Eligibility:** Employees who work in positions budgeted for at least 850 hours per year are entitled to holiday pay. You must work the full work day before and after the holiday to be paid for the holiday. Exceptions to this policy include employees on approved vacation, approved short-term disability, and employees who produce a doctor's excuse for any sick leave used immediately before or after the holiday.

The following days are observed by the College as holidays. College offices are closed.

New Year's Day	Independence Day
Martin Luther King, Jr. Day*	Labor Day*
Good Friday	Thanksgiving Wednesday
Easter Monday*	Thanksgiving Day
Memorial Day	Thanksgiving Friday
Juneteenth	Winter Break

#### \*Floating Holidays:

- **Martin Luther King, Jr. Day & Easter Monday:** If your office is open on both of these holidays, you will be given a total of one floating holiday to be used at a later date in the same calendar year. If your office is closed on either of these days, you will record your time on that day as a floating holiday and will not be eligible for a floating holiday later in the year.

- **Labor Day:** If your office is open on Labor Day and you are required to work, you will be given one floating holiday to be used at a later date in the same calendar year. If your office is closed on Labor Day, you will record the time off as a floating holiday.

Floating holidays must be used in the calendar year in which they are earned or they will be forfeited at year-end.

- Holiday time may be taken when a College holiday occurs during your regularly scheduled shift. For example, if you work during the academic year but not during the summer, you may not charge holiday time for the July 4<sup>th</sup> holiday.
- Employees on an unpaid leave of absence are not eligible for holiday pay.

## 5.6 Other Leave Categories

Except for leave under the Family and Medical Leave Act of 1993, (5 USCA 6381 et seq.), unpaid leaves of absence shall be granted at the discretion of the President upon recommendation of the President's Senior Staff and upon written application by the individual. Normally, leaves of absence shall be without salary.

During an unpaid leave of absence, benefit coverage terminates and may be continued through COBRA continuation.

Leave of Absence request forms are available in the Human Resources Office.

### 5.6.1 Sick Leave

Sick leave provides full pay during occasional, brief absences due to an employee's illness or injury. Employees may also use their sick leave, if needed, to care for an ill or injured family member. Employees who are budgeted to work 850 hours per year or more accrue sick leave on a monthly basis, up to ten days per year. Accumulation of sick leave occurs on a monthly basis and is prorated based on annual budgeted hours and average workdays.

An employees' maximum sick leave accumulation is capped at twenty days per year. Employees in exempt positions earn sick leave from September 1 through August 31. Employees who are eligible for the short-term disability plan with a sick leave balance exceeding 20 days at year-end will have a maximum of five days of unused sick leave moved into their short-term disability bank each year. Any excess sick leave will be forfeited.

You accumulate short-term disability leave credits at the rate of 5 days each year if you are working at least 1,248 hours per year.

Unless otherwise provided, sick leave continues to accrue during paid absences, while on military leave of absence, and for the first six months of periods of absence while you are receiving income from Workers Compensation insurance. Sick leave is not accrued in any month when you are off pay status except as described above.

No payments will be made for accumulated sick or short-term disability leave at retirement or separation from service.

### 5.6.2 Disability

Disability occurs when illness or injury, not compensable under Workers' Compensation, prevents the employee from continuing to work for greater than five days. The Human Resources Office administers the disability program of the College.

Occasional daily absences of managers and exempt staff, due to illness or injury, are paid based on time available in the sick leave bank (see section 5.6.1).

The Disability Pay Policy may be found [here](#).

#### **5.6.2.1 Short-Term Disability**

Payment under the Short-Term Disability policy is based on the time available in the individual's short-term disability leave bank. When the short-term disability leave bank has been exhausted, payment is 60% of the individual's current salary base to a maximum of \$4,000 per month. All Short-term disabilities for the Employee's own Serious Health Condition are also considered Family and Medical Leaves of Absence (see Appendix C) by the College (shorter absences, including intermittent use of FMLA time, may also be counted as use of FMLA entitlement).

This program is administered by the Human Resources Office which will secure verification of disability from the employee's personal physician. Confirmation of the disability by a physician of the College's choice may be required by the College.

Other benefits (health insurance, life insurance, retirement contributions, etc.) will remain in force during a short-term disability absence as if the employee were in active service. Employee contributions to benefit plans, where applicable, will also continue during any paid short-term disability as if the employee were in active service.

The College will discontinue payment of salary under the Short-Term Disability policy when eligibility to the Long-Term Disability policy begins (six months from the onset of disability). Short term disability pay may not exceed 26 weeks in a rolling 12 month period. See Section 5.6.2.3 for details of the Long Term Disability plan.

The employee may continue to participate in appropriate benefit programs through COBRA continuation at his or her own expense should an unpaid leave of absence (including child care) be granted following a paid short-term disability absence, or whenever a short-term disability absence extends into a long-term disability (see section 5.6.2.3).

