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# *Administrative Personnel Policies and Procedures*

## *The College of Saint Benedict Saint Joseph, Minnesota*

*This statement of Administrative Personnel Policies and Procedures, dated July 1, 2005, supersedes all previous personnel policies, procedures, and "handbooks." Mandated laws supersede these policies.*

*The policies will be amended from time to time in accordance with the Amendment Process contained herein. The procedures listed herein will be revised from time to time by administrative update.*

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## **PREFACE\***

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The College of Saint Benedict is a Catholic, Benedictine, liberal arts college for women. The college is shaped by the richness of its Benedictine heritage and the stability of its Catholic legacy. As a Catholic and Benedictine college, Saint Benedict's fosters the development of community. Both academic and faith communities are considered the necessary and desirable context for achieving the goal of a liberal arts education - being an integrated person.

Integration - of the intellectual with other aspects of life, of the liberal arts with career preparation - is one dimension of the influence of the Benedictine heritage which has shaped the college. Great emphasis is placed on the development of a strong personal value system in both Catholic and Benedictine traditions. The Benedictine environment encourages faculty and students to discuss values and how values are shaped by faith and integrated into individual decision-making.

**\* The PREFACE is intended to be a general statement of policy describing the Benedictine's understanding of the value of work to the service of their mission. The principles expressed therein are not set forth for the purpose of defining the employment relationship, rather, they are intended to provide insight to lay employees regarding the purpose and mission of the members of the Monastery.**

## **THE MISSION OF THE COLLEGE OF SAINT BENEDICT**

The mission of the College of Saint Benedict is to provide for women the very best residential liberal arts education in the Catholic university tradition. The College fosters integrated learning, exceptional leadership for change, and wisdom for a lifetime.

**A unified liberal arts curriculum** which expands the traditional knowledge base to include women's experience and promotes teaching methods that facilitate women's learning.

**An integrative environment for learning** which ensures the quality of women's learning by recognizing the interdependence of women's personal and cognitive development.

**An emphasis on the personal growth of women** which celebrates women and provides a culture that explicitly values women, allowing the student to see herself as a person of value.

**The opportunity to observe and practice leadership and service** so that women recognize their ability to have confidence in their power to contribute to their community and to become agents for change.

**The capacity to make their place in the world** and ensure success in their careers and their lives.

The College of Saint Benedict offers these mission commitments in partnership with Saint John's University-providing a laboratory where women and men can achieve new respect and genuine partnerships with each other.

## COORDINATE MISSION AND VALUES

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The mission of the College of Saint Benedict and Saint John's University is to provide the very best residential liberal arts education in the Catholic university tradition. They foster integrated learning, exceptional leadership for change, and wisdom for a lifetime.

On the undergraduate level, the College of Saint Benedict enrolls women and Saint John's University enrolls men. Together the two colleges make these mission commitments to their students:

**A coherent liberal arts curriculum** which focuses on questions important to the human condition, demands clear thinking and communicating, and calls forth new knowledge for the betterment of humankind.

**An integrative environment for learning** which stresses intellectual challenges, open inquiry, collaborative scholarship and artistic creativity.

**An emphasis on the personal growth of women and men** which incorporates new knowledge about the significance of gender into opportunities for leadership and service on each campus and across both campuses.

**An experience of Benedictine values** which fosters attentive listening to the voice of God, awareness of the meaning of one's existence, and the formation of community built on respect for individual persons.

**Cultivation of the habit of promoting the common good** which is formed by knowledge, faith and an open-hearted response to the needs of others.

# *Introduction*

# INTRODUCTION

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INTRODUCTION .....	Introduction - 1
ACADEMIC COOPERATION (CSB & SJU) .....	Introduction - 3
ADMINISTRATIVE ASSEMBLY .....	Introduction - 4
Mission Statement .....	Introduction - 4
Functions .....	Introduction - 4
Membership .....	Introduction - 5
Subcommittees.....	Introduction - 5
Meetings .....	Introduction - 5
POLICIES AND PROCEDURES .....	Introduction - 6
Amendment Process .....	Introduction - 6
Interpretation .....	Introduction - 7
ADMINISTRATIVE APPOINTMENT .....	Introduction - 8
Types of Administrative Appointment .....	Introduction - 8
Executive .....	Introduction - 8
Administrative .....	Introduction - 8
Types of Employment.....	Introduction - 8
Full Time .....	Introduction - 8
Part-Time Benefit Eligible .....	Introduction - 8
Part-Time Non-Benefit Eligible .....	Introduction - 8
Temporary/Provisional .....	Introduction - 9
Exceptions .....	Introduction - 9
Faculty/Administrative Appointment Relationships .....	Introduction - 9
Administrative Appointees With Faculty Status .....	Introduction - 9
Administrative Appointee Who Teaches Part-Time .....	Introduction - 9
Faculty Appointees With Part-Time Administrative Status .....	Introduction - 9
Accrued Time In Service.....	Introduction - 9
Relationship Of Benefits To Time In Service .....	Introduction - 9
Appointment Transfer As It Affects Time In Service .....	Introduction - 10
Intercampus Policy .....	Introduction - 10
EXECUTIVE STAFF .....	Introduction - 11
President .....	Introduction - 11
Provost.....	Introduction - 11
Associate Provost/Academic Dean .....	Introduction - 11
Vice President of Student Development .....	Introduction - 11
Vice President of Development.....	Introduction - 11
Chief Financial and Administrative Officer .....	Introduction - 11
Chief Physical Plant/Facilities Management Officer .....	Introduction - 11
Dean of Admission .....	Introduction - 11
Vice President of Institutional Planning/Research/Communications .....	Introduction - 12

# INTRODUCTION

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The College of Saint Benedict, which is sponsored by the Sisters of the Order of Saint Benedict, is an academic community for undergraduate women. It is committed to providing educational experiences in an environment that fosters liberal, Christian, Catholic education in a Benedictine setting.

The college began in 1880 as Saint Benedict's Academy, a school for young women. The charter from the State of Minnesota was granted in 1887 to the Sisters of Saint Benedict to conduct Christian education. College courses for credit began in 1913 and the first degrees were granted in 1917. The college adopted its present official name, the College of Saint Benedict in 1927 and obtained accreditation with the North Central Association of Colleges in 1933. At the same time, a College Advisory Board was established.

In the beginning, the prioress of the Sisters of the Order of Saint Benedict was president of the college. However, in 1957, because of the expanding scope of duties of both the prioress and the president of the college, Mother Richarda Peters saw the need of separating the two offices and appointed Sister Remberta Westkaemper as the first president of the college who was not the prioress.

In 1961, the college was separately incorporated, and a Board of Directors was appointed to govern the college. A Board consisting of religious and lay persons of about 25 members comprise the Board of Trustees.

The college now has a four-year nursing program, a continuing education center and offers more than 40 majors and pre-professional programs in a strong coordinate program with Saint John's University, Collegeville, Minnesota. The College of Saint Benedict and Saint John's University are accredited by the North Central Association of Colleges and Secondary Schools, the National Council for Accreditation of Teachers Education, the National League of Nursing, Music and the Council on Social Work Education and other accreditation institutions.

To operate effectively and consistently, an organization needs policies and rules to guide it and its members. Since many of the institution's policies are beyond the scope of this short summary of Personnel Policies and Procedures, they exist elsewhere. It is the responsibility of each employee to become aware of the applicable divisional and departmental policies and rules and to abide by them. To assist in this regard, a number of documents, which are in the Appendix, have been referenced in the text of this manual. Additional documents are also included in the Appendix which have not been referenced; such as policies on Personal Web Page (*Appendix E*), Political Affairs Policy (*Appendix J*), Risk Management Policy (*Appendix K*), Use of Copyrighted Materials (*Appendix L*), Human Right Policy (*Appendix M*), Equal Opportunity Policy Statement (*Appendix N*), Affirmative Action Information (*Appendix O*), General Policies for Emergencies (*Appendix P*), Drug Testing Policy (*Appendix Q*) and Sexual Assault Policy (*Appendix R*).

All of the College of Saint Benedict and Saint John's University academic departments are joint departments. The two institutions have developed a joint core curriculum. The College of Saint Benedict and Saint John's University graduating class of 1992 is the first group of students who completed the totally coordinated core curriculum. The curriculum, the academic departments, the registrar's function, the computing center, the libraries, and the bookstore are completely joint. The presidents requested that, in order to best serve students, the relationship between the two institutions be regularly examined.

## **ACADEMIC COOPERATION (CSB & SJU)**

Be it resolved that the Board of Trustees of the College of Saint Benedict and the Board of Regents of Saint John's University approve the statement of general and specific principles and recommended actions contained in "The Governance of the Coordinate Relationship between the College of Saint Benedict and Saint John's University." The Boards approve this statement with the understanding that its implications require serious reflection on the long-term governance of the College of Saint Benedict and Saint John's University by not only each respective institution but also by their sponsoring institutions.

The coordinate relationship between the College of Saint Benedict and Saint John's University is the optimal way for the two separate colleges to proceed into the future and is distinct from a legal merger.

Enhancing the quality of the education which Saint Benedict's and Saint John's provides for their students requires that the two colleges clarify their shared and separate characteristics.

The College of Saint Benedict and Saint John's need to create a dependable sphere in which their coordinate relationship can be conducted effectively.

The purpose of the coordinate relationship between Saint Benedict's and Saint John's is to continually improve educational quality in response to the perceived needs of students and the larger society.

# ADMINISTRATIVE ASSEMBLY

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## ***Policy***

The College of Saint Benedict distinguishes among support staff employees, administrative employees, and faculty employees. Although many personnel policies and procedures are common to all three groups, some are applicable to only one. The policies and procedures that follow govern the terms and conditions of employment for administrative employees of the College of Saint Benedict.

