



Colby
Staff Handbook

(Rev: 01/16/2025)

TABLE OF CONTENTS

I.	INTRODUCTION	4
II.	ABOUT THE COLLEGE	5
	A. <u>Organization of the College</u>	5
III.	EMPLOYMENT POLICIES AND PROCEDURES	6
	A. <u>Statement on Non-Discrimination</u>	6
	B. <u>General Employment Information</u>	6
	1. Attendance/Absence or Tardiness	6
	2. Communicating with Press, Radio and Television	7
	3. Confidential Information	7
	4. Conflict of Interest	7
	5. Conflict Resolution Procedures	7
	6. Employee Code of Conduct	8
	7. Employer Provided Housing	8
	8. Employment of Family and Relatives	8
	9. Harassment and Sexual Harassment Policy/Complaint Procedures	9
	10. Inclement Weather	9
	11. Outside Employment	9
	12. Performance Evaluation	10
	13. Personal Property Located on Campus	10
	14. Personnel File	10
	15. Re-Employment	10
	16. Reporting Requirements under the Clery Act and Title IX	10
	17. Tobacco Policy	11
	18. Unauthorized Entry or Occupancy	11
	19. Work Week, Meal Periods and Breaks	11
	C. <u>Recruitment and Employment</u>	11
	1. Employment Classifications	12
	2. Employment Letters and Orientation	12
	3. Posting Jobs and Staff Recruitment	13
	4. Probationary Employment Periods	13
	5. Promotions and Transfers	14
	6. Recruitment Procedures	14
	7. Separation from Employment	14
	8. Types of Appointments	15
	D. <u>Compensation and Payroll Information</u>	16
	1. Compensation	16
	2. Employee Information Changes	17
	3. Payroll Information	17
	E. <u>Benefits for Eligible Staff</u>	18
	1. Health Care	19
	a. Medical	19
	b. Dental	19
	c. Vision	19
	2. Life and Long-Term Disability	19
	3. Tuition Assistance	19
	a. Tuition Subsidy for Dependent Children	19

b.	Employee Tuition and Remission	19
c.	Colby Courses for Spouses and Children.....	19
4.	Paid and Unpaid Time Off.....	19
a.	Sick and vacation leave	19
b.	Pay for recognized holidays	19
5.	403(b) Retirement.....	19
a.	Voluntary	19
b.	Mandatory	19
6.	Flexible Spending Accounts	19
7.	Employee Assistance Program.....	19
8.	Additional Benefits	19
a.	Athletic facility use	19
b.	Child care services	19
c.	Health Advocate	19
d.	Library privileges	19
e.	Mortgage program	19
F.	<u>Paid Leave</u>	19
1.	Holidays	19
2.	Vacation	20
3.	Sick Leave	21
4.	Parental Leave	22
5.	Maine’s Earned Paid Leave	22
6.	Other Paid Leaves	22
G.	<u>Leave Without Pay</u>	23
1.	Family Leave	23
2.	Unpaid Leave and Benefits	23
H.	<u>Workplace Safety</u>	24
1.	Hazard Communication	24
2.	Hazardous Material Spills	25
3.	Job-Related Injuries and Illnesses.....	25
4.	Workstation Evaluations	25
I.	<u>Disciplinary Procedures and Standards of Conduct</u>	25
1.	Standards of Conduct.....	25
2.	Warning, Probation, Suspension and Dismissal	27
IV.	COLLEGE POLICIES AND PROCEDURES	29
A.	<u>Acceptable Use Policy for Information Technology</u>	29
B.	<u>Indemnification Procedures</u>	29
C.	<u>Free Expression and Free Inquiry</u>	29
D.	<u>Policies on Alcohol and Illegal Drugs</u>	29

I. INTRODUCTION

Welcome to Colby College!

As a leading institution of higher learning, our goal is excellence in teaching, research, and community engagement. In order to maintain our leadership role, we depend on dedicated employees to provide support for the overall success of the College. We value integrity and open communication, and expect our employees to be honest, innovative, and industrious.

The purpose of the staff handbook is to provide information and guidance to staff at Colby. We encourage employees to read and become familiar with the policies of the College. All staff at the College are at-will employees, and may resign when they wish and similarly, their employment can be ended at any time except where contracted.

The information provided in these documents addresses specific policies and associated procedures. Every attempt has been made to ensure the accuracy of the material contained in these policies and procedures. The College reserves the right to unilaterally modify, add to, delete from, or to make exceptions to the policies and procedures stated in these policies, without notice, as it deems necessary. To be certain of the most up to date policies and procedures, employees should contact the Office of Human Resources. In the event of a question about the meaning of the policies or procedures, Colby's interpretation will prevail.

Supervisors are key resources concerning policies and procedures of the College, department, or program. Supervisors have the responsibility to ensure that employees under their supervision are knowledgeable about Colby policies and procedures affecting their staff. If you have any questions concerning this handbook or a policy, consult your supervisor for clarification, and/or the Office of Human Resources.

II. ABOUT THE COLLEGE

Founded in 1813, Colby College is the 12th oldest liberal arts college in the United States.

Distinctive in its offerings, Colby provides an intimate, undergraduate-focused learning environment with a breadth of programs presenting students, faculty, and staff with unparalleled opportunities. A vibrant and fully integrated academic, residential, and cocurricular experience is sustained by a diverse and supportive community. Located in Waterville, Maine, Colby is a global institution with students representing nearly every U.S. state and approximately 70 countries.

Colby's model provides the scale and impact of larger universities coupled with intensive learning in a community committed to scholarship and discovery, multidisciplinary approaches to integrated learning, study in the liberal arts, and leading-edge programs addressing the world's most complex challenges. Its network of partnerships with prestigious cultural, research, medical, and business institutions extends educational and scholarly collaborations, providing students with unmatched experiences leading to postgraduate success.

The College's wide variety of programs and labs provides students and the community access to unique experiences: the Colby College Museum of Art, the finest college art museum in the country, and the Lunder Institute for American Art have made the College a nationally and internationally recognized center for art scholarship; DavisConnects prepares students for lifelong success by combining a forwardthinking liberal arts education with extensive internship, research, and global opportunities for all students regardless of their personal networks and financial circumstances; and the 350,000-square-foot Harold Alfond Athletics and Recreation Center, opened in 2020, is the most advanced and comprehensive NCAA D-III facility in the country. In fall 2021, Colby opened the Davis Institute for Artificial Intelligence, the first such institute at a liberal arts college.

A. Organization of the College

As provided in the charter, Colby's corporate name is The President and Trustees of Colby College. The Board of Trustees, comprised of the President and not fewer than 24 nor more than 35 other Trustees, meet regularly to govern the College. The full Board generally meets three times per year (fall, winter, spring). There are eight standing Board committees and subcommittees and additional committees may be established by the Chair.

a. **Administrative Structure**

The Dean of the College; Vice President of Planning; Vice President and Chief of Staff; Provost and Dean of Faculty; Vice President and Chief Institutional Advancement Officer; Vice President for Administration and Chief Financial Officer; Carolyn Muzzy Director of the Colby College Museum of Art; Vice President, General Counsel, and Secretary of the College; and Vice President and Harold Alfond Director of Athletics serve as an advisory body to the President and meet regularly with the President. For a list of senior leadership, go to [Office of the President](#).

III. EMPLOYMENT POLICIES AND PROCEDURES

A. Statement on Non-Discrimination

The Board of Trustees of Colby College has adopted the following statement reaffirming the position of the College with respect to non-discrimination:

Colby is a private, coeducational liberal arts college that admits students and makes personnel decisions on the basis of the individual's qualifications to contribute to Colby's educational objectives and institutional needs. The principle of not discriminating on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, caste, national or ethnic origin, marital status, genetic information, political beliefs, veteran or military status, parental status, pregnancy, childbirth or related medical conditions, physical or mental disability unrelated to the job or course of study requirements is consistent with the mission of a liberal arts college and the law. Colby is an equal opportunity employer and operates in accordance with federal and state laws regarding non-discrimination.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects the job rights of individuals who voluntarily or involuntary leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. For more information, please see the USERRA rights notice maintained in the Office of Human Resources.