#### **5.6.2.2 Parental Leave**

Parental leave is granted in accordance with the Family and Medical Leave Act of 1993 and with the College's short term disability policy and [Parental Leave](#) policy. The disability period for a maternity leave is determined by the attending physician's certification and is often six weeks following the date of delivery or eight weeks for a caesarean delivery.

#### **5.6.2.3 Long-Term Disability**

Long-term disability refers to a disability absence extending beyond six months.

After one year of employment at the College, persons who are employed at least 24 hours weekly or 1,248 hours per year are covered by long-term disability insurance. The College pays the entire premium for this insurance.

Benefits begin on the first of the month following six consecutive months of certified disability and continue during such disability. Certain age restrictions apply.

A monthly income benefit, an annuity premium benefit equal to the amount being paid to a TIAA-CREF retirement plan at the time of disability, and payment of premiums for continuation of existing group life insurance coverage is included for eligible employees.

### 5.6.3 Child and Family Care Leave

Family and Child Care Leaves are granted in accordance with the Family and Medical Leave Act of 1993 (see Appendix C). Family and Child Care Leaves may be requested by an employee of either sex. Four weeks (pro-rated for work schedules that are not full-time, year-round) may be requested following the birth or adoption of a child, to be paid during the otherwise unpaid portion of an approved FMLA leave.

### 5.6.4 Family and Medical Leave

The Family and Medical Leave Act of 1993 requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons, or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness. Muhlenberg College employees are eligible if they have been employed with the College for at least one year at a minimum of 1,250 hours and are budgeted for at least 1,250 hours a year on an ongoing basis. The full FMLA policy can be found [here](#).

### 5.6.5 Bereavement Leave

When a death occurs in your family, you may receive time off with pay within the limits stated below. Such time is not charged against any other accrual and is considered bereavement leave.

Spouse, parent, sibling, child or grandchild	5 Days
Grandparent, father-, mother-, brother-, sister-, son-, daughter- or grandparent-in-law, aunt, uncle	2 Days

Additional unpaid time off may be arranged subject to approval by your supervisor and the Vice President of Human Resources, or you may arrange to use vacation time.

### 5.6.6 Military Leave of Absence

Requests for a military leave of absence are granted in accordance with the rights and obligations afforded under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees who return to work following military service are granted full reinstatement rights at no loss of seniority or benefits. Employees must return to work (if service was for less than 31 days) or apply for reemployment (if service was for more than 31 days). Click [here](#) for USERRA policy information.

## 5.7 Retirement Plan

You are eligible for College contributions to Muhlenberg's retirement plan after you have completed two consecutive years of service in a position budgeted for 1000 hours or more each year. Continued eligibility requires a work assignment of at least 1000 hours per year. **Please see the [Human Resource](#) page for details about the current level of the College's contribution and other plan details.**

### 5.7.1 Supplemental Retirement Plan

Eligible employees may contribute to the retirement plan subject to annual IRS limits. Employees may change their retirement contribution, at any time, up to one time per month.

All new employees are enrolled to contribute to your retirement plan through salary reduction. You will elect your contribution in Workday; new employees will be enrolled to contribute 3%

(minimum) of base compensation upon hire. Contributions can be updated in Workday; changes will take effect the 1<sup>st</sup> of the following month.

### **5.8 Group Life Insurance Plan**

All full-time employees who work at least 24 hours per week or 1,248 hours per year are enrolled in the group life insurance program on the first day of the month following date of hire. Muhlenberg College pays the entire premium for this insurance. Coverage amounts are based upon the employee's current salary and age, up to a maximum of \$100,000.

### **5.8 Group Health Insurance**

If you have been appointed to a position budgeted for 1,248 hours or more annually, you and your dependents are eligible to enroll in the College group medical, dental, and vision insurance plans on the first of the month following your date of employment. If you do not enroll during your first thirty days of employment, you may enroll during our annual open enrollment period. If your spouse is employed elsewhere and has medical insurance available, the College expects that your spouse's employer will provide their medical insurance coverage. However, if you elect to cover a working spouse, you may do so by paying a spousal surcharge. Current plan details and helpful forms can be found on the [Human Resources](#) web page.

If you do not require health insurance, you must indicate your understanding of your eligibility and elect to waive this benefit through the enrollment process in Workday.

During any month when you do not receive any pay from the College but wish to remain enrolled, you are responsible for paying the entire premium (100%) to the College. (An exception is made for individuals taking a Family Medical Leave or receiving payment while out on Worker's Compensation.) You may pay by check at the beginning of the month. Checks should be made payable to Muhlenberg College and submitted to the Vice President of Human Resources.