Whenever the terms and provisions of an administrative employee's individual appointment are inconsistent with this compendium of policies and procedures, the provisions of the individual appointment shall prevail. Whenever the terms and provisions of the Governance Documents of the Corporation are found to be inconsistent with this manual of policies and procedures, the Governance Documents shall prevail.

## **Mission Statement**

The Administrative Assembly represents the interests and needs of administrators, provides input in the development of institutional policy, facilitates the professional development of administrators, and promotes understanding and communication within the institution.

## **Functions**

1. To promote communication among members of the College of Saint Benedict administrative employees and between and within those members and others within the college.
2. To represent the interests of the administrative employees' assembly, to the specific representative of the Chief Administrative Officer, to ensure the consideration of the Assembly's concerns whenever appropriate.
3. To sponsor and coordinate individual and collective development opportunities for administrative employee(s), working with the college to finance such opportunities as necessary.
4. To represent administrative employees' interests regarding compensation and to provide for administrative employee representation on the Faculty/Administrative/ Support Staff Benefits Committee.
5. To initiate or review changes for the College of Saint Benedict Administrative Handbook, submitting them to the administrative employees for their consideration before they are presented for institutional approval.
6. To address other administrative employee concerns as needed.

## **Membership**

The Administrative Staff Committee is composed of five members of the Administrative Staff Assembly. The nominating committee solicits nominations for the Administrative Committee and conducts the election. If a member resigns before the completion of a term, the committee will appoint a replacement from the same area to complete the term. The search for a replacement will be begun by soliciting those who were nominated in the last election. One representative is elected from each of the five following administrative areas of the college:

- Academic Affairs
- Financial/Administrative Services
- Institutional Advancement
- Student Development
- Admission/Enrollment Management

All elected and appointed terms are two years. One president's staff member serves as a consultative member of the Committee.

The Committee will elect a chairperson from its membership annually. The chairperson will call and conduct meetings.

## **Subcommittees**

The group will use subcommittees to get tasks done efficiently and to encourage the input of administrative employees. The Administrative Staff Committee will seek nominations and hold elections to fill positions on the subcommittee.

The purpose of the Individual Employee Development Subcommittee is to award funds for individual professional development for administrative staff members through an application/selection process.

## **Meetings**

The Administrative Staff Committee meets on a regular schedule, annually determined by the committee. Any interested person is invited to attend.

Extraordinary meetings, meetings outside of the scheduled time slot, and meetings of the entire Administrative Assembly may be called by the chair as the need arises.

## **POLICIES AND PROCEDURES**

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### ***Policy***

These policies and procedures are not an employment contract and should not be interpreted as creating an employment contract. All employees are employees at-will. Employment at-will means that either the College or any employee may terminate the employment relationship at any time, ***without prior notice*** and for any reason. Any representations to the contrary are not binding upon the College unless signed in writing by the College.

The College reserves the right to make any changes at any time and without notice by adding to, deleting, changing or revoking any existing policy or procedure.

The College reserves the right, in its sole discretion, to apply or not apply the policies and/or procedures in this handbook, depending upon the facts and circumstances of each case.

The rules set out here are as complete as we can reasonably make them, however, they are not necessarily all-inclusive, because circumstances that we have not anticipated may arise. Some unanticipated circumstances may warrant the application of discipline, including immediate dismissal.

### **Amendment Process**

#### ***Procedure***

The Administrative Handbook was approved by the College of Saint Benedict and became effective on July 1, 1999.

The administrative personnel of the corporation function consultatively whenever amendment to or revision of Administrative Personnel Policies and Procedures is being developed.

A proposed amendment, which may originate with an administrative employee or group of administrative employees, is sent to the Administrative Steering Committee. The Committee then presents the proposal to the Associate Director of Human Resources. The Associate Director, in consultation with the Director of Human Resources, formulates the proposal, presents it to the Chief Administrative Officer for review, who then presents it to the President who will render the final decision.

Any changes or modifications of the Employment Policy section of the handbook will be incorporated when approved by the President.

## **Interpretation**

Any employee handbooks or manuals previously distributed are now specifically revoked and rescinded and the provisions therein are now null and void. Continued employment following the distribution of this new handbook and the revocation of all prior handbooks or manuals will be considered to be your acceptance of this handbook as the primary source of information regarding your employment other than applicable employee benefit documents.

Official interpretations of the Administrative Personnel Policies and Procedures are made by the Corporate Board of Directors. Day-to-day explanations are given by the Associate Director of Human Resources.

# ADMINISTRATIVE APPOINTMENT

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“Appointment” refers to the act of assigning an employee to a position within the corporation which has a title and is outlined in a job description. The specific conditions of appointment and the scope of responsibility are determined by the Chief Administrative Officer and the Executive-in-Charge to whom the position reports.

**Types of Administrative Appointment:** The College of Saint Benedict recognizes two types of administrative appointments, executive and administrative, which correspond to the overall functions of the positions as defined in the job descriptions. Each is classified in accordance with the Fair Labor Standards Act as "exempt." These positions are distinguished by the amount of responsibility that is delegated. The Administrative Personnel Policies and Procedures apply uniformly to all administrative appointees, unless the text of a policy clearly distinguishes the appointment types one from another.

**Executive:** Executive appointments are restricted to line officers within the institutions, who are responsible for the activities of multiple management areas and for directing and controlling the personnel and functions of those areas. Positions of this type are the Vice Presidents, Deans and others as assigned.

**Administrative:** Administrative appointments are responsible for the activities of a single management area.

**Types of Employment:** The types of employment available to administrative employees are determined by the amount of time worked. At the request of a department and with subsequent approvals, the college may change a position from one type of employment to another type.

The types of employment are:

- 1) Full Time
  - ◆ scheduled work on an annual basis is 75% of full time (defined as 1.0 FTE) or greater;
  - ◆ all employee benefits of the Employee Benefits section apply;
  - ◆ job description required; internal approval procedure.
- 2) Part-Time Benefit Eligible
  - ◆ scheduled work on an annual basis is between 50% - 74% of full time;
  - ◆ employee benefits apply as explained in the Employee Benefits section;
  - ◆ job description required, internal approval procedure.
- 3) Part-Time Non-Benefit Eligible
  - ◆ scheduled work on an annual basis is less than 49% of full time;
  - ◆ employee benefits do not apply;
  - ◆ only Governmentally Mandated Employee Benefits apply;
  - ◆ only a general job description required, internal approval procedure.

4) Temporary/Provisional

- ◆ scheduled to fill a temporary position;
- ◆ scheduled for a time limited job, e.g., forty hours a week but not expected to be reappointed after a certain date (generally not to exceed one year);
- ◆ Governmentally Mandated Employee Benefits apply;
- ◆ only a general job description required; internal approval procedure.

**Exceptions:** The definition of what constitutes full-time employment may change to a lower percentage for those administrative employees, who, in case of financial emergency (*Appendix E*), voluntarily reduce their percentage of employment.

## **Faculty/Administrative Appointment Relationships**

### ***Policy***

**Administrative Appointees With Faculty Status:** For a faculty member of the College to receive an administrative appointment indicates that the majority of the person's time and responsibilities lie in the administrative area. This employee will receive an administrative appointment while he or she has this position. Typically the Academic Administrative Officers of the College have such appointments. Other members of the faculty may also hold administrative positions, without losing their faculty status. In these instances, the employee follows the fringe benefit schedule for administrative employees. The employee functions under Administrative Personnel Policies and Procedures, except for decisions concerning Rank and Tenure, membership in the Faculty Assembly, and rights, privileges and responsibilities of ranked faculty each of which follow the prescriptions of the Faculty Handbook.

**Administrative Appointee Who Teaches Part-Time:** An administrative employee who teaches part-time follows Administrative Personnel Policies and Procedures in all respects and, in addition, follows the Faculty Handbook insofar as it applies.

**Faculty Appointees With Part-Time Administrative Status:** Many faculty members are asked to carry a partial administrative role in the College. The faculty member continues on a faculty contract and follows the policies and procedures of the Faculty Handbook in all respects and, in addition, follows Administrative Personnel Policies and Procedures insofar as it applies.

### ***Procedure***

**Accrued Time In Service:** Accrued time in service is determined by the date of benefit eligible employment by the aggregate time of appointment, or by negotiation in case of an appointment transfer.

**Relationship Of Benefits To Time In Service:** When an administrative employee changes from provisional status to full-time, the employee is given credit for the first pay period of continuous employment.

**Appointment Transfer As It Affects Time In Service:** When it is to the mutual benefit of the college and the individual to transfer the administrative appointment from one executive area to another, or from one division to another, a specific document shall be drawn to establish accrued time insofar as it applies to benefits, to the amount of notice that will be given in case of non-renewal of contract, and to the individual's seniority position that would apply in case of a layoff within the new department.

**Intercampus Policy:** The College of Saint Benedict will treat all categories of employees who transfer from one benefit eligible position at the College to a benefit eligible position at the Order of Saint Benedict as having no break in service. These individuals will not have to re-qualify. They will be entitled to those benefits available to other employees at the college to which they are transferring.

## EXECUTIVE STAFF

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**President:** The president reports directly to the board of trustees, which is the body responsible for the selection, appointment and terms of service of the president. The president, as the chief executive officer, manages the college and reports on its operation to the board of trustees.

**Provost:** The provost is the chief academic officer and is directly responsible to the president for the overall direction of the instructional programs and instructional services of the college. The Provost is assigned the authority to act on institutional concerns in the absence of the president.

**Associate Provost/Academic Dean:** The dean reports directly to the provost and is primarily concerned with assisting faculty and students on academic matters and in the interpretation of existing policies.

**Vice President of Student Development:** The vice president for student development reports directly to the president and coordinates the non-academic program which fosters the growth and development of women in the unique environment present on the campus.