Colby prohibits retaliation against anyone who makes a good faith report of conduct in violation of Colby's discrimination or harassment policies, or against anyone who makes a good faith effort to disclosed perceived wrongdoing. Further, Colby will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of such conduct.

B. General Employment Information

1. Attendance/Absence or Tardiness

Reliable, consistent attendance is an essential function of all staff positions. Employees are expected to be punctual and reliable to meet the needs of their department and the College. Absences or tardiness can cause interruptions to work and services placing an additional burden on colleagues. Attendance should be reviewed in the evaluation process.

Employees are responsible for notifying their supervisors prior to the start of each work day if they are unable to report for work as scheduled and expected. Failure to report to their assigned work area at the scheduled time (including returning from breaks and meal periods) without notification and agreement from their supervisor can result in a loss of pay and possibly disciplinary action. An employee who is frequently absent from work, with or without notification to the supervisor, may be subject to disciplinary action, up to and including termination of employment.

Unless there is a medical emergency, employees should call their supervisor directly or their designee in order to discuss alternate arrangements for the work you would have done that day. Relatives or friends should not call on your behalf unless you are medically unable to do so yourself.

An employee who is absent from work for a period of three days or more without notification to the supervisor may be separated from College employment, and the separation will be considered a voluntary resignation.

2. Communicating with Press, Radio and Television

The Office of Communications and designated administrators are responsible for communications with off-campus news organizations and, as such, are the only staff authorized to represent the College's positions or policies. Employees should contact their supervisor or the Office of Communications for guidance in responding to news media requests.

3. Confidential Information

A number of positions at Colby give employees access to confidential information, including personal information about students, parents, alumni, employees, and others. This information may not be shared or discussed with anyone not specifically authorized to receive it. Every employee is responsible for respecting and protecting the right to privacy.

4. Conflict of Interest

Colby recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the institution.

Not all the circumstances and relationships create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with their supervisor for advice and guidance on how to proceed.

For the Conflicts of Interest Policy for the Board of Trustees, Officers, and Key Employees of Colby College, go to the [Colby Policy Library](#).

5. Conflict Resolution Procedures

Colby seeks to provide a congenial working atmosphere that is sensitive to employee needs and concerns. Staff are therefore encouraged to offer suggestions and raise concerns with supervisors. Each issue raised is to be considered on its merits and may or may not result in action by the College. Employees need not fear reprisal, discrimination, criticism, or loss of status for discussing or submitting a concern.

The College has both informal and formal conflict resolution procedures. Frequently, informal consultation can produce a decision or solution quickly and fairly. Formal procedures are more deliberate. Both are intended to provide every employee with the means of being recognized and heard and to alert the College to causes for dissatisfaction.

a. Informal

In general, an employee should first talk directly to the person(s) with whom they have a complaint or disagreement, possibly after consulting a friend or co-worker. Often people are unaware of their behavior and may well respond to direct communication. Having specific facts at hand, instead of relying on memory, will aid in this informal process. If the direct approach is not satisfactory or if the employee does not feel comfortable approaching the individual directly, the employee may proceed to a more formal approach by contacting their supervisor or other appropriate staff.

b. Formal

Employees are encouraged first to discuss their concerns or dissatisfactions with their supervisor. The first contact may, however, be some other person in a line of authority such as a director of a department, the Director of Recruitment and Employment, the Assistant or Associate Director of

Human Resources or the Director of Human Resources. Supervisors, deans, and directors are obligated to respond in a timely manner to the employee. Should the issue remain unresolved, the employee should contact the Office of Human Resources for an explanation of Colby's formal complaint procedure. The formal procedure requires that the complaints be written in order for all parties involved in future hearings to have access to the same information. If not resolved at an early stage, a complaint can eventually reach senior leadership or the President.

Complaints of Sex Discrimination under Title IX and Interpersonal Violence under Maine law are addressed through Colby's Sex Discrimination and Interpersonal Violence Policy, available on [Colby's Sexual Violence – Title IX & Interpersonal Violence Website](#).

6. Employee Code of Conduct

Colby College is committed to operating lawfully and valuing ethical behavior, individual responsibility, and integrity. All employees are expected to behave responsibly and comply with applicable laws and regulations.

If you encounter or become aware of work-related behavior that is unlawful or you suspect actions are inappropriate, you should alert any of the following people: your supervisor or department head, any member of the Office of Human Resources, the controller, officer of the College, any member of the Audit Subcommittee of the Financial Strategy and Business Affairs Committee of the Board of Trustees. If you are unsure how to make contact, please contact the Office of Human Resources or the Office of the Vice President, General Counsel, and Secretary of the College for instructions. You may alert any of these people anonymously.

In addition, violations may be reported anonymously and confidentially to an independent reporting agency [Syntrio Anonymous Reporting](#). Upon submission of the report, the independent reporting agency will provide a summary to the designated individual(s) at the College for investigation.

Retaliation against a staff or faculty member who makes a good faith effort to disclose perceived wrongdoing is prohibited. The College will make every appropriate effort to redress violations of this code. While whistle-blowing should not be an outlet for vindictive or malicious charges that have no basis in fact, the College always wants to know if employees feel they are being subjected to illegal treatment or are being required to engage in any illegal activity or are aware of any illegal practice. For more details, go to the [Colby College Policy Library](#).

7. Employer Provided Housing

The College provides housing to employees on a very limited basis. When available, the College will provide housing to employees only under specific conditions as follows:

- The housing is furnished for the convenience of Colby College and must be integrally related to the duties of the employee (or it may be considered taxable income),
- The employee is required to accept such housing as a condition of employment, and
- The housing shall be located on the business premises of Colby College.

8. Employment of Family and Relatives

The College permits employment of members of the same family. However, in order to ensure objectivity and impartiality in matters of Human Resource administration involving appointments, salaries, retention, leaves of absence, and so on, the employment of immediate family members in a direct reporting relationship is not permitted. Immediate family members are defined as

parents, grandparents, children, spouses, brothers and sisters, and corresponding members by marriage or partnership.

9. Harassment and Sexual Harassment Policy/Complaint Procedures

The right of free speech and the open exchange of ideas and views are essential, especially in a learning environment, and Colby College upholds these freedoms vigorously. The College is committed to assuring dignity for all and desires to be welcoming to every member of the campus community. In furtherance of that aim, Colby has developed this policy, which prohibits harassment. Harassment directed against some categories of individuals expressly protected by the Maine Civil Rights Act and the Maine Human Rights Act, including sexual harassment, may also qualify as unlawful discrimination.

Complaints of Sex Discrimination under Title IX and Interpersonal Violence under Maine law are addressed through Colby's Sex Discrimination and Interpersonal Violence Policy, available on [Colby's Sexual Violence – Title IX & Interpersonal Violence Website](#).

10. Inclement Weather

Because Colby is a residential college with most of its students living on campus, it seeks to maintain regular classes and services when many schools and institutions close because of weather conditions. There are times, of course, when weather conditions may cause employees to be concerned about traveling to and from work. Inclement weather such as a blizzard or heavy rain storm may be the cause for late arrival at work or early departure from work, but is not normally considered an acceptable reason for an absence. We encourage employees to use their judgment in determining whether or not to commute to work. If inclement weather is the cause for tardiness, early departure, or absence, employees should notify their supervisors as soon as possible and should charge time lost to floating holiday or vacation leave (if earned and available) or take the time without pay.

If an "inclement weather" day is called, employees who are released from work that day, or portion thereof, will be paid at the regular rate of pay for those hours. Those employees who are required to work during the "inclement weather" day will receive their regular pay plus extra straight-time pay for all hours worked.

The President, Provost, Dean of the College, and the Vice President for Administration and Chief Financial Officer are responsible for declaring an "inclement weather" day. The Office of Human Resources will assist with addressing wage questions arising under this provision.

11. Outside Employment

The College discourages a staff member who works a full-time schedule from accepting a position with another employer that may interfere with the employee's availability or ability to perform the duties of the position with the College.

The College is also reluctant to allow continuing full-time staff to work additional hours in temporary positions on the campus on a long-term basis, because the hours beyond 40 must be compensated at time and a half, and because it may interfere with a staff member's ability and availability to perform the duties of their regular position. In no event will a combined appointment exceed 40 hours per week.