### **5.10 Dental & Vision Insurance**

Dental & Vision insurance is available to employees in positions budgeted for 1,248 hours or more per year. Dependent coverage is also available. The full cost is paid by the employee through payroll deduction. Current plan details and helpful forms can be found on the [Human Resources](#) web page.

### **5.11 Workers' Compensation**

Workers' compensation provides medical coverage and, in some instances, income to employees who are disabled as a result of work-related injury or illness. Payment for reasonable and medically necessary medical services, supplies, medication, surgical, and hospital care (as determined by the workers' compensation insurance company) is available at no cost to the employee on approved claims.

Any work-related injury or illness, no matter how minor, must immediately be reported to 1) your supervisor; and 2) Human Resources (484-664-3165 / hr@muhlenberg.edu), but in no case no later than 24 hours following the incident.

FMLA will run concurrent with any work-related injury. Please refer to Section 3.1 regarding payment of health insurance premiums.

The College uses a panel of physicians and other health care providers for all work related injuries. Employees must select a physician or other health care provider from the panel for treatment. In order to have medical treatment paid by the College's insurer, the employee must

continue to visit the physician or other health care provider for 90 days, if treatment is needed, from the date of the first visit.

### **5.12 College Tuition Opportunities**

After you complete one-year of service in a position budgeted for 1,248 or more hours annually, you and your dependents become eligible for a number of tuition benefits. Full plan descriptions and application forms can be found [here](#).

### **5.13 Travel Accident Insurance**

Effective upon employment, a "principal sum" indemnity for death or specified personal injuries while away from home on a business trip for the College is provided for all managers and exempt staff.

### **5.14 Relocation Allowance**

The College provides a relocation allowance for newly employed managers and exempt staff if they are coming to Allentown from out of town. The amount available is based on mileage according to a schedule established by the Treasurer of the College. Reimbursement of costs up to the maximum allowance is made on the basis of submitted expense receipts after the first day of employment.

### **5.17 Retiree Benefits**

Official retirement from the College is available upon attainment of age 60 and 10 years of full-time service. There is no mandatory retirement age.

Employees who leave the College with official retirement status are entitled to [retiree benefits](#) subject to eligibility guidelines. Requests for retirement status must be submitted in writing at least 30 days in advance of the effective retirement date

## **6. SUPPORT SERVICE RESOURCES**

### **6.1 Electronic Communication & Information Access**

All members of management and exempt staff have access to technology resources through their department and the Office of Information Technology. The Policy on Electronic Communication and Information Access and other College policies is available [here](#).

Information regarding use of College email upon departure can be found [here](#).

### **6.2 The College Library**

The Harry C. Trexler Library has an on-line catalog, collection development programs and a full-time staff. The Library's mission is to:

1. acquire, preserve and make available for use a collection of recorded knowledge supporting the Colleges' curricular goals;
2. teach students and assist faculty to find and use our Libraries' resources, and information resources elsewhere; and
3. foster and encourage learning and scholarship.

#### **6.2.1 Circulation Privileges**

Employees may borrow library materials by charging them on their library cards at the circulation desk. Materials are circulated for an average of three weeks with renewal privileges if the material has not been recalled.

These privileges are also extended to one individual who resides with a College employee. These privileges are extended with the understanding that, as with family members, the College employee is responsible for the actions of this individual relating to these privileges, including actions taken by this individual when he/she is visiting the campus, whether or not the individual is accompanied by the employee. The employee agrees to notify the Human Resources Office and reclaim the Library card should the individual no longer reside with the employee.

### **6.2.2 Instructional Services**

Reference service is available at the reference desk during library hours.

### **6.2.3 Other Library Information**

Other library information may be secured regarding acquisition of materials, reserve collection, LVAIC resources and interlibrary loans, and inter-institutional affiliations by consulting the Faculty Handbook.

## **6.3 Campus Safety and Security**

The College endeavors to provide a safe and secure environment for its students and employees. Managers shall report any incidents which may indicate criminal activity to the Campus Safety and Security Office. Crime statistics are reported regularly and are accessible to employees and students. Campus Safety and Security also handles fire emergencies, entry to locked buildings and transport of workers injured on the job.

### **6.3.1 Weapons Policy**

Muhlenberg College strictly prohibits use or possession of firearms, ammunition, explosives, weapons and items or materials of any kind that are designed to inflict serious bodily injury. These restrictions apply to all students, staff, faculty, vendors, contractors, and visitors with the exception of law enforcement and Campus Safety officers and extend to all College buildings, grounds, parking lots, College-owned or leased properties and College-owned vehicles. Exceptions to this policy must be approved in writing by the President or the Director of Campus Safety.

## **6.4 Professional Travel**

Funds for travel are made available on a departmental basis by the Vice Presidents. Each department head decides how best to use available funds.