**Vice President of Development:** The vice president for development reports directly to the president and has responsibility for all fundraising programs both annual and capital; supervises and gives direction to the programs associated with the development offices, alumnae and parent relations, foundation and corporate relations, and endowment development; and supervises the administration of the Development Office and the Benedicta Arts Center.

**Chief Financial and Administrative Officer:** The chief financial and administrative officer reports directly to the president and is generally responsible for the supervision and control of the business activities, and financial interests. Areas or responsibilities include the business office, human resources, and information technology departments.

**Chief Physical Plant/Facilities Management Officer:** The chief physical plant/facilities management officer reports directly to the president and is responsible for the construction, rehabilitation, and maintenance of physical plant facilities. Functions include supervision of new construction and remodeling, grounds and building maintenance, power plant operation, security and parking.

**Dean of Admission:** The Dean of Admission reports directly to the president and has primary responsibility for developing, implementing, and supervising the combined enrollment management program for the College of Saint Benedict and Saint John's University.

**Vice President of Institutional Planning/Research/Communications:** Under the joint supervision of the Presidents, the Vice President has primary responsibilities for managing the communications and marketing functions for the College of Saint Benedict and Saint John's University. The Vice President serves as principle advisor to the Presidents on strengths of, weaknesses of, opportunities for, and threats to institutional effectiveness.

# *Employee Benefit Programs*

# EMPLOYEE BENEFIT PROGRAMS

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The College of Saint Benedict .....	Emp Benefit Programs - 1
Employee Benefit Eligibility .....	Emp Benefit Programs - 1
Full-time .....	Emp Benefit Programs - 1
Part-time Benefit Eligible .....	Emp Benefit Programs - 1
Insurance .....	Insurance
Disability/Leaves .....	Dis/Leaves
Vacation .....	Vac
Holidays .....	Holidays
Tuition Assistance .....	Tuition
Retirement .....	Retire
Other Benefits .....	Other Benefits

**Note:** A full list of contents can be found at the beginning of each subsection.

## EMPLOYEE BENEFIT PROGRAMS

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The employee benefit programs have been developed by the College of Saint Benedict and their employee groups as an integral element of compensation. The employee benefit programs will be reviewed regularly by the Joint Benefits Committee.

All employees on the College of Saint Benedict's payroll should get their benefit information from the Benefits Office located on the second floor, Main Building at the College of Saint Benedict.

All benefit information should be returned to the Benefits Office located on the second floor, Main Building at the College of Saint Benedict.

### Employee Benefit Eligibility

**Full Time:** scheduled work on an annual basis is 75% of full time or greater. Employees are eligible for employer benefits with insurance premiums at the present participation rate of 75% paid by the employer, 25% by employee for medical insurance and 50% of premiums paid by employer, 50% of premiums paid by employee for dental insurance. All time-based benefits, i.e. vacation etc., will be pro-rated based on hours/time worked.

**Part-Time Benefit Eligible:** scheduled work on an annual basis is 50% to 74% of full-time employment. Employees will be eligible for the following benefits and costs:

1. Health Insurance - 50% of premiums paid by employer, 50% employee
2. Dental Insurance - 50% of premiums paid by employer, 50% employee
3. Life Insurance - insured amount based on annual salary, no cost to employee
4. Sick Leave - prorated based on hours/time worked
5. Vacation - prorated based on hours/time worked
6. Holiday pay - four hours pay per holiday

**Note:** Employees in this category will not be eligible for the retirement plan, tuition remission, long term disability, bank leave, parental leave or any other leave benefits.

# *Insurance*

# INSURANCE

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HEALTH INSURANCE.....	Insurance - 1
Eligibility .....	Insurance - 1
Coverage Summary .....	Insurance - 1
Coverage Continuation Program .....	Insurance - 1
Flex Program/Pre-Tax Reduction .....	Insurance - 1
DENTAL INSURANCE.....	Insurance - 2
Eligibility .....	Insurance - 2
Coverage Summary .....	Insurance - 2
Coverage Continuation Program .....	Insurance - 2
LIFE INSURANCE AND AD & D (ACCIDENTAL DEATH & DISMEMBERMENT) .....	Insurance - 3
Eligibility .....	Insurance - 3
Coverage Summary .....	Insurance - 3
Employee Optional Life Insurance .....	Insurance - 3
Coverage Continuation Program .....	Insurance - 3
WORKERS' COMPENSATION INSURANCE .....	Insurance - 4
Reporting Process .....	Insurance - 4
Benefit Information .....	Insurance - 4
Return-To-Work Program Statement .....	Insurance - 5
RE-EMPLOYMENT INSURANCE .....	Insurance - 6

# HEALTH INSURANCE

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The College of Saint Benedict is currently self-insured for this benefit.

## Eligibility

You are eligible for coverage under the current policy:

- ◆ if you are a full-time benefit eligible employee;
- ◆ if you are part-time benefit eligible employee;
- ◆ effective the first of the month coincident with or following the date of commencement of active employment.

## Coverage Summary

You may choose from the following coverages:

- ◆ Employee
- ◆ Employee + 1
- ◆ Family

Employees must apply for this coverage during open enrollment each spring, effective July 1 of every year. In the event that the family status changes mid-year, a form must be completed within thirty-one days in order to have additional people covered or deleted without penalty.

There is premium participation whereby the employer pays 75 percent of each full-time employee's coverage and 50 percent of each part-time benefit eligible employee's coverage. The employee pays the remaining portion.

## Coverage Continuation Program

Qualified persons have the option of continuing group Health and Life coverage after it would otherwise end. The health coverage currently can be continued for up to eighteen months or until age sixty-five, whichever comes first.

## Flex Program/Pre-Tax Reduction

The flex program allows benefit eligible employees to restructure their compensation package to pay for eligible benefit expenses on a before tax (salary reduction) versus an after tax (salary deduction) basis. Using a salary reduction versus a salary deduction generally increases an employee's take-home pay. Examples of benefit related items eligible for a salary reduction include child care, medical and dental expenses.

## **DENTAL INSURANCE**

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The College of Saint Benedict is currently self-insured for this benefit.

### **Eligibility**

You are eligible for coverage under the current policy:

- ◆ if you are a full-time benefit eligible employee;
- ◆ if you are part-time benefit eligible employee;
- ◆ effective the first of the month coincident with or following the date of commencement of active employment.

### **Coverage Summary**

You may choose from the following coverages:

- ◆ Employee
- ◆ Employee + 1
- ◆ Family

Employees must apply for this coverage during open enrollment each spring, effective July 1 of every year. In the event that the family status changes mid-year, a form must be completed within thirty-one days in order to have additional people covered or deleted without penalty.

There is premium participation whereby the employer pays 50 percent of each full-time employee's coverage and 50 percent of each part-time benefit eligible employee's coverage. The employee pays the remaining portion.

### **Coverage Continuation Program**

This coverage is not available for dental.

# **LIFE INSURANCE AND AD & D (ACCIDENTAL DEATH & DISMEMBERMENT)**

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## **Eligibility**

You are eligible for coverage:

- ◆ if you are a full-time benefit eligible employee;
- ◆ if you are part-time benefit eligible employee;
- ◆ effective the first of the month coincident with or following the date of commencement of active employment.

## **Coverage Summary**

This benefit is currently paid for by the college. The amount of coverage is currently as follows:

<u>Salary Ranges</u>	<u>Amount of Life Insurance and AD &amp; D</u>
\$0 to \$20,000	\$50,000*
\$20,001 to \$37,500	\$75,000
\$37,501 to \$50,000	\$90,000
\$50,001 and above	\$100,000

\*The employee is responsible for income tax on the life insurance benefit amount above \$50,000.

In the event of death, a benefit will be paid to the designated beneficiary in the amount described above. If an employee continues to be employed between age 70 and 75, the benefit received will be reduced to 65 percent. At age seventy-five the benefit will be reduced to 50 percent.

## **Employee Optional Life Insurance**

In addition to the benefit listed above, employees may purchase one, two, three, or four times their annual salary in optional life insurance and they also may purchase a basic amount of life insurance for their spouse and eligible dependents. Matching AD & D Insurance may also be purchased on employee only. Employees may apply for this optional life insurance during open enrollment each spring, effective July 1 of every year. In the event that the family status changes mid-year, a form must be completed by the employee within thirty-one days in order to change the amount of optional life insurance.

## **Coverage Continuation Program**

Qualified persons have the option of continuing group Health and Life coverage after it would otherwise end. This coverage currently can be continued for up to eighteen months.

# **WORKERS' COMPENSATION INSURANCE**

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## **Reporting Process**

The college carries Workers' Compensation Insurance to provide reimbursement for medical expenses and continuation of salary in the event of occupational illness or accidents incurred during the course of employment.

All injuries, even if serious personal injury is not involved, must be reported to your supervisor. The supervisor must contact campus Security. If professional medical treatment is indicated, your supervisor, along with Security, will make the necessary arrangements.

Even though an accident may occur without resulting in personal injury, all accidents must be reported to your supervisor. The supervisor will call Campus Security (ext. 5000). Cooperation could mean prevention of future accidents.

## **Supervisor Responsibilities for Injured Employees at the College of Saint Benedict**

If your employee is injured, you and the injured employee must complete an "Accident/Incident Report". This report should be completed and forwarded to the Human Resources Office at CSB within 24 hours of the incident. All injuries, regardless of severity, must be reported. Failure to report an injury in a timely manner could result in loss of benefits due you. Information from the Accident/Incident report will facilitate the reporting process to State Fund. Forms may be obtained in the Human Resources Office. Complete all parts of the form, detailing the incident as clearly as possible.

The Human Resources Office and the Business Office will guide you through this process. Please do not hesitate to contact us should you have any questions.