While the College does not wish to interject itself unnecessarily or unreasonably into a staff member's after-work activities, the College does have the right to protect its own interests and reputation and expects staff members to share this concern. In situations when a staff member's

outside activities create criticism of the College, and when the reputation of Colby is being jeopardized, action will be taken to officially discourage a staff member from continuing in such activities.

In the event an employee has a position with another employer and is on an approved leave from the College (i.e., sick leave, Family and Medical Leave Act [FMLA], parental leave, or Workers' Compensation), the College strongly discourages work at the outside employer during the leave period as working during these times could impact leave eligibility.

12. Performance Evaluation

Supervisors normally evaluate individual performance each year and share the results of the evaluation with each staff member. The written evaluations are then made part of each staff member's personnel file.

The appraisal generally consists of the following components: job descriptions and performance standards; a review of last year's goals and accomplishments; personal, professional, and skill development activities; strengths and areas to improve; and overall assessment of performance and goals for the coming year.

13. Personal Property Located on Campus

The College does not insure or accept responsibility for any employee personal property located on College premises. Such property can usually be covered by the employee's personal insurance policies. Employees should consult with their insurance agent(s) for more information.

14. Personnel File

Since the implementation of Workday, the Office of Human Resources maintains limited employment files on all staff. Prior to Workday, historic files may include employment-related information including applications/resumes, job descriptions, performance evaluations, benefits enrollment information, wage and salary letters, personnel action forms (PAFs), and supervisory recommendations, reprimands, and/or warning notices. These files are considered confidential College property. Employees have the right to review materials in their own personnel file and may do so by making arrangements with the Office of Human Resources.

15. Re-Employment

A former staff member who is re-appointed to a continuing staff position shall be considered a new employee as of the date of re-appointment. Credit for prior regular service may be granted, when applicable, in establishing eligibility for employment benefits. Benefits that require a significant waiting time such as dependent tuition require the full waiting period be met prior to leaving. Employees who are involuntarily terminated due to performance or disciplinary issues are not eligible for rehire. Eligibility for re-employment of any former employee is at the College's sole discretion.

16. Reporting Requirements for Faculty and Staff under the Clery Act and Title IX

There are two federal laws that require faculty and staff to make a report to the Department of Security and/or the Office of the Dean of Students Office– the Clery Act and Title IX.

a. The Clery Act

The Clery Act is a Federal Law designed to ensure that people are properly informed about campus crimes. The goal of the Clery Act is to ensure that students, prospective students, parents, and employees have access to accurate information about crimes committed on campus and campus security procedures. Institutions of higher education receiving federal financial aid must: report specific crime statistics and provide safety and security information to current and prospective members of the campus community; issue timely warnings and emergency notifications, publish daily fire and crime logs, and submit an annual security report, which details campus crime statistics and security policies, to the Department of Education. Annual Security Report may be found in [Colby's Policy Library](#).

b. Title IX

As required by the Title IX regulations, the College will respond promptly in a manner that is not deliberately indifferent to reports and complaints of Sex Discrimination, as defined under Title IX, which take place within Colby's education programs and activities. The College requires all College Employees, including officers, faculty and staff (including Community Advisors and Area Residential Directors to notify the Title IX Coordinator/Deputy Title IX Coordinator if they learn of incidents that reasonably may constitute Sex Discrimination or Interpersonal Violence. The only individuals exempted from this reporting/notification requirement Confidential Employees/Confidential Resource Advisors designated by the College. For more details, go to the [Sexual Violence Response and Prevention](#) page.

17. Tobacco Policy

Colby College is a tobacco free campus. For the purposes of this policy, tobacco use will be defined as the possession of any lighted tobacco products, or the use of any type of smokeless tobacco including electronic cigarettes, vaping, and chewing tobacco. The use of any such products will not be permitted on any College-owned property, including, but not limited to buildings, grounds, parking areas, walkways, recreational and sporting facilities and College-owned or leased vehicles or any other vehicles on Colby-owned property.

This policy will apply to faculty, staff, students, clients, contractors, vendors and visitors, and will be in effect during and after normal campus hours, as well as during all College sponsored events. For more details, go to [Colby's Policy Library](#).

18. Unauthorized Entry or Occupancy

Entry by unauthorized persons into closed and/or posted residence halls, any secured space, or any other College building may result in disciplinary action. Student rooms, faculty and administrative offices, and other employee workplaces are private spaces, controlled by the College and the current authorized occupants. Failure of any person to vacate such places upon the request of the occupant(s) or by legitimate College authority is a violation that can lead to disciplinary action, including suspension or dismissal. Likewise, unauthorized occupation of any College building or the disruption or unauthorized occupation of teaching spaces will not be tolerated and violators will be subject to similar disciplinary action.

19. Work Week, Meal Periods and Breaks

Standard office hours at Colby are 8:00 a.m. to 5:00 p.m., Monday through Friday. For staff members employed in hourly, non-exempt positions in an administrative or academic office, the standard work week is typically 40 hours, Monday through Friday, with one hour, unpaid, off for lunch. Some offices and positions will vary from this work schedule. Hours in excess of 40 are paid at time and a half.

Certain employees may be required to work nights or weekends on a regularly scheduled basis in support of services offered to the campus by the department. Time worked in excess of 40 hours is paid at time and a half.

Although not required to do so, Colby strives to provide up to two paid breaks of approximately 10-15 minutes each during the work day. The breaks are scheduled by the supervisor. So far as possible, schedules are arranged so that office services are not interrupted for breaks or lunch hours.

C. Recruitment and Employment

1. Employment Classifications

Two employment classifications have been established for staff positions: Administrative Staff and Hourly Staff.

a. Exempt Administrative Staff

The administrative staff includes the officers (i.e., president, provost and dean of faculty, vice president for administration and chief financial officer, and secretary assisted by the officers specified in this article and other vice presidents and deans) as defined in the bylaws, department heads, and other professional staff. Some administrative staff members may hold faculty status (e.g., officers and professional library staff). Members of the administrative staff assume the management and supervisory responsibilities for Colby and carry out a variety of specialized and professional tasks.

b. Hourly Staff

Hourly staff are grouped by function such as administrative assistants, service and trades, and student employees.

Administrative Assistants: Staff members within this employment classification serve in academic and administrative offices and departments. Positions within this category are assigned to pay grades according to the level of skills and responsibility required.

Service and Trades: Staff members within this general employment classification are employed in skilled, maintenance, or general staff positions in the departments of Facilities, Dining Services, and Security. Position titles within this classification vary in nature and reflect the work performed by the staff member in the department: building maintenance technician, electrician, painter, HVAC mechanic, grounds specialist, custodian specialist, etc., in Facilities Services; first or second cook, cook's helper, etc., in Dining Services; and security officer, dispatcher, shuttle driver, etc., in the Department of Security.

Student Employees: The College maintains an active on-campus employment program for students. Students are regularly employed in part-time positions throughout the campus in a wide range of duties and responsibilities. Students employed during the academic year are subject to the campus employment policies administered by the Office of Student Financial Services. A number of students are also employed during the summer as temporary staff.

2. Employment Letters and Orientation

Employment offers at Colby are generally provided in writing and state the type of appointment being offered, position title, starting date of employment, wage or salary payable, eligibility for benefits, and any other terms of employment.

The President, the Provost and Dean of Faculty, the Vice President for Administration and Chief Financial Officer, and Human Resources directors are the only administrators authorized to make employment offers on behalf of the College for regular and temporary positions.

The normal work year for staff is the fiscal year beginning July 1, or the remainder of a fiscal year if the starting date is after July 1 to June 30. New hires usually include an initial probationary period and may be contingent upon the verification of certain job-required licenses, certification of appropriate immunizations, and successful completion of a pre-placement physical examination at a local medical provider selected by the College.

On the first day of an appointment, or as soon thereafter as practical, new hires will attend an orientation provided by the Office of Human Resources. During the orientation, Human Resources staff will provide a brief introduction to campus including Colby values, wellness and safety, talent development, campus communications, preferred services, harassment prevention, and Human Resources policies and procedures included in the staff handbook. Human Resources staff will also provide a benefits orientation at this time to employees in benefited appointments. The immediate supervisor or designee will orient the new hire to the department, introduce new staff to other members of the department, explain details of the job, and provide information about work hours, breaks, and schedules. Supervisors are encouraged to utilize the [New Employee Checklist](#) on the Office of Human Resources' recruitment site to help new hires get settled into their positions.