Expenses must be itemized and receipts furnished for food, transportation, lodging and similar expenses. Proper requisition forms are available from the Controller.

If family members accompany employees on business trips, their expenses are strictly the responsibility of the employee; the College will not reimburse employees for the expenses of family members that travel with them.

Employees are expected to secure competitive rates for hotel, transportation, and other travel-related items.

## **6.5 Media Services**

Media Services provides audio-visual equipment for instructional use, including tape recorders, projector and video recorders. Managers may make arrangements for use of media services and equipment for College purposes by calling ext. 3459.

## **7. CAMPUS SERVICES**

### **7.1 Office Hours**

Most administrative offices are open from 8:30 a.m. to 5:00 p.m. Some offices observe varied schedules according to the academic calendar.

### **7.2 Life Sports Center**

Employees have access to the Life Sports Center. Hours of operation are posted by the Athletic Office. Spouses and dependents (ages 18-23) of full-time employees may also use the LSC.

### **7.3 Office of Communications & Marketing**

Anyone receiving a phone call at the College from a reporter should alert the Office of Communications and Marketing at ext. 3230.

In addition, employees are encouraged to contact OCM about their professional and community activities so that a news release can be prepared and issued to the appropriate news media. Newsworthy activities include professional publications, presentations of papers, election to officer positions or boards of professional and civic organizations, and in particular, interesting and/or exceptional work with students.

The Communications Office provides services for production of brochures, programs or fliers for college-sponsored events, and coordinates special events, including Commencement.

### **7.4 Dining Facilities**

The General's Quarters and the Wood Dining Commons are open to all employees.

### **7.5 Work-related Illness/Injury**

Workers' compensation provides medical coverage and, in some instances, income to employees who are disabled as a result of work-related injury or illness. Payment for reasonable and medically necessary medical services, supplies, medication, surgical, and hospital care (as determined by the workers' compensation insurance company) is available at no cost to the employee on approved claims.

Any work-related injury or illness, no matter how minor, must immediately be reported to 1) your supervisor; and 2) Human Resources (484-664-3165 / hr@muhlenberg.edu), but in no case no later than 24 hours following the incident.

FMLA will run concurrent with any work-related injury. Please refer to Section 3.1 regarding payment of health insurance premiums.

The College uses a panel of physicians and other health care providers for all work related injuries. Employees must select a physician or other health care provider from the panel for treatment. In order to have medical treatment paid by the College's insurer, the employee must continue to visit the physician or other health care provider for 90 days, if treatment is needed, from the date of the first visit.

## **7.6 Identification Cards**

The Office of the Director of Seegers Union issues identification cards to all employees and members of their family for the purpose of admission privileges to local College athletic contests and other College events, including Trexler Library privileges. Arrangements for making application and for the taking of pictures are processed through the Human Resources Office. Upon separation from employment, all ID cards must be returned to Human Resources.

Employee ID cards coded for access to specified areas are to be used only to allow the individual employee access. An employee's use of their ID card to allow others to gain access to secured areas is strictly prohibited.

## **7.7 Mail Service**

U.S. Mail is delivered each weekday. Information regarding the receipt and mailing of packages can be obtained from the mail clerks. The College assumes the cost of mailing materials which relate to the operation of the College; personal mail must be paid for by the sender.

Intracampus mail is delivered to each department daily. Special intracampus mail envelopes for this purpose may be obtained from the Copy Center.

## **7.8 Parking**

Parking is available to employees on a space-available basis. Parking permits are required. Improperly parked or unregistered vehicles on campus are subject to ticketing and fines. All fines are payable in the Controller's Office during normal Cashier window hours. Continued abuse of parking privileges will result in notification to your supervisor who may take disciplinary action. Information regarding parking regulations, any temporary parking restrictions, ticket appeal process and annual return of parking tags is communicated by the Campus Safety Office on a regular basis. Contact the Campus Safety Office with questions, ext. 3112.

## **7.9 Use of College Vehicles**

If your position requires you to drive on behalf of the College or drive College vehicles in the performance of your duties, your motor vehicle record will be reviewed prior to your initial employment and on an annual basis thereafter.

## **7.10 College Keys**

Colleagues are issued keys appropriate to their needs for access to the buildings and offices where they work and are personally responsible for safeguarding keys issued to them by the College, including access card keys used for certain buildings and offices. Should your keys be lost or stolen, immediately report the circumstances of the loss to the Campus Security and Safety Office. They will conduct the appropriate investigations and arrange for replacement of locks or reprogramming of security systems as appropriate. Upon termination, all College issued keys are to be returned to the supervisor.

## **8. ADDITIONAL POLICIES**

Please review College's [policies page](#) for additional policies relating to your employment at Muhlenberg.