## **Benefit Information**

When absent due to a work related injury, the College of Saint Benedict will continue to pay the employer portion of health and life insurance for a period of twelve months. The employee will need to pay the employee portion.

If an employee suffers an accident that requires long term recuperation as defined by the Insurance Carrier and/or the Human Resources Office, the employee is placed on a defined Long-Term Leave of Absence as defined in the Disability/Leaves section.

## **Return-To-Work Program Statement**

The College of Saint Benedict supports the practice of bringing injured employees' back to work, as soon as they are medically able, to a position within the college compatible with any physical restrictions they may have. We believe this practice serves the best interests of our employees and the college.

The prompt return of injured employees to positions within their medical restrictions will minimize the impact of work-related injuries. Coming back to work early helps employees remain functional as they recover while providing the college with the valuable use of employees' talents. Bringing injured employees back as soon as medically appropriate also helps to control our workers' compensation costs.

Current positions can be modified to fit the medical limitations of injured employees. If this is not possible, temporary transitional positions will be made available within or outside the employee's department.

This return-to-work program is an important part of our commitment to manage work-related injuries in the manner best for employees and the College of Saint Benedict.

## **RE-EMPLOYMENT INSURANCE**

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Employees are eligible for unemployment compensation coverage as established under the Minnesota Department of Economic Security. It is the individual's responsibility to determine if he or she should apply for benefits.

# *Disability/Leaves*

## DISABILITY/LEAVES

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SICK LEAVE .....	Dis/Leaves - 1
Eligibility .....	Dis/Leaves - 1
Earning Sick Leave.....	Dis/Leaves - 1
Using Sick Leave.....	Dis/Leaves - 1
Sick Leave Pay .....	Dis/Leaves - 2
SICK LEAVE BANK .....	Dis/Leaves - 3
Eligibility .....	Dis/Leaves - 3
Benefit Summary .....	Dis/Leaves - 3
LONG TERM DISABILITY .....	Dis/Leaves - 4
Eligibility .....	Dis/Leaves - 4
Benefit Summary .....	Dis/Leaves - 4
PAID PARENTAL LEAVE .....	Dis/Leaves - 5
Eligibility .....	Dis/Leaves - 5
Benefit Summary .....	Dis/Leaves - 5
SHORT TERM LEAVE OF ABSENCE .....	Dis/Leaves - 6
Jury Duty .....	Dis/Leaves -6
Funeral Leave .....	Dis/Leaves - 6
Leave For Subpoenaed Court Appearances.....	Dis/Leaves - 7
Emergency Leave .....	Dis/Leaves - 7
Without Pay .....	Dis/Leaves - 7
Military Leave .....	Dis/Leaves - 7
Family Medical Leave Act .....	Dis/Leaves - 8
Health Care Coverage .....	Dis/Leaves - 8
Medical Certification.....	Dis/Leaves - 9
Parental Leave Rights.....	Dis/Leaves - 9
Working Parents' Rights .....	Dis/Leaves - 9
LONG TERM LEAVE OF ABSENCE .....	Dis/Leaves - 10
Eligibility .....	Dis/Leaves - 10
Benefit Summary .....	Dis/Leaves - 10
Compensated Educational/Professional Leave.....	Dis/Leaves - 11
Definition.....	Dis/Leaves - 11
Eligibility.....	Dis/Leaves - 11
Salaries .....	Dis/Leaves - 11
Procedures .....	Dis/Leaves - 12
Criteria for Selection .....	Dis/Leaves - 12
Approval Process.....	Dis/Leaves - 13

# **SICK LEAVE**

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## ***Policy***

An eligible employee who suffers from a non occupational illness which prevents him or her from working, including illness of an immediate family member living in your household which requires the employee's attention, may use accumulated sick leave hours to account for absence(s).

Eligible employees may also use up to two weeks/80 hours per fiscal year of accumulated personal sick leave hours to care for ill family members not living in the employee's household. In this policy, family members are defined as children, parents, and parents-in-law. If the use of sick leave is for multiple days, or a number of consecutive days, the employee must notify his or her supervisor in writing explaining the amount of time needed and the medical reason for the request. A copy of this notification must be sent to the Benefits Office at CSB.

## **Eligibility**

You are eligible for coverage:

- ◆ if you are a full-time benefit eligible employee;
- ◆ if you are part-time benefit eligible employee

## ***Procedure***

### **Earning Sick Leave**

Administrative employees earn up to twelve days (96 hours) per year. Sick leave accrues based on FTE. Sick leave begins to accrue immediately upon employment.

Sick leave can be accrued to a total of ninety days or 720 hours. All sick leave hours exceeding 720 will be permanently lost. Sick leave is lost at the time of termination.

### **Using Sick Leave**

Sick leave is to be used for illness/health reasons only (Refer to the Family Medical Leave Act, Dis/Leaves-8). The employee is responsible for reporting an absence, if at all possible, within thirty minutes of the start of the work day or shift. This report is to be made to the immediate supervisor or staff people designated to receive such reports. Failure to report an absence because of illness may be cause for disciplinary action to be taken against an employee.

An employee using five consecutive days of sick leave will be required to provide a physician's statement upon their return to work.

## **Sick Leave Pay**

Sick leave is paid at the employee's full rate of pay. Once the employee has specified the missed time as sick leave for payroll purposes, it may not be changed to any other designation. The use of sick leave is reported monthly to the Executive-in-Charge.

If an employee lacks accumulated sick leave hours to cover any part of the illness, the absence may be charged to vacation leave if the employee has vacation time accumulated. No overdraft of sick leave is permitted. Thus, if there is no balance of sick leave or unused vacation hours, the employee is placed in a non pay status for the balance of the hours not worked during the illness which exceeds the employees' accumulated sick leave.

# SICK LEAVE BANK

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## *Policy*

### **Eligibility**

You are eligible for Sick Leave Bank coverage if you meet the following:

- ◆ if you are a full-time benefit eligible employee; and
- ◆ after being employed at least twelve months.

## *Procedure*

### **Benefit Summary**

1. In addition to earned sick leave, the College of Saint Benedict contributes up to an additional two sick days (16 hours) into the sick leave bank each year on behalf of the employee. Contact the Benefits Office for more information. The college will contribute to the bank from the date of employment; however, employees will not be able to access the sick leave bank until they have completed six months of employment.
2. Unlike sick leave, an employee may draw 2/3 pay from the bank for time lost due to illness of the employee only.
3. Before accessing the Sick Leave Bank, an employee must be absent for ten consecutive work days, using sick leave or, if no sick leave is available, vacation or time off without pay to the benefit maximum of fourteen weeks. Prior to accessing the sick leave bank, a Family Medical Claim form must be completed and a claim statement signed by a doctor must be submitted to the Benefits Office. The employee has the option of continuing to use sick leave at full pay until his or her balance is exhausted prior to accessing the bank. No combination of bank leave with sick leave or vacation is permitted in the same day.
4. The cumulative use of sick, vacation, unpaid leave or sick bank leave for an illness may not exceed 640 hours within a fiscal year.
5. Additional incidents within the current fiscal year must use remaining sick leave, not to exceed ten days before bank leave is accessed. However, bank leave will become primary if no other sick leave is available.
6. Unused bank leave hours will not be refunded.
7. The total unused sick leave hours in the bank at the end of each fiscal year will carry over into the next year.
8. Uses of the sick leave bank will be counted as part of the Family Medical Leave. Refer to the Family Medical Leave Act under the Short Term Leave of Absence section for more information.
9. The plan and its funding will be reviewed annually by the Joint Benefits Committee and administration.

# LONG TERM DISABILITY

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## *Policy*

### **Eligibility**

You become eligible for long term disability if you meet the following:

- ◆ if you are a full-time benefit eligible employee; and
- ◆ after one year of employment.

## *Procedure*

### **Benefit Summary**

The employer provides disability coverage to eligible employees. This plan provides a benefit equal to 60 percent of the employee's monthly salary to a maximum of \$6,000 per month if they are unable to work due to an illness or non-work related injury and after the completion of the 120 calendar day elimination period. The employer pays 100 percent of the employee's premium for this protection. For additional information, contact the Benefits Office.

After the Long Term Disability elimination period of 120 calendar days, the employee has the right to continue current elected benefits for up to eighteen months, as stated in the Coverage Continuation Program. The college will pay the employer's share of the premiums for current elected benefits for individuals on long term disability for the first twelve months of the eighteen month period, provided the individual remains benefit eligible.

# PAID PARENTAL LEAVE

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## *Policy*

### **Eligibility**

You are eligible for coverage:

- ◆ if you are a full-time benefit eligible employee; and
- ◆ employed at least twelve months.

## *Procedure*

### **Benefit Summary**

Full-time employees will be granted one month (20 days)\* of parental leave with pay, upon the birth or adoption of a child, available to only one member per recognized family unit. This leave will not be deducted from accrued sick leave. If medical authority deems additional time, the employee would use the next ten days from their own sick leave account. If further sick time is medically necessary, the employee could use additional earned sick leave days from their own account, or access the sick leave bank, provided the sick leave time is needed for the employee's personal illness and not the illness for his or her child. Vacation may be negotiated with the employee's supervisor.

\* Employees working less than 100% of full time receive Paid Parental Leave based on their FTE.

## SHORT TERM LEAVE OF ABSENCE

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### Jury Duty

A full-time employee summoned for jury duty and required to report will be given a leave of absence for the necessary period of time they must actually serve during their regular work schedule. During this period employees not required to report for jury duty are expected to report to work. Odd shifts: If an employee's regular work schedule is different from the time they must serve, the employee's schedule may be altered at the discretion of the supervisor to accommodate the conflict. The employee will receive his or her regular wage minus the amount of money received for jury duty, not including travel pay. There will be no loss of benefits during jury duty.