3. Posting Jobs and Staff Recruitment

It is the policy of the College that positions available for application by outside applicants or current staff will be posted on campus by the Office of Human Resources. This policy extends to positions funded by outside sources in addition to any College-funded positions.

Exceptions to this policy may occur from time to time, and an open position may be filled without posting or advertising. A department may promote a current employee to another position within the department without posting. The College also reserves the right to reassign employees as needed, for example, because of functional reorganization of a department or in the event of a layoff of staff. Prior to such a placement, Human Resources staff will discuss the reassignment and the need for it with supervisors and department heads involved as well as with the employee(s) affected.

4. Probationary Employment Periods

a. New Employees

A continuing staff member serves an initial probationary employment period, usually six months, when first employed and is evaluated by the supervisor during this period. The purpose of the evaluation is to determine if the staff member successfully performs the work required. While evaluations normally result in recommendations for continued regular employment, extensions of the probationary period or termination may also be the result, at the College's sole discretion.

b. Promotions, Lateral Transfers, or Reclassifications

Staff members who are promoted to a new position within a department or are hired for a job opportunity in another department may serve a probationary period of up to six months, depending on the nature of the position.

Staff members whose positions are reclassified (i.e., when current duties and responsibilities remain essentially the same) may be provided a promotion pay increase but are not required to serve a probationary period following the reclassification.

c. Other

If at any time after the completion of the initial probationary period a staff member fails to perform assigned duties satisfactorily, the supervisor may recommend a probationary period or immediate termination of employment. Failure to attain adequate standards of performance during that period may result in termination of employment.

Employees placed on probation will be provided written notice of the reasons by the College for probation and the period of time provided to correct the problem. Supervisors must review such action with Human Resources staff or the Vice President for Administration and Chief Financial Officer prior to placing an employee on probation.

5. Promotions and Transfers

Staff members are encouraged to apply for transfer or promotion opportunities that may be of interest to them.

Current Colby employees interested in an opening posted at the College will follow the application procedure as stated on our employment site in the job posting. Internal candidates' materials will be reviewed as part of the overall applicant pool.

Continuing employees within a department who possess the necessary qualifications may be given priority consideration for transfer openings and promotion opportunities. Prior to an internal transfer or hire, an employee's current supervisor should complete a performance appraisal for the current role through that point.

Staff members who are promoted to a new position within a department or are hired for an opportunity in another department will often serve a probationary period of up to six months, depending on the nature of the position.

Benefits will typically remain unchanged with a promotion or transfer, except those tied to potential salary changes.

6. Recruitment Procedures

Jobs available for application are normally advertised on the College's web site under [Administrative Employment](#), while hard copies are maintained in the Office of Human Resources. Postings include a description of the job duties and overall responsibilities, qualifications sought, key relationships, working conditions, and application procedures.

Available positions may be advertised simultaneously with the campus posting, particularly if the need to fill the position is immediate. In addition to the campus posting, Colby's Office of Human Resources posts job openings on HigherEdJobs.com for departments. Departments interested in expanding the applicant pool are encouraged to advertise to related professional associations or organizations at their own expense.

Staff members are encouraged to apply for transfer and/or promotion opportunities that may be of interest to them and should call the Office of Human Resources to discuss their interest or to obtain more information on the available position. Colby does, however, reserve the right to hire outside the College for any position.

7. Separation from Employment

a. Voluntary Separation

When a staff member has decided to resign or retire from College service, Colby expects reasonable notice of at least two weeks. In the case of retirement, the decision to retire is usually made and carefully planned for a considerably longer period, and therefore, the College expects longer notice. Ample notice is required so that the operations of a department can continue smoothly and so that a replacement can be recruited before the employee leaves.

For both resignation and retirement, employees should notify their supervisor in writing of their intention to leave and should provide a specific date for the last day of work. Copies of this letter of resignation should be provided to the department head and the Office of Human Resources by the employee's supervisor. For resignations, staff must work on the designated last day of employment; they are not to take a "terminal vacation" to extend their final date of employment or run down a vacation balance.

b. Involuntary Separation

If separation from College employment is involuntary, the employee will be provided notice. Involuntary separation for disciplinary reasons is outlined in Standards of Conduct in this handbook. Supervisors must review such action with Human Resources staff or the Vice President for Administration and Chief Financial Officer prior to initiating an involuntary separation of employment.

c. Prior to Departure

Prior to departure, employees are encouraged to remove personal items, including but not limited to, clothing, paperwork, computer files, and email messages. Employees should coordinate with both their supervisor and the ITS Support Center to determine which computer files may be removed and the best method for doing so. The College will dispose of any abandoned personal property at its discretion. All College owned property must be returned prior to departure. Removal of Colby property is strictly forbidden.

Employees separated from College employment under this policy will be entitled to pay for any earned and unused vacation leave. Vacation time accrual must be provided by a supervisor to the Office of Human Resources in advance in order to be paid.

8. Types of Appointments

Colby employees are appointed in one of three categories: faculty (who are governed by a separate handbook), salaried or exempt administrative staff, or hourly non-exempt staff. Some members of the administrative staff also hold faculty status, and most "administrators" are exempt from the provisions of the Fair Labor Standards Act. Employees who are subject to the provisions of the Fair Labor Standards Act, primarily hourly staff, are eligible for overtime pay for hours worked in excess of 40 in one work week. Hours worked include actual hours worked plus College holidays, sick leave, vacation time and floating holidays. All appointments are either continuing or temporary.

a. Regular Staff (Full Time and Part Time)

A staff member employed in a regular position works on a continuing at-will scheduled basis, either full or part time, either 12 months or academic year, and such employment may be continued from year to year according to the needs of the College.

Regular staff members scheduled for at least 20 hours per week for either an academic or a fiscal year are eligible for participation in the benefits insurance programs offered by the College, paid leave privileges, and other staff programs according to the eligibility requirements of each specific program or policy.

b. Temporary Staff (Term and Temporary)

Two categories of temporary employment for staff have been established: Term and Temporary.

- 1) Term employees are hired for a fiscal year or a portion of a fiscal year, usually with an anticipated separation date established at the time of the temporary employment arrangement. Staff appointed to term employment positions of six months or more and at least 20 hours per week are classified as temporary with benefits employees. They are eligible for paid vacation, holidays, and insurance benefits, according to the eligibility requirements of each specific program and legally required benefits. If a department anticipates the need for employment beyond the maximum 12 months, continuing employment status approval must be obtained or the term status re-authorized.
- 2) Temporary employees work on an irregular, project, or seasonal basis, with a work schedule based on departmental need. They may be hired for a period up to but not exceeding six months of employment on a project or up to six months for a single department. Employment may be full- or part-time during this time frame, with an anticipated separation date provided at the time of the temporary employment arrangement. Temporary employees are not generally eligible for participation in the benefits program.

D. Compensation and Payroll Information

1. Compensation

The Office of Human Resources works with senior leadership to establish the College's pay practices for staff. The salary range or rates of pay for positions are established in consideration of the following factors: type of work, level of responsibility, and appropriate market wage and salary rates. For comparison purposes, salary survey results from peer colleges and/or Maine state wages are typically used.

Upon hiring, promotion, reclassification, or transfer, the employee's pay rate will be determined by the Office of Human Resources, consistent with current practices. Transfers within the same job classification will not ordinarily result in a change of pay. Permanent transfers to a lower-rated position when such transfer is made at the employee's request or because of a disciplinary action will normally result in a loss of pay. Promotion to a higher pay grade will normally be accompanied by a pay increase. Acquisition of a college or advanced degree does not necessarily result in a pay increase unless there is an accompanying promotion or the addition of more significant job duties.

a. Pay Practices

The normal work year for staff is the fiscal year beginning July 1, or the remainder of a fiscal year if the starting date is after July 1. After the approval of the annual budget and prior to the

beginning of each fiscal year, staff eligible for continuing employment may be issued increase letters.

The College normally provides wage and salary increases each year, effective July 1, August 1, or September 1, the beginning of either a fiscal or academic year appointment. Salary increases are based upon the staff member's performance of duties and responsibilities and are provided at the recommendation of the employee's corresponding senior leader. An appointment letter is not intended to be a contract of employment and need not be continued.

Staff salaries and wage rates are reviewed each year. Recommendations for reclassification, title changes, promotions, or special wage or salary adjustments are normally requested by supervisors as part of the budget process each fall. Requests are reviewed by Human Resources staff and, where appropriate, recommendations for changes are reviewed by the Vice President for Administration and Chief Financial Officer in consultation with other members of the senior leadership. Approved changes are normally effective July 1, August 1, or September 1, the beginning of either the fiscal or the academic years. Increases normally will be implemented on the first full payroll of each fiscal year or academic year as appropriate.

A temporary increase may be recommended for a staff member who assumes significantly greater duties and responsibilities for an employee who is absent for an extended length of time. Such a temporary increase in pay will not be granted unless it is known that the additional responsibilities will be held for one month or more. Temporary increases require the approval of Human Resources.

A shift differential in addition to an employee's regular rate of pay will be paid for certain non-exempt positions. Shifts starting at or after 2:00 p.m., will have differential of \$0.50 paid starting at 2 p.m., and paid through 10:00 p.m., and shifts starting at or after 10 p.m. will have differential of \$1.00 starting at 10:00 p.m., and paid through 6:00 a.m. For shifts starting prior to these times if more than half the shift falls into the evening or night shift hours, those hours within that period can be paid the corresponding shift rate with approval from HR.

If a non-exempt employee is called back to the campus for emergency reasons, the College will pay a one-time payment amount equal to two and one-half times the hourly rate of pay, and the actual hours worked will be compensated for at the straight time rate, unless the employee has reached 40 hours worked for the week. Call-back pay does not apply to hours worked in conjunction with and beyond a regularly scheduled shift. In addition, call-back pay does not apply to overtime work that is scheduled in advance.

2. Employee Information Changes

Any change in a staff member's employment status that may affect benefits or other obligations should be reported promptly by the appropriate supervisor to the Office of Human Resources. It is a staff member's obligation to report other changes such as an increase or decrease in the number of dependents, a legal name change, beneficiary designations for life insurance, birth dates of dependents, or address changes by indicating the changes in Workday.

3. Payroll Information

a. Overtime Pay and Compensatory Time

Colby conforms to all terms of the Fair Labor Standards Act (also known as the Federal Wage and Hour Law), including the payment of minimum wage and overtime pay. These laws and guidelines establish the criteria for determining which positions are salaried or hourly paid. Hourly staff must

be paid for hours worked in excess of 40 during a work week at one-and-one-half times the employee's regular hourly wage. The College is legally prohibited from offering compensatory time off ("comp time") at a later date in lieu of overtime hours worked. In certain limited circumstances, flexible scheduling may allow for time off within the same work week to hourly paid staff in lieu of overtime pay. Administrative staff are exempt from overtime requirements or pay. It is illegal for any private employers (like Colby) to provide compensatory time.

b. Payday

Pay checks for hourly-paid staff are issued every other Thursday and cover hours worked for the previous two weeks. Pay checks for monthly-paid staff are issued on the last working day of each month.

The College requires that net pay be deposited automatically every payday into up to six checking or savings accounts at any United States financial institution of your choice that accepts direct deposit. After the payment elections have been submitted in Workday, funds will be deposited automatically into the designated accounts. If the employee is not able to be paid by direct deposit, contact the Payroll office to discuss alternatives.

If the College has made an error, the error will be corrected as soon as possible upon notification to the Payroll Office. If the error is on the part of a staff member, such as failing to submit time worked or properly reporting all hours eligible for pay, the College will normally make corrections in the next regularly scheduled payroll.

c. Payroll Deductions

The College is required by law to withhold certain amounts of pay for federal and state income taxes and for Social Security taxes (including Medicare). Other possible payroll deductions include: 1) retirement plan contributions, 2) health insurance premiums, 3) dental insurance premiums, 4) optional life insurance premiums, 5) flexible spending account contributions, 6) optional vision insurance, 7) tax sheltered annuities available through the College's retirement plan, 8) charitable contributions to Colby, and 9) College approved charitable contributions to the employee giving campaign partners.

d. Payroll Enrollment

All employees of the College are subject to federal income withholding taxes, Maine income withholding taxes, and federal Social Security and Medicare taxes. In order to be placed on the payroll, a newly hired staff member must complete W-4 forms for federal and state income tax, provide the College with their Social Security number, and supply evidence of citizenship or employment eligibility by the completion of Form I-9. If the new employee does not have a Social Security number, the required tax-withholding forms must be accompanied by an application for a number from any Social Security office.

e. Special Payments

Exempt level staff members are not eligible for additional payments for participating in special events. As an exempt employee, any work approved by a supervisor would be completed as part of normal work duties. In very rare circumstances, a senior leader can recommend or request a one-time payment through the Office of Human Resources.

f. Time Entry

All hourly-paid staff with a College login and password are required to report hours worked every two weeks via the time entry task in Workday. Each week is measured from Sunday to Saturday. All hours should be submitted and approved by the employee's supervisor by 10 a.m., the Monday following the end of each pay period. The Payroll Office announces the scheduled pay periods and deadlines each year.

E. Benefits for Eligible Staff

Staff members who hold continuing and term appointments who work one-half time or more per academic or fiscal year are eligible to participate in Colby's benefits. While the College expects to continue to offer the benefit plans described, the College reserves the right to amend or modify the eligibility requirements, or the level of benefits, and to make any other changes, including termination of any plan, contract, or policy, in its benefit plans at any time and for any reason whatsoever.

Colby's benefit package includes:

1. Health Care

- Medical
- Dental
- Vision

2. Life and Long-Term Disability

3. Tuition Assistance

- Tuition Subsidy for Dependent Children
- Employee Tuition and Remission
- Colby Courses for Spouses and Children

4. Paid and Unpaid Time Off

- Sick and vacation leave
- Pay for recognized holidays

5. 403(b) Retirement

- Voluntary
- Mandatory

6. Flexible Spending Accounts

7. Employee Assistance Program (EAP)

8. Additional Benefits

- Athletic facility use
- Child care services
- Health Advocate
- Library privileges
- Mortgage program

F. Paid Leave

Full-time employees whose working term is fewer than 12 months and part-time employees who are eligible for benefits (at least 20 hours per week for nine or more months) are eligible for paid leave (e.g., holidays, vacation, sick, parental) in a ratio equivalent to their percentage of full-time, 12-month appointments. Paid leave must be taken within the term of assignment, usually during periods when classes are not in session, unless a specific exception is approved in writing and in advance for extraordinary reasons by Human Resources or the Vice President for Administration. Paid leave accruals are also prorated based on part-time and duration of appointment.

1. Holidays

Benefit eligible continuing and term-appointed staff members are eligible for paid holidays that fall within their term of appointment. While the College reserves the right to determine the schedule each year, the following holidays are generally recognized as paid holidays at Colby.

Holiday Schedule

- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving and the day following
- Winter Break days (to allow for a break between Christmas and New Year's)
- Two floating holidays

Students are frequently on campus for Labor Day, and sometimes Memorial Day, requiring that some offices and departments remain open to ensure delivery of essential services. In addition, some offices require staffing during Winter Break. If a non-exempt staff member is required to work during a designated holiday, premium pay may be granted. Exempt staff required to work on a holiday may be granted a replacement by their vice president or dean.

The paid holidays will be announced each year. In addition, two floating holidays are provided each calendar year for employees receiving Colby benefits, to be scheduled in advance with supervisory approval. Floating holidays are paid in accordance with standard holiday policies and cannot be accrued.

If an office is to be closed during all or part of any student vacation period, beyond the holidays listed above, employees must charge any additional time off to earned and credited vacation time or take the time without pay.

Religious holidays may be observed when scheduled in advance with the supervisor. Such time off is chargeable to accumulated vacation time or may be taken as floating holiday or leave without pay, unless other arrangements are made with the supervisor.

If a holiday occurs while an employee is on vacation or sick leave, holiday pay will be received at straight time for the holiday, and this day will not be charged as a day of vacation or sick leave.