### Funeral Leave

Full-time employees will receive paid time off from work to attend the funeral and interment or to make necessary arrangements. To be eligible, an employees must first complete six months of employment.

The following maximum amount of time applies:

Spouse	5 days	Brother- or Sister-in-law	3 days
Child	Note below*	Son- or Daughter-in-law	3 days
Parent	3 days	Monastic Community	1 - 3 days***
Brother or Sister	3 days	Aunt or Uncle	1 day
Stepparent	3 days	Cousin	1 day
Stepchild	3 days	Niece or Nephew	1 day
Parent-in-law	3 days	Close friend	4 hours**
Grandparent	1 day	Co-worker	4 hours**
Grandchild	3 days		

\*24 years of age and under - 5 working days

\*25 years of age and over - 3 working days

\*\*\*This is intended for a Monastic Community member to attend a Monastic Community funeral

\*\*Close Friend/Co-worker - (3) ½ days with a maximum of four hours per funeral will be paid during the fiscal year.

Pay for time off will be at the employee's regular pay, and will not exceed eight hours in one day or more than the above specified number of days. If additional time is needed, vacation time or excused absence without pay may be granted. Sick leave cannot be used.

When a death of a family member covered by this policy occurs while an employee is on a scheduled vacation, the employee's vacation is converted to funeral leave for the period that the person would have qualified for had he or she been working.

## **Leave For Subpoenaed Court Appearances**

When a full-time employee is subpoenaed, time off with pay is provided.

## **Emergency Leave**

An administrative employee may request compensated leave time for personal emergencies. Such time may not exceed two days during any employment year. The request for this leave is to be made at the earliest possible date to the administrator of the department.

## **Without Pay**

A full-time administrative employee may request a short term leave of absence without pay for legitimate cause, for up to two weeks. Arrangements are made with the administrator of the department at the discretion of the executive-in-charge.

The reduction of pay during this leave will be computed based on the total number of work days in the employee's annual appointment divided by the actual gross salary. (Ex. An employee who works 180 days annually at \$36,000 has a daily rate of \$200 x the number of days off without pay.)

Benefits do not ordinarily change during a short-term leave of absence.

## **Military Leave**

Upon receipt of military orders requiring an employee to report for active duty or summer training programs, an unpaid leave of absence will be approved for the duration of the active duty time. Short term weekend training required of military reserve units may be charged to vacation time or taken as time off without pay. Weekend absences should be scheduled with the supervisor in advance.

## **Family Medical Leave Act**

The Family Medical Leave Act requires employers with fifty or more employees to provide up to twelve weeks of job guaranteed unpaid leave during a twelve month period to care for the employee's child after birth, adoption or foster care; the employee's spouse, son or daughter or parent who has a serious health condition; or for a serious health condition that makes the employee unable to perform his or her job.

The eligible employee must be employed for at least twelve months, and have performed at least 1,250 hours of service during the preceding twelve months before the leave is requested.

The following apply to the use of family medical leave:

- a. If the leave is foreseeable, the employee must complete an application thirty days in advance of the effective date of the leave. The forms are available in the Benefits Office.
- b. Sick leave may be used to care for a family member living in the immediate household if the leave is deemed medically necessary by a physician (with the appropriate documentation). Vacation time may be used to supplement time off.
- c. Employees may take leave intermittently or by working a reduced workweek, upon approval of the employee's supervisor and department manager, however, this will not extend the period beyond twelve weeks.
- d. Employees may use up to 80 hours of sick leave per fiscal year to care for ill family members not living in the employee's household who have a serious health condition (with the proper documentation from a physician). Family members are defined as children, parents and parents-in-law. Vacation time may be used to supplement time off.
- e. The employer will not allow any stacking of benefits. ("Stacking of benefits" is defined as the use of accrued time to extend the Family Medical Leave beyond twelve weeks). Any paid or unpaid leave taken will be included within the Family Medical Leave period.

## **Health Care Coverage**

During an employee's Family Medical Leave, the employer will continue to pay its share of the benefits, i.e., medical, dental, life, and long term disability if applicable. Employees are required to pay their portion for the duration of the leave. If the employee is in a pay status, premiums will be taken out through the normal payroll process. If the employee is in a non pay status, payments will be requested to be paid in advance of the leave.

## **Medical Certification**

If an employee takes Family Medical leave for one's own serious health condition or to care for the serious health condition of one's child, spouse, or parent, the employer requires certification from a health care provider. The initial certification will be due at least fifteen calendar days after the request for Medical Leave, and a certification supporting the leave will be required every thirty days, subject to exceptions. If certification is not provided as required, leave may be denied until it is provided.

## **Parental Leave Rights**

Minnesota law requires an employer to provide up to six weeks of unpaid parental leave to a mother or father upon the birth or adoption of a child. The eligible employee must be employed for at least twelve months, and averaged at least one-half the full-time equivalent position in the employee's job classification during those 12 months. Contact the Benefits Office for more information.

## **Working Parents' Rights**

Minnesota law requires that every employee is entitled to take up to sixteen hours unpaid leave a year to attend their children's school conferences, classroom activities or child care or other early childhood programs. Employees may elect to use vacation time for these events.

# LONG TERM LEAVE OF ABSENCE

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## *Policy*

### **Eligibility**

You are eligible if you are a full-time benefit eligible employee.

## *Procedure*

### **Uncompensated Leave**

A leave of absence is an arrangement whereby a full-time employee is away from work without pay for up to six months. The request for leave is made in writing to the department manager; the approval or denial of the request will also be made in writing.

Possible reasons for a leave of absence are: required military service; further education; critical illness (Refer to the Family Medical Leave Act in the Short Term Leave section).

The following rules govern Long Term Leaves of Absence:

1. Each request for a leave of absence will be submitted in writing to the department manager for approval. Whenever possible, the length of the requested leave will be stated.
2. If approved, the department manager will submit information on the employee's change of status to Human Resources, who will present the request to the proper divisional decision-making bodies for approval.
3. The leave of absence allows an employee to return to work without loss of previously earned benefits and earned seniority. However, during the leave of absence such benefits and seniority do not normally accrue. An employee may continue his or her benefits by paying the full cost of the benefits.
4. If the length of the leave of absence has not been agreed upon in advance, the employee must contact the department manager at least two weeks before he or she plans to return, in order to establish the date of reentering full-time employment. The department manager will submit information on the employee's status change to the Human Resources Office prior to the employee's actual return.
5. After a leave of absence, an administrative position for which the employee is qualified is assured; if possible, the employee will retain his or her salary and/or position.
6. Federal legislation covering Veterans Re-employment Rights is followed.
7. Except for extended military leaves of absence, no leave of absence will be granted for longer than six months.
8. If the person on leave files for re-employment compensation, the leave is automatically canceled and the employee will be considered to have voluntarily terminated employment.
9. Family Medical Leave Act will be counted as part of the six months.

## **Compensated Educational/Professional Leave**

A compensated educational/professional leave of up to one year is available to all full-time administrative employees.

The College of Saint Benedict recognizes that it is important for Administrative employees to keep abreast of developments and trends in their areas of responsibility and to acquire new skills and knowledge that are directly applicable to their areas of responsibility or future responsibility.

### **Definition**

A compensated educational/professional leave is defined as an absence of one to twelve (not necessarily consecutive) months, for the purpose of study, training, or research in activities related to the administrative employee's work.

### **Eligibility**

An administrative employee is eligible to apply for a long-term, compensated educational leave after seven years of continuous service. The employee is eligible for subsequent leaves after an additional seven year period of employment.

### **Salaries**

Administrative employees on compensated educational leave will be paid at the following rates:

- ◆ leave of 50% or less of contract or appointment will be at full salary;
- ◆ leave of 51% to 75% of contract or appointment will be paid  $\frac{3}{4}$  salary;
- ◆ leave of 76% to full contract or appointment will be paid at  $\frac{1}{2}$  salary.

The administrative employee will not accept any other employment that might interfere with the proposed leave plan. However, employment compatible with the leave--and any fellowships or grants--may be accepted if total compensation (the College of Saint Benedict and other employment) does not exceed the employee's annual College of Saint Benedict compensation. If, after reasonable project expenses have been taken into consideration, the total compensation exceeds the employee's normal salary, the leave stipend will be reduced by the excess amount.

The employee continues to participate fully in all benefit programs for which he or she is eligible; the college will continue its matching contributions.

The administrative position will be held for the employee upon return from leave, and the employee is expected to return to full-time employment for at least one year following a long-term compensated educational leave.

## **Procedures**

Request should be given by October 1 for the next fiscal year. Notification of acceptance or rejection will be given after the budget for the next fiscal year has been approved, which could be up to six months.

The employee who wishes to request a long-term compensated educational leave obtains the pertinent application forms from the Human Resources Office, which at the time the forms are requested determines the employee's eligibility to apply. The completed application is returned to the Human Resources Office.

The application for this leave must state:

- ◆ the specific purpose of the leave;
- ◆ the advantage(s) to the individual and to the college;
- ◆ together with the proposed duration of the leave.

The request must be accompanied by recommendations from the person's immediate supervisor and the administrative manager of the department involved, provided that neither is the Executive-in-Charge. These recommendations must include a statement covering the ways in which the employee's workload can be handled during the proposed absence. The employee should file a copy of the request and materials with the College of Saint Benedict Professional Development Committee.

These groups will give the appropriate Administrative group information concerning the types and number of leave requests and in rare cases of conflict or of repeated non-acceptance of a quality request to formally support an individual request.

## **Criteria for Selection**

In general, acceptance of a request for leave will depend upon the following criteria:

- the professional content of the proposal
- a strong relationship to the employee's area of current or future responsibility
- timeliness-coincidental opportunities that might be
  - \*external (e.g., a grant opportunity or the beginning of a program not usually available)
  - \*internal (e.g., restructuring of a department)
  - \*personal (e.g., spouse also on leave)

## **Approval Process**

The Executive-in-Charge reviews the application and makes a recommendation to the President for appropriate action. After approval from the President, the request is forwarded to the Board. Judgments are rendered on an individual basis by the Executive Committee of the Board of Trustees.

The President considers the leave within the limits of the division's ability to sustain its normal operation during the employee's absence, as well as the financial requirements necessary to support both the leave-taker and a possible replacement.

For Joint positions, both Executives-in-Charge or the Provost and both Presidents must approve.

*Vacation*

## VACATION

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VACATION.....	Vac - 1
Eligibility.....	Vac - 1
Earning Vacation.....	Vac - 1
Accrual of Vacation Benefits.....	Vac - 1
Vacation Benefits in Conjunction with Termination.....	Vac - 1

# VACATION

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## Eligibility

You are eligible for paid vacation:

- ◆ if you are a full-time employee;
- ◆ part-time benefit eligible

## Earning Vacation

<u>Years of Service</u>	<u>Vacation Days Per Year</u>
0 - 10 years	15 days
11+ years	20 days

Note: Coordinate Cabinet members receive 20 days of vacation per year.

## Accrual of Vacation Benefits

Vacation is accrued based on FTE. The vacation cap is 240 hours. Each month, vacation used is reported to a designated person in your VP area. Vacation usage cannot exceed current vacation balance.

## Vacation Benefits in Conjunction with Termination

Vacation will be paid out at time of termination.

## Exceptions

The Chief Administrative Officer in consultation with the Director of Human Resources may approve an exception to any of the above policies.

Vacation for an Executive is a provision of the Executive's contract.

*Holidays*

## **HOLIDAYS**

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Eligibility .....	Holidays - 1
Official Holidays.....	Holidays - 1
Transferring Holidays .....	Holidays - 1

# HOLIDAYS

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## Eligibility

You are eligible for Holiday pay if you meet the following:

- ◆ if you are a full-time benefit eligible employee;
- ◆ if you are a part-time benefit eligible employee.

## Official Holidays

The official holidays are:

- ◆ New Year's Eve Day
- ◆ New Year's Day
- ◆ Good Friday
- ◆ Memorial Day
- ◆ Independence Day
- ◆ Labor Day
- ◆ Thanksgiving Day
- ◆ Friday following Thanksgiving Day
- ◆ Christmas Eve Day
- ◆ Christmas Day

## Transferring Holidays

When a paid holiday falls on Sunday, the following Monday is observed; when a holiday falls on Saturday, the preceding Friday is observed.

When employment is required on an observed holiday, the employee may take the holiday at another time (floating).

# *Tuition Remission*

# TUITION REMISSION

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EDUCATIONAL BENEFITS FOR EMPLOYEE/SPOUSES .....	Tuition - 1
Eligibility .....	Tuition - 1
For Employees.....	Tuition - 1
For Spouse .....	Tuition - 1
Graduate Theological Studies Grants.....	Tuition - 2
TUITION REMISSION/ASSISTANCE FOR CHILDREN.....	Tuition - 3
Internal.....	Tuition - 3
Eligibility .....	Tuition - 3
Amount, Duration and Other Policies.....	Tuition - 3
Duration of the Benefit .....	Tuition - 4
Additional Information .....	Tuition - 4
Dollar Value of Tuition Remission .....	Tuition - 4
Additional Financial Aid .....	Tuition - 4
Following Disability or Death of Employee .....	Tuition - 4
Following Retirement of an Employee.....	Tuition - 4
Twenty Years of Service Tuition Remission Benefit.....	Tuition - 4
Status Changes During the Academic Year .....	Tuition - 5
External.....	Tuition - 5
Eligibility .....	Tuition - 5
Priority for Utilizing Tuition Consortia.....	Tuition - 6
Application Deadline .....	Tuition - 6

# EDUCATIONAL BENEFITS FOR EMPLOYEE/SPOUSES

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## **Eligibility**

You become eligible to receive this benefit:

- ◆ if you are a full-time employee or a spouse of the employee;
- ◆ next full semester after six months of continuous employment.

## ***Policy***

The benefit provides for free tuition after six months of continuous employment and with the approval of the Vice President. Educational benefits for eligible employees/spouse are available within the scope of the following policy. The payment of special fees is the responsibility of the employee/spouse. An employee is required to make up the time away from work. Full-time employees and/or their spouse may enroll for one undergraduate course per term, which includes summer; up to a maximum of two courses per year. Such courses may carry credit of up to four credit hours. Courses available are limited to undergraduate offerings at the College of Saint Benedict or Saint John's University on either campus during the fall, spring or summer terms. Thus, the following are excluded: SJU/CSB/SCSU Exchange Program, special evening courses, School of Theology courses, etc. The privilege of enrollment in courses does not imply acceptance of the employee/spouse by either Saint John's University or the College of Saint Benedict as a degree candidate.

## ***Procedure***

### **For Employees**

1. The request to make use of this benefit shall be made by the employee to their department manager and approved by the Vice President of their area.
2. The employee's department manager shall, if he or she deems appropriate, give the employee approval by signing the class request authorization form in the space provided. After discussion with the employee, the department manager shall determine how the time lost is to be made up by the employee.
3. The Benefits Office will need to confirm the employee's eligibility after the request for authorization has been filled out by the employee.

### **For Spouse**

The spouse of a full-time employee who is interested in the educational benefit should contact the Benefits Office for further information.

## **Graduate Theological Studies Grants**

Full tuition grants are available for full-time employees of the College of Saint Benedict or Saint John's University who wish to engage in graduate theological studies. It is expected that studies will be on a part-time basis. Credits earned can be applied to degree programs and will be taxable. Candidates must have a bachelor's degree. Additional information and the qualification procedures are available from the School of Theology Director of Admissions.

## TUITION REMISSION/ASSISTANCE FOR CHILDREN

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This employee benefit program provides a financial resource to a qualified son or daughter for meeting the tuition costs at the College of Saint Benedict or Saint John's University.

The employee and/or the son or daughter assumes all liability for any federal or state taxes that may be attached to this benefit.

**Note:** This policy may be subject to review as federal and state tax regulations evolve.

### **Internal**

#### *Eligibility*

After a benefit eligible employee has worked for at least twenty-four months in a full-time capacity, the college will grant tuition remission the next full semester to the eligible employee's children to attend either the College of Saint Benedict or Saint John's University. The terms of the plan are as follows:

Tuition remission at the College of Saint Benedict or Saint John's University:

A son or daughter who, at each time of requesting a tuition remission benefit, meets the following criteria:

1. is less than twenty-five years old;
2. is not and has not been married;
3. is a natural child of a full-time employee or a child who was legally adopted prior to age eighteen or is declared to be a dependent of the employee for Internal Revenue Services purposes; and
4. dependent must be acceptable for admission based on the admission criteria used to evaluate all candidates for admission. (Contact the office of admission for the admission criteria.)

#### **Amount, Duration and Other Policies**

Tuition remission covers only the tuition for two semesters and does not cover overload, special courses, summer credits or summer internships. The duration of this benefit is a maximum of four years of undergraduate higher education for each daughter or son. If the son or daughter has completed two years of college at the time he or she becomes eligible for this benefit, the maximum amount that this benefit would cover is two years, etc.

## **Duration of the Benefit**

The **maximum** duration is four school years for each son or daughter--namely, eight semesters.

**Note:** Only undergraduate course offerings qualify. Continuing Education courses, special evening courses, School of Theology courses, summer school, and the like are excluded.

The student must meet the academic standards set by the school selected and must maintain satisfactory academic progress as determined by that college.

## **Additional Information**

### **Dollar Value of Tuition Remission**

The maximum dollar amount of Tuition Remission each school year for a qualified son or daughter shall be the colleges tuition for the current year. The employee or the son or daughter pays all other applicable charges: room, board, fees, books, and the like.

### **Additional Financial Aid**

Students receiving tuition remission are not eligible for College of Saint Benedict or Saint John's University merit scholarships. However, students receiving tuition remission may apply for federal or state grants by completing the required financial aid forms each year. If the student qualifies for a federal or state grant, it will be awarded in addition to the tuition remission. In the event the total of tuition remission, federal grants, state grants and any other aid exceeds the cost of attendance, the tuition remission award will be reduced. Questions about the financial aid process, federal or state grants, on-campus employment or loan options should be directed to the Financial Aid office.

### **Following Disability or Death of Employee**

After ten years of full-time employment for the College of Saint Benedict, a 50 percent tuition remission shall survive the employee for each remaining son or daughter and 5 percent for each additional year over 10.

### **Following Retirement of an Employee**

The benefit for retirement after twenty years will be for tuition remission at the College of Saint Benedict or Saint John's University only.

### **Twenty Years of Service Tuition Remission Benefit**

The College of Saint Benedict employees who were hired before July 1, 1998, will retain the "20 years of service" benefit. This benefit provides tuition remission at the College of Saint Benedict or Saint John's University for eligible dependent children after an employee has twenty years of service and is no longer employed at the College. The use of this benefit does not apply to any of the consortia programs offered by the College.

## **Status Changes During the Academic Year**

If the recipient loses qualified son or daughter status (e.g., if the recipient turns twenty-five years of age, marries, discontinues being an IRS dependent of the employee or the employee terminates employment) during the academic year, tuition remission is prorated.

## **External**

### *Eligibility*

After a benefit eligible employee has worked for at least twenty-four months in a full-time capacity, they are eligible to apply for the external tuition consortia programs. The terms of the plan are as follows:

The two programs available through the Tuition Consortia are: Tuition Exchange, Inc. (TE) and the Catholic College Cooperative Tuition Exchange (CCCTE).