If a holiday falls on a normal day off for employees who work nonstandard schedules, equivalent time off is taken on another day during the same pay period, or holiday pay may be granted.

2. Vacation

Vacation time is a benefit designed to provide leisure time for employees to be away from regular job duties. Except for unforeseen emergencies, vacation time should be scheduled at least two weeks in advance or as far in advance as possible. Vacation is subject to supervisory approval and unplanned days should not create an undue hardship to College operations. Up to five (5) days annually can be used for unplanned or unforeseen emergencies, in compliance with Maine's Earned Paid Leave act.

Eligibility

Continuing and term-appointed staff members, employed at least one-half time for an academic or fiscal year, are eligible for standard paid vacation (prorated based upon part-time schedule). Continuing employees whose working term is fewer than 12 months are eligible for vacation prorated based upon the appointment schedule. For example, continuing part-time employees working on a basis of at least one-half time per week, and whose working term is nine months, are entitled to vacation in a ratio equivalent to their percentage of full-time employment. Academic year employees must take vacation days within the nine-month academic year, usually during the periods when classes are not in session unless a specific exception is approved in writing and in advance for extraordinary reasons by Human Resources.

Vacation leave for continuing hourly staff will be earned and credited according to the following schedule:

- at the rate of five-sixth work day per month (10 days of vacation per year) during the first four years of employment.
- at the rate of one-and-one-quarter work days per month (15 days of vacation per year) after four years of continuous employment.
- at the rate of one-and-two-thirds work days per month (20 days of vacation per year) after nine years of continuous employment.
- at the rate of two work days per month (24 days of vacation per year) after 20 years of continuous employment, effective March 1, 1993.

Vacation leave for exempt administrative staff is earned and credited at the rate of two (2) days per month.

Vacation credits may be accumulated to a maximum of one-and-one-half times the amount earned per calendar year. Each employee must enter their vacation time into Workday. All earned, unused vacation time up to the maximum accumulation shall be paid to the employee or their beneficiary in the event of termination of employment, retirement, or death.

All earned unused vacation time up to the maximum accumulation shall be paid to the employee or their beneficiary in the event of termination of employment, retirement, or death.

3. Sick Leave

Paid sick leave may be used for illness, injury, and pregnancy-related causes, and with prior approval, it may be used for medical and dental appointments in emergencies or when it is not possible to have the appointment after hours.

Earned sick leave may also be used when an employee is exposed to a contagious disease at home and the treating physician submits a written recommendation that the employee's presence at work would constitute a health hazard to fellow employees and students.

When the illness of an immediate family member living in the home forces an employee to stay at home, the time off will be counted as sick leave to a maximum of five days in each calendar year. These days may not be accumulated and used in subsequent years.

Eligibility

Continuing and term-appointed staff employed at least one-half time for an academic or fiscal year become eligible for paid sick leave benefits.

Continuing staff members shall be credited with one work day of sick leave for each completed month of service, cumulative to a maximum of 130 days.

Continuing part-time staff members employed one-half time or more are entitled to sick leave in a ratio equivalent to their percentage of full-time employment.

Sick Leave, Vacations, and Holidays

Sick leave may not be used for vacation or for time off other than illness. However, while on vacation, days on which the employee is confined to a hospital or a residence because of major illness or injury may be charged to sick leave. A written recommendation from the treating physician is required in such cases. When an official College holiday occurs during a period of sick leave, the day off is not chargeable to sick leave.

Use of the Benefit, Reporting, and Approvals

An employee unable to report for work shall notify their supervisor as soon as possible prior to normal reporting time on the first day of absence, as well as on each successive day of a short-term absence of less than three days. The supervisor must be kept informed during a long-term illness as well. If notification is not made in accordance with this policy, such absence may be charged to accumulated vacation or leave without pay at the supervisor's discretion.

A supervisor may refuse to authorize payment of wages for periods of time off for sick leave without satisfactory medical verification. A supervisor may require a physician's written recommendation if a sick leave is claimed for a period of three continuous days or for other circumstances.

Sick leave may be used for the initial seven working days of each work-connected disability. Any sick leave payments for illness or injury covered by the Workers' Compensation Act (Act) shall be reduced by or be reimbursable up to the amount of any compensation received under the provisions of the Act.

Employees leaving Colby except by retirement are not entitled to pay for unused sick leave accrued nor do they receive equal time off with pay. However, an employee eligible for normal or early retirement from the College may convert one half of their accrued sick leave, up to 65 days, to annual leave to be taken immediately preceding retirement.

Abuse of sick leave privileges may be cause for disciplinary action including suspension or dismissal.

Colby reserves the right to request medical verification to determine an employee's capability to return to work.

4. Parental Leave

Administrative and support staff with (1) one year of service on a continuing appointment of half-time (20 hours per week) or more are eligible for paid leave of up to six weeks for the birth or adoption of a child.

Eligible staff with less than one year of service will be granted leave prorated based on their length of service at a rate of one week of paid leave for every six consecutive months of completed service. Each staff member is eligible for one parental leave per event.

Parental leave will count towards the 12 weeks of leave allowed under the Family Medical Leave Act and may be used in conjunction with accrued vacation and/or floating holidays and, when appropriate, accrued sick leave.

Parental leave must be taken immediately prior to or following the birth, adoption, or placement for adoption of a child. Adopted children must be under the age of 18 at the time of adoption. If both parents are staff employees and eligible for leave, leaves may be taken concurrently or consecutively. Employees must contact Human Resources to arrange their leave and are encouraged to do so as far in advance as possible.

5. Maine's Earned Paid Leave

Leave for temporary, unbenefited employees is earned at a rate of one (1) hour for every 40 worked, up to a maximum of five (5) days, in compliance with Maine's Earned Paid Leave act. Each employee must enter their vacation time into Workday. All earned, unused time to the maximum accumulation shall be paid to the employee or their beneficiary in the event of termination of employment or death.

6. Family and Civic Responsibilities

Staff members on continuing appointments are also eligible for certain paid leaves for special family and civic responsibilities.

Supervisors may grant up to three days paid leave to employees for funeral/bereavement in the immediate family and/or household. Immediate family or household member is defined as spouse, domestic partner, parents or stepparents, brothers and sisters, children, grandparents, grandchildren, corresponding in-laws or another person in the household with whom the employee has a significant relationship. The actual number of paid days to be granted is determined by Human Resources and is dependent upon the closeness of the relationship, distance to be traveled, or other circumstances involved. If a supervisor feels more time away from work is needed, the matter should be discussed with Human Resources.

While on jury duty, eligible staff members shall be granted leave with pay to perform this civic duty. Any employee absent for jury duty shall be paid regular time by the College. A leave for jury duty will be granted upon presentation of official orders from the appropriate court. An employee is expected to work at his/her regularly assigned duties when not actually serving the duties of a juror.

7. Military Leave

Colby College supports our staff who are actively serving or are reservists in any branch of the military, including the National Guard and the Maine Army and Air National Guard. We adhere strictly to all relevant federal and state laws concerning absences from employment due to military service commitments. Our policies are regularly updated to ensure compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Eligibility for Military Leave

Staff engaged in reserve training, drilling, or active-duty service are eligible for military leave. We encourage reservists to notify their supervisors and the Human Resources department in advance whenever possible. However, we understand that emergency situations may arise, and minimal

notice is acceptable in such cases. For record-keeping purposes, staff must submit documentation of their military orders.

Pay During Military Leave

Reservists typically need to complete a two-to-four-week period of active duty annually. Regular staff who are members of the National Guard or organized reserves are entitled to receive the difference between their military duty training pay and their regular compensation for up to four weeks each year. Upon returning, staff employees should provide a statement of their military pay to Colby's Payroll department.

Benefits During Military Leave

During military leave, staff employees' benefits will continue as usual. Staff are expected to contribute their portion of the cost of benefits unless alternative arrangements have been made. For more information, staff employees are encouraged to contact the Benefits department.

Return to Work

After completing their military duties, reservists are reinstated to their previous employment status, with the same position, salary, and accrued benefits as if they had never left. If a substitute was employed during their absence, the reservist would be restored to their original job.