A son or daughter who, at each time of requesting a tuition remission benefit, meets the following criteria:

1. is less than twenty-five years old;
2. is not and has not been married;
3. is a natural child of a full time employee **or** a child who was legally adopted prior to age eighteen (18); and
4. dependent must be acceptable for admission based on the admission criteria used to evaluate all candidates for admission. (Contact the office of admission for the admission criteria.)

## **Priority for Utilizing Tuition Consortia**

1. Seniority (years of service) is the main criterion for deciding priority of an employee's dependent child to receive this benefit. Years of service are measured from the date of hire in a full-time benefit eligible position. Leaves of Absence will not be counted towards years of service for the purpose of seniority calculation. Certain leaves, such as sabbaticals, do not count towards years of service. In cases of identical seniority of the employee, the age of the dependent child decides, with the older child given priority (birth date determines).
2. An employee may normally receive only one tuition consortia benefit at a time. The dependent may have access to up to four years of the benefit, or completion of the bachelors degree, providing that the parent/employee continues to be eligible. An employee with one dependent using the benefit who wants to apply on behalf of another child must take a place on the priority list behind all other applicants who are applying for a first applicant in their family.

Each tuition consortia program has its own import/export requirements. A deterioration of our import/export balance may result in a student applying for or already attending college to lose the tuition consortia benefit. A dependent choosing to discontinue attending a consortia college cannot "release" unused tuition consortia years to a sibling.

The dependent already in the consortia ordinarily has priority over all new applicants unless a limit of less than four years was specified on the dependents certification or decertification form or our credit/debit balance deteriorates.

**Note:** The student must meet the academic standards set by the school selected and must maintain satisfactory academic progress, as determined by that college.

## **Application Deadline**

The dependent must have been accepted at the school to which he or she is applying before consortia applications will be considered.

Application forms are available from the Benefits Office. The deadline for employees to request consideration for their children for the following school year is December 1<sup>st</sup>. After those who are declared eligible and given priority have either succeeded in gaining admission under tuition consortia, have matriculated at the college other than under tuition consortia, or have stopped attempting to get into a college, other spaces may be made available.

**It is important that employees recognize that there are many variables which may affect a dependent's ability to utilize this program. We cannot control how many of our applicants will be accepted into the program, nor do we have control over whether an applicant will be accepted by the school of their choice. Because of this, the college recommends that this program be considered as just one potential option for college financing.**

# *Retirement*

# RETIREMENT PROGRAM

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Eligibility ..... Retire - 1

Benefit Summary ..... Retire - 1

Contributions ..... Retire - 1

    Minimum Contributions ..... Retire - 1

    Voluntary Contributions ..... Retire - 1

Other Retirement Information..... Retire - 2

    Termination Information ..... Retire - 2

    Pre-Retirement Planning..... Retire - 2

    Retirement..... Retire - 2

Social Security/Medicare ..... Retire - 2

# RETIREMENT PROGRAM

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## *Policy*

### **Eligibility**

To be eligible for the Retirement Plan, an employee must meet the following:

- ◆ be a full-time employee; and
- ◆ have completed three consecutive years of benefit eligible service.

The preliminary service period of three years is waived for a person who already has a TIAA/CREF annuity contract from a previous college/university position.

## *Procedure*

### **Benefit Summary**

The College of Saint Benedict provides a retirement program for all eligible employees. The program is administered by Teachers Insurance and Annuity Association (TIAA) and College Retirement Equities Fund (CREF) of New York.

### **Contributions**

#### **Minimum Contributions**

The plan requires a minimum contribution by the employee of 2% of their salary in order to receive the employer contribution which is 9% of their salary.

At the time of entry into the plan, each participant determines the portion of the contribution that shall be directed to available TIAA and CREF options. Contribution payments by both the employer and the employee coincide with pay dates. Participants may change the percentage directed to available TIAA and CREF options if they so desire.

#### **Voluntary Contributions**

A participating employee may elect to make voluntary contributions in excess of the established levels to this plan or a Supplemental Retirement Annuity (SRA). Part-time benefit eligible employees are eligible to make voluntary contributions to an SRA only.

## **Other Retirement Information**

### **Termination Information**

Participation in TIAA/CREF is transferable if the employee terminates employment with the College of Saint Benedict and becomes employed at an institution that carries the same retirement program.

A participant whose employment with the College of Saint Benedict terminates and whose new employer is not affiliated with TIAA/CREF may:

- ◆ request a repurchase of the annuity for immediate payout if they meet the repurchase requirements. After such a “repurchase”, the former employee is no longer a participant in the plan;
- ◆ request a rollover to a qualified plan;
- ◆ leave the funds invested in TIAA/CREF.

If a former employee is once again employed by the College of Saint Benedict and does not have active TIAA/CREF contracts, he or she will have to reestablish eligibility for participation.

### **Pre-Retirement Planning**

It is the responsibility of each employee to plan for retirement. At a minimum, the individual should include the institution in his or her planning one year prior to retirement.

### **Retirement**

At the time of retirement, the employee’s annuity moves from the accumulation stage to the payout stage. The application form for benefits and other supporting documents should be completed ninety days prior to retirement. This can be done by calling TIAA/CREF. At that time, a choice will be made among available payout options.

### **Social Security/Medicare**

The College of Saint Benedict and each employee contribute monthly to the retirement program established under the Federal Insurance Contribution Act (FICA). In addition to retirement benefits, this program includes disability, survivor, and dependent benefits.

# *Other Benefits*

## **OTHER BENEFITS**

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Employee Assistance Program .....	Other Benefits - 1
Campus Events.....	Other Benefits - 1
College of Saint Benedict/Saint John's Collegiate Athletic Events.....	Other Benefits - 1
Benedicta Arts Center (BAC) and Stephen B. Humphrey Theater (SBH)....	Other Benefits - 1
Use of Corporate Facilities .....	Other Benefits - 2
Health Services .....	Other Benefits - 2
Library Services.....	Other Benefits - 2
Campus Services.....	Other Benefits - 2
Uniforms .....	Other Benefits - 2

## **OTHER BENEFITS**

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### **Employee Assistance Program**

The Employee Assistance Program (EAP) is currently a free resource available to all employees and immediate family members. EAP counselors can help you to identify problems and concerns, including these areas:

Family	Financial difficulties
Marriage	Job stress
Emotions (anxiety, depression, etc.)	Legal issues
Alcohol or drugs (personal or family)	

The telephone number is listed in the campus directory under Benefits/Insurance.

### **Campus Events**

Employees and their immediate family may attend athletic and cultural events on each campus. I.D. cards may be needed for admittance to some events.

#### **College of Saint Benedict/Saint John's Collegiate Athletic Events**

All employees of the College of Saint Benedict may present their I.D. card for free admission to regular scheduled College of Saint Benedict or Saint Johns University Home collegiate events. Eligibility applies to employee and immediate family.

#### **Benedicta Arts Center (BAC) and Stephen B. Humphrey Theater (SBH)**

All employees of the College of Saint Benedict are welcome to attend the performances at the BAC and the SBH Theater and to view Gallery exhibitions at the BAC and SJU Art Centers.

Many of the events are not ticketed and open to the public free of charge. For most CSB/SJU Fine Arts Series events to which tickets are sold, each College of Saint Benedict employee may obtain two (2) half-price tickets per event upon presentation of a current I.D. card.

In recognition of the financial contribution of the Sisters of the Order of Saint Benedict toward the construction of the Benedicta Arts Center, the College of Saint Benedict and Saint John's University Fine Arts Programming will provide one (1) complimentary ticket per CSB/SJU Fine Arts Series event to members of the religious communities upon presentation of a current I.D. card.

When an event is sponsored by an organization other than the CSB/SJU Fine Arts Programming, the employee discount or complimentary tickets for religious community members may not be available. For further ticket and event information about the BAC and SBH Theater, please contact the Information Office at extension 5777.

## **Use of Corporate Facilities**

Employees and their families may use recreational facilities on each campus according to procedures established by the facility management. Outside of these specific situations, however, the presence of persons on campus who are not directly involved in the work of the corporation is considered a disrupting influence. No facility or office on campus is to be used for child care or unsupervised recreation for an employee's child.

## **Health Services**

All employees and their dependents are eligible to access the health center located on the Saint John's campus. It is currently staffed with a doctor and physician assistant. Contact the Health Center for more information.

## **Library Services**

Library services are available for all employees. For further information contact general information at the Alcuin Library at Saint John's University and/or the Clemens Library at the College of Saint Benedict.

## **Campus Services**

Various campus departmental services such as duplicating and library/media are available to administrative employees according to departmental policy.

## **Uniforms**

Uniforms or an allowance for uniforms for employees may be available depending on department policy. Color and style of the uniform is to be designated by the department manager.