G. Leave Without Pay

Whenever possible, advance notice of an employee's intent to apply for unpaid leaves, including family leave, is required to provide sufficient time for consideration of the request and to make arrangements to cover the employee's responsibilities. Leave of absence proposals are made through the appropriate department head and approved by the Office of Human Resources, where necessary the appropriate Dean or Vice President. When granting requests for unpaid leaves, Colby provides written confirmation of the terms associated with the leave, including eligibility for benefits continuation and provisions for reinstatement.

If a staff member does not return to work at the conclusion of an approved leave of absence, employment shall be terminated.

1. Family Leave

Colby provides unpaid family leave under the federal Family and Medical Leave Act. When certain significant life changing family events occur related to pregnancy, birth, assumption of legal guardianship, adoption of a child and/or serious illness in the immediate family (including legally recognized married spouses and IRS defined dependents), eligible employees may take an unpaid leave of up to twelve weeks in a calendar year. College contributions towards the cost of health and disability insurance coverage will be continued during the first twelve weeks of unpaid family leave.

Family leave proposals are made through the appropriate department head, subject to the approval of the Director of Human Resources. Proposals should include a physician's certificate or other appropriate documentation attesting to the qualifying event or the serious and disabling nature of the illness or injury of a family member.

Employees retain a qualified right to reinstatement to their former or similar position during the twelve-week leave, provided a position is available and the employee is able to perform the essential functions of the job, with or without reasonable accommodation. Employees reinstated under this policy resume eligibility for employment benefits suspended at the beginning of the leave.

This policy is intended to integrate with existing policies that provide paid-time off and leaves without pay for employees.

2. Family Military Leave

Under Maine's Family Military Leave Act, Colby College provides eligible employees with the opportunity to take unpaid leave to support their family members who are deployed to combat zones or conflict areas.

Eligibility

Staff employees are eligible for Family Military Leave if they have completed at least 12 months of service and have worked 1,250 hours in the preceding year. This benefit applies if the employee's spouse, domestic partner, or child is deployed for more than 180 days.

Leave Entitlement

Qualified employees can take up to 15 days of unpaid leave to spend time with their family members before, during, or after deployment. This time can be crucial for maintaining family bonds and providing support during challenging periods of separation.

Requirements

Advance notice is required to utilize Family Military Leave. Staff employees should inform their supervisors and the Human Resources department as soon as they are aware of the deployment schedule.

Benefits and Employment Status

During Family Military Leave, Colby College maintains all employee benefits, ensuring that there is no disruption in coverage. Upon return, employees are guaranteed restoration to an equivalent position with the same status, salary, and benefits as they had before taking leave.

3. Unpaid Leave and Benefits

Many employee benefits are affected during a leave without pay. Sick leave, vacation time, and holidays are not accrued during this period. College contributions towards the cost of health and disability insurance are continued for the first twelve weeks of unpaid family leave and Workers' Compensation leave. Some insurance coverage may be continued during an unpaid leave by arranging with the Office of Human Resources for payment of premiums during the extent of the leave. Except as otherwise noted, insurance benefits lapse during unpaid leaves and are reinstated upon return, subject to the terms of the insurance policy, plan, or contract. Periods of unpaid leave are not counted toward service requirements under College policies or plans, except where required by law.

Other short- and long-term leaves of absence without pay may be granted for professional development and public service at the College's sole discretion.

Short-term leaves without pay (up to two weeks) may be authorized by supervisors after one year of continuous service. Leave without pay beyond two weeks and up to three months must be recommended by department heads to the Director of Human Resources.

H. Workplace Safety

The College is committed to the development and maintenance of a successful environmental, health, and safety program as an organizational priority. The goal of the Colby safety program is to reduce and,

ultimately, eliminate work-related injuries. Colby recognizes a basic responsibility to make the safety of students and employees an important concern. This responsibility can only be realized when everyone works continuously to promote safe operating practices among all employees and to maintain equipment and property in safe condition. The College provides training and instruction, corrects hazards, issues safety warnings, and encourages safe practices. At the same time, Colby's safety program relies upon concerned individuals acting wisely and responsibly at all times. The College encourages employees to report to supervisors or the Environmental, Health, and Safety (EHS) Director any and all unsafe conditions.

Colby has established hazard identification and safety training programs in compliance with federal and state occupational safety regulations. Employees receive general safety training during orientation and, where appropriate, supervised job-specific training for new employees. Colby also provides refresher training programs on a regular basis as required and may provide more frequent training upon request. Employees should contact their supervisor or the EHS Director for additional information or questions regarding safety procedures, policies, or training. For more details, go to [Environmental, Health, and Safety](#).

1. Hazard Communication

The Occupational Safety and Health Administration's (OSHA) hazard communication standard defines certain chemicals/agents/solutions as potential hazards if not used correctly. The standard states that employees must be informed of: the requirements of the hazard communication standard; any operations in their work area where chemicals/agents/solutions are located; and the location and availability of the written hazard communication program, the master chemical list, and the [Safety Data Sheets](#) (SDS) for the chemical agents or solutions with which they work or to which they may be exposed.

Department directors and supervisors are responsible for both the initial orientation of new employees and for making sure that current employees are aware of and practice proper safety precautions as they relate to hazards in their respective areas.

The SDS on all chemicals/agents/solutions are used on campus. The SDS outline the correct strategy to use when working with or near chemicals/agents/solutions. In addition, the College will conduct periodic education and training sessions related to proper safety procedures. All chemicals/agents/solutions containers must be labeled, tagged, or marked with appropriate hazard warnings. If the container is not marked, DO NOT USE IT. Report it to your supervisor immediately.

2. Hazardous Material Spills

Large spills of chemicals, bio-medical waste, blood, or other potentially hazardous materials must be mitigated only by trained responders. Minor or de minimis spills can be appropriately handled by trained College employees. If you are involved in responding to a spill and are concerned about the degree of hazard, isolate the area and contact your supervisor or the Department of Security before proceeding. Do NOT attempt to clean up the spill unless you have received appropriate training and are comfortable responding.

Spills should be reported to Facilities Services during regular business hours (extension 5000) or to the Department of Security (extension 5530) if Facilities Services is unavailable.

3. Job-Related Injuries and Illnesses

All potential work-related injuries and illnesses must be reported to your supervisor and the Office of Human Resources or the EHS office immediately. Supervisors are required to file a completed

[Supervisor's First Report of Injury](#) with the EHS office within 24 hours of any work injury or illness, identify the cause of an injury or illness, and take preventive measures to avoid future occurrences.

For work-related injuries or illnesses, the College has established procedures to assist injured employees, coordinate necessary medical care, and provide early return to work opportunities whenever possible. The College reserves the right to request a physical examination, at the expense of the College, to determine whether the health or physical condition of an employee might interfere with their job performance, personal safety, or safety of others.

4. Workstation Evaluations

The Environmental, Health, and Safety (EHS) Director and other designated staff are available to perform workstation evaluations to ensure work area design meets appropriate ergonomic standards. Staff should contact the EHS Director for more information or to request an evaluation.

I. Disciplinary Procedures and Standards of Conduct

Unsatisfactory job performance or violations of College rules and regulations can result in disciplinary action. This may include suspension without pay or termination of employment, depending on the seriousness of the problem or the breach of rules and the employee's overall performance record.

Supervisors are expected to deal with such situations in both a timely and fair fashion. In cases of unsatisfactory job performance after the initial probationary period, when correction can be reasonably expected, or in less serious violations of College rules, continuing and term-appointed temporary staff employees will be informed of the nature of the problem and may be provided a reasonable period of time to correct the situation. However, if the employee fails to show expected improvement within a reasonable time frame, the staff member may be suspended without pay or separated from College employment. Casual and seasonal employees may be subject to immediate termination of employment.

Serious breaches of rules, or gross negligence in the performance of work, will result in immediate suspension without pay or dismissal from employment, depending on the severity of the offense. If the College determines, in its sole discretion, that discipline and/or probation is not in the best interests of the College, the staff member may be separated from College employment immediately.

Colby has established informal and formal complaint resolution procedures. Employees may refer to the conflict resolution procedures section of the handbook or contact the Office of Human Resources for additional information about these procedures.

Complaints of Sex Discrimination under Title IX and Interpersonal Violence under Maine law are addressed through Colby's Sex Discrimination and Interpersonal Violence Policy, available on [Colby's Sexual Violence – Title IX & Interpersonal Violence Website](#).

1. Standards of Conduct

The College is committed to a healthy and productive workplace atmosphere for all employees. The rules of conduct outlined in this section define the College's expectations of ethical staff-member behavior. Violations of these standards of conduct are a matter of serious consequence, and disciplinary action will result that may include suspension without pay or immediate dismissal from employment.

The following is not considered to be a complete list of all offenses warranting disciplinary action and/or discharge from employment and should be viewed as examples of what the College considers to be serious breaches of acceptable conduct. Infraction of any of the College's rules and regulations contained in other sections of the staff handbook as well as this section in particular shall be grounds for disciplinary action, ranging from verbal warning to immediate discharge, depending upon the staff member's overall record and the seriousness of the offense.

a. Unethical or Illegal Conduct

- Intentional and malicious injury or humiliation of fellow employees, including overt discriminatory behavior, and/or gross discourtesy to students, faculty, staff, or guests of the College.
- Sex Discrimination, sexual harassment, sexual assault, sexual violence, or other sexual misconduct.
- Breach of confidence when confidential matters are an essential part of the staff member's position.
- Intentionally supplying false or misleading information on College records, including employment applications, pre-placement medical exams, personal data, time worked, benefits, or other information needed by the College. Alteration or falsification of College records (for example, student grades, time worked, department inventories, financial reports, etc.) are considered serious breaches of the College's standards of conduct.
- Assaulting, threatening, intimidating, harassing, or coercing coworkers, students, or others at any time for any reason.
- Immoral, indecent, or illegal conduct on College property.
- Destruction or defacing of College property or the private property of any member of the College community.
- Theft, misuse, or misappropriation of College property or the private property of coworkers, students, faculty, or staff.
- Misuse of College procurement cards for personal use.
- Accepting significant gifts, gratuities, or favors from firms, organizations (their employees or agents), or other individuals who provide goods and services to the College. Taking advantage of the office or department in which one works to request or receive favored treatment or special privileges and services is also prohibited.

b. Misuse of Authorized Leave Privileges

- Using an authorized leave granted for a specific purpose (for example, illness or disability) for any purpose other than that for which it was granted. This shall include using such a leave to engage in other employment or activity, or for other personal reasons without the specific review and consent of the College.
- Failing to report for work at the end of an authorized leave of absence, or an absence of more than three days duration, without notice to the supervisor or department head.

c. Unacceptable Conduct Regarding Safety

- Reporting to work or working under the influence of alcohol, narcotics, or prescription medication.
- Willful disregard for College or departmental safety regulations on the use of protective gear in the course of work or a work assignment.
- Transportation or possession of weapons, firearms, fireworks, or other explosives on College property.

- Gross negligence in the performance of duty, thereby endangering the health and safety of other members of the College community.

d. Unacceptable Conduct Regarding Work Performance

- Unacceptable job performance.
- Gross negligence in the performance of work, and/or persistently careless or dilatory workmanship.
- Insubordination, uncooperative or disruptive work behavior, or refusal to perform assigned work.
- Gross misuse of time on the job. This shall include doing personal or non-College work rather than assigned work by the College; leaving work before the end of an assigned shift, without permission of the supervisor; or repeated misuse of break or meal period times.

e. Off-Duty Conduct

The College may discipline, suspend, or discharge an employee arrested, charged, or convicted for an off-duty drug or alcohol offense violation of criminal law or driving infraction for employees who drive on behalf of the College. Pending the outcome of a case, the College may suspend the employee without pay or may, in appropriate circumstances, discharge an employee.

The examples outlined of unacceptable conduct are presented as illustrations, and the College reserves the right to dismiss, suspend, or take other appropriate action, including termination of employment, for other reasons.

The College has and reserves the right to discipline, suspend, or discharge an individual or take any other appropriate action that it believes necessary to protect the College community or to protect the College's reputation or standing in the surrounding community.

2. Warnings, Probation, Suspension and Dismissal

The following procedures are recommended for use by supervisors when dealing with unsatisfactory job performance or violations of College or departmental rules of a less serious nature. The warnings are designed to ensure that an employee is kept informed of situations that may result in termination of employment.

a. Oral Warning

The supervisor should inform the employee of the nature of the unsatisfactory performance and in a discussion with the employee indicate the improvement expected. The supervisor should make a written notation of the discussion for their own records to document that the oral warning was given.

b. Written Warning

If the unsatisfactory performance continues or recurs, the supervisor may again discuss the problem with the employee, and the employee may be given a written warning, stating the nature of the unsatisfactory performance, the improvement expected, and the time frame in which the improvement should occur. The employee should sign the letter indicating they have received a copy, and a copy of the letter will be sent to the Office of Human Resources.

The employee will normally be allowed a reasonable period of time to correct the problem, which will be specified in the written warning. If the problem is one that can be easily corrected, such as repeated tardiness or lengthy coffee breaks, the improvement may be expected immediately.

c. Probation

Employees placed on probation will be provided written notice by the College of the reasons for probation and the period of time provided to correct the problem(s). Supervisors must review such action with Human Resources or the Vice President for Administration and Chief Financial Officer prior to placing an employee on probation.

Failure to attain adequate standards of performance may result in suspension without pay or immediate termination of employment. Notwithstanding any period given for correction, dismissal may result during the period for serious breaches of College rules or gross negligence in the performance of work during that period.

d. Suspension, Discharge, or Involuntary Termination

If the expected improvement is not achieved by the date specified or if the problem recurs, the employee may be suspended without pay or separated from College employment, depending on the severity of the problem(s). In the case of a suspension without pay, a recurrence of the problem upon return to work will result in immediate separation from College employment. The employee will be provided with written notice of the action taken by the College.

IV. COLLEGE POLICIES AND PROCEDURES

A. Acceptable Use Policy – Information Technology Services

Information technology facilities (e.g., computer hardware, software, networks, data and other information) are made available at Colby as shared resources intended to support and facilitate the teaching, research, and administrative functions of the College. Students, faculty, staff, and authorized guests are encouraged to use these resources to their maximum benefit in these functions. Experimentation, exploration, and learning are promoted within common sense and legal constraints. For more details, go to [Information Technology Services](#).

B. Indemnification Policy

The indemnification policy, contained in the College Bylaws of the Corporation, Article X, states: Each trustee and officer of the College, and each employee or other agent of the College acting within the scope of their employment in good faith and in a manner reasonably believed by such person to be lawful and in the best interest of the College, shall, in accordance with the provisions of Section 714 of Title 13-B of the Maine Revised Statutes as in effect on January 1, 2016, be indemnified against all expenses, including attorneys' fees, judgments, fines, and amounts paid in settlement, actually and necessarily incurred by such trustee, officer, employee or agent in connection with the defense of any action, suit, or proceeding to which they have been made a party by reason of being or having been such trustee, officer, employee or agent. This indemnification policy shall be for the benefit of the persons described herein while serving in the capacity described, as well as after the termination of such service, with respect to actions taken while serving in such capacity and shall extend to their heirs and to their personal representatives.

The provisions of this bylaw with respect to employees and agents shall be subject to procedures and conditions established by the corporation and published in the faculty and staff handbooks. For the full bylaws, go to [Bylaws of the Corporation](#).

C. Free Expression and Free Inquiry

As an academic community, we value free inquiry and expression. Colby is committed to protect freedom of thought and personal expression, while addressing our collective responsibility to promote an inclusive campus climate. For more information about the College's thoughts surrounding free expression and inquiry, please see the Presidential Task Force summary [here](#).

D. Policies on Alcohol and Illegal Drugs

In November of 1988, the United States Congress enacted the Anti-Drug Abuse Act which contains a section called the "Drug-Free Workplace Act of 1988." This section requires organizations receiving federal grants and contracts to insure that their workplaces are free from illegal use, possession, manufacture or distribution of controlled substances.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited anywhere on the campus. Under the provisions of the Federal Drug-Free Workplace Act, and the Drug-Free Schools and Communities Act, employees must adhere to this policy and, further, are obligated to notify the College of any criminal drug statute conviction for violations occurring in the workplace. A convicted employee will be subject to disciplinary action that could include immediate termination of employment.