*Employee  
Information*

# EMPLOYEE INFORMATION

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COMPENSATION ADMINISTRATION.....	Employee Info - 1
Market-Based Compensation .....	Employee Info - 1
Changes in Position or Workload.....	Employee Info - 1
Promotion from Support Staff to Administrative.....	Employee Info - 1
Transfer from Administrative to a Support Staff Position .....	Employee Info - 1
Transfer from Administrative to a Faculty Appointment.....	Employee Info - 1
Transfer from Faculty to Administrative.....	Employee Info - 1
EMPLOYMENT PROCESS .....	Employee Info - 2
Posting/Advertising .....	Employee Info - 2
Search Committees .....	Employee Info - 2
Selection Process .....	Employee Info - 2
Possible Employment Requirements .....	Employee Info - 3
Employment of Relatives .....	Employee Info - 3
Appointments.....	Employee Info - 4
Renewal of Appointments .....	Employee Info - 4
PAYROLL .....	Employee Info - 5
Payroll Statement/Direct Deposit .....	Employee Info - 5
Payroll Changes .....	Employee Info - 5
Pay Day.....	Employee Info - 5
Salary Advance.....	Employee Info - 5
Payroll Deductions/Reductions .....	Employee Info - 5
PERFORMANCE APPRAISAL .....	Employee Info - 6
Performance Appraisal Conference.....	Employee Info - 6
Performance Appraisal as Part of the Employee's File.....	Employee Info - 6
DISCIPLINARY ACTION.....	Employee Info - 7
Reprimands and Warnings.....	Employee Info - 7
Sanctions for Cause .....	Employee Info - 7
Dismissal for Cause .....	Employee Info - 8
Safety Violations .....	Employee Info - 9
Temporary Suspension with Pay .....	Employee Info - 10

TERMINATION OF EMPLOYMENT .....	Employee Info - 11
Settlement Before Severance .....	Employee Info - 11
Resignation .....	Employee Info - 11
Retirement.....	Employee Info - 12
Layoff and Recall .....	Employee Info - 12
Pre-Layoff Options .....	Employee Info - 12
Order of Layoffs .....	Employee Info - 12
Notice .....	Employee Info - 13
Appeal of Layoffs.....	Employee Info - 13
Recall/Rehiring of Laid-Off Administrative Employees .....	Employee Info - 13
Joint Operations .....	Employee Info - 13
Non-Renewal/Non-Reappointment .....	Employee Info - 14
Severance Policy .....	Employee Info - 14
GRIEVANCE PROCEDURE.....	Employee Info - 15
OFFICIAL CLOSING .....	Employee Info - 16
Closure of the Total College - No Official Announcement.....	Employee Info - 16
Cancellation of Classes .....	Employee Info - 17
Radio Stations.....	Employee Info - 17
Television Stations .....	Employee Info - 17
OTHER EMPLOYMENT INFORMATION.....	Employee Info - 18
Dress .....	Employee Info - 18
Human Resources Office Function.....	Employee Info - 18
Keys .....	Employee Info - 19
Employee Identification Cards .....	Employee Info - 20
Reimbursement of Business Expenses .....	Employee Info - 20
Travel Expenses .....	Employee Info - 20
Other Expenses.....	Employee Info - 20
Telephone Usage .....	Employee Info - 21
Use of Personal Vehicle for Business.....	Employee Info - 21
Training and Development .....	Employee Info - 21
PROFESSIONAL DEVELOPMENT OPPORTUNITIES .....	Employee Info - 22
Individual Professional Development .....	Employee Info - 22
Definition.....	Employee Info - 22
Provisions .....	Employee Info - 22
Part-Time Graduate Study (with full-time work schedule).....	Employee Info - 23

# COMPENSATION ADMINISTRATION

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## Market-Based Compensation

### *Policy*

The employer recognizes the contributions that members of the Administrative Staff make toward the fulfillment of its mission. To recruit and retain employees for this purpose, the employer will strive to provide compensation based on relevant data obtained annually from the College and University Personnel Association.

The market, the places within the market and the operational processes to be followed are stated in the Administrative Staff Market-Based Compensation Plan (*Appendix A*). The goal of this policy is to provide administrative employees with competitive compensation.

## Changes in Position or Workload

### **Promotion from Support Staff to Administrative**

The College of Saint Benedict welcomes applications from qualified support staff personnel to fill administrative positions. When a support staff employee is thus promoted, the employee retains their years in service for purposes of calculating vacation time and local tuition remission.

### **Transfer from Administrative to a Support Staff Position**

Benefits and handbook appropriate to the employee class being entered apply.

### **Transfer from Administrative to a Faculty Appointment**

Benefits and handbook appropriate to the employee class being entered apply.

### **Transfer from Faculty to Administrative**

Benefits and handbook appropriate to the employee class being entered apply.

## **EMPLOYMENT PROCESS**

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### **Posting/Advertising**

#### ***Policy***

In order to maintain its Benedictine character, qualified members of the Sisters of the Order of Saint Benedict, Saint Joseph, Minnesota, will be given first priority in the assignment of duties.

All job openings for administrative positions are posted as vacant for a period of 72 hours. After that time the hiring executive or administrator is free to either conclude the search broaden the pool of candidates by advertising the position off-campus.

Positions will be placed on the Human Resources Office Internet Home Page at:

[www.csbsju.edu/humanresources/employment-opportunities](http://www.csbsju.edu/humanresources/employment-opportunities)

On-campus advertising is accomplished by distribution of job opening announcements to the Monastery Personnel Liaison and by posting on the official bulletin board, Second Floor Main Building.

### **Search Committees**

To assist the President and the Administrative Officer or Executive-in-Charge in filling an executive position, a search committee is suggested.

To assist executives and administrators in filling non-executive positions, a search committee is discretionary.

### **Selection Process**

#### ***Procedure***

Applications for employment are made through the Human Resources Office, which strives to provide the employing manager with more than one qualified candidate. The Human Resources Office accepts all applications. The employing manager, or in some cases the Human Resources Office, will check credentials, references, and previous employers concerning applicants. The employing manager makes the final decision concerning the most qualified candidate for the position.

## **Possible Employment Requirements**

Employees hired by the College of Saint Benedict may be required to undergo one or more of the following for employment:

- ◆ background checks relative to the Kari Koskinen Manager Background Check Act, Minnesota Statutes 299C.67 to 299C.71
- ◆ background and previous employer checks under the Minnesota Child Protection Background Check Act, Minnesota Statutes 299C.60 to 299C.64;
- ◆ drug testing subject to Federal Regulation, Title 49, Part 391, Subpart H and Part 40 (for holders of commercial drivers licenses for purposes of employment), including future random testing as required;
- ◆ meet and maintain all requirements of the Federal and/or Minnesota Department of Transportation Driver Qualification File Checklist;
- ◆ psychological testing and evaluation;
- ◆ pre-employment physicals.

The testing and background checks required will be determined based on the specific duties outlined in the job description.

## **Employment of Relatives**

### ***Policy***

The employer permits the employment of two or more members of the same “immediate family” within the college, divisions, or its departments. However, policy does prohibit an employee from directly or effectively supervising a member of that employee's “immediate family.” It also prohibits a full-time employee from being hired, promoted, or retained by a member of that person’s “immediate family.” On the other hand, it is possible to hire and/or supervise temporary staff members of the same “immediate family.” “Immediate family” is interpreted to be Spouse, Parent, Stepparent, Mother-in-law, Father-in-law, Grandparent, Grandchild, Child, Step-Child, Son-in-law, Daughter-in-law, Brother, Sister, Brother-in-law, and Sister-in-law. This list is inclusive: family members not mentioned are not included in this definition of “immediate family.” The vice president of the department will be consulted if this situation arises.

No employee may vote, make recommendations, or in any way participate in a decision on any matter that may directly affect the appointment, promotion, salary or other status or interest of a member of the employee's "immediate family."

## **Appointments**

The President appoints all administrators and administrative staff.

Upon mutual agreement between the employing department and the successful candidate for a position, the Human Resources Office will issue a letter of appointment. This letter includes specific conditions of employment and indicates the effective date, the salary and any limitations to the appointment other than those incorporated in this handbook.

## **Renewal of Appointments**

The Human Resources Office will issue an annual letter of agreement to each administrator/administrative staff member on or about June 1st. Individuals hired on or after March 1 of a given fiscal year will not receive the increase on July 1 of the following fiscal year.

This letter will state the College's intent to continue the original appointment, consistent with the College termination policies for the coming fiscal year. Also included will be notification of salary and any change in job description or terms of employment.

# **PAYROLL**

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## **Payroll Statement/Direct Deposit**

Payroll statements, rather than checks, are issued by the employer. Employees may designate direct deposit to a savings account and/or a checking account.

## **Pay Day**

If a scheduled pay day falls on a holiday, payroll will be deposited the day of the holiday if it's a normal banking day. If it's not a normal banking day, payroll will be deposited the day before the holiday.

## **Payroll Changes**

All payroll changes must be turned into the payroll department eight business days prior to pay day.

## **Salary Advance**

Only in extreme situations will pay advances be permitted, and only with the department vice president and the vice president of finance's approval. Advances will not exceed the net amount of compensation for hours worked to date of request and will be deducted from the employee's next pay check.

## **Payroll Deductions/Reductions**

Payroll reductions/deductions are indicated on the payroll statement. By law, Federal Income Tax, Minnesota Income Tax, Medicare, and Social Security Tax (FICA) must be prepaid and, therefore, are withheld. By agreement, the employee's portion of the insurance premiums and retirement contribution is deducted/reduced. Certain other deductions or reductions may be requested.

## **PERFORMANCE APPRAISAL**

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Review of professional performance is both necessary and important for the well-being of administrative staff employees and for the continued excellence of services. The purpose of the performance appraisal is to review past performance and discuss future performance expectations. This review is also a time for the supervisor to encourage and promote the personal and professional growth of the administrative staff employee and to ensure that the college is meeting its obligations to the administrative staff employee.

Employees will receive an annual written Performance Appraisal (*Appendix C*). The same appraisal form and process are used for both administrative and support staff employees. The appraisal process uses a self-evaluation format and is used as a planning tool.

### **Performance Appraisal Conference**

The supervisor and administrative staff member will work together for the following purposes:

- a) to review the position description and the employee's general performance;
- b) to identify strengths the administrative staff employee has demonstrated during the past review period;
- c) to identify areas that need development or improvement;
- d) to determine goals for the coming year.

If the administrative staff member is in serious disagreement with the written appraisal submitted, he or she may request a review by the next level supervisor. (A signature by the administrative staff member indicates their participation in the appraisal process, but does not necessarily mean agreement with its content.)

All supervisors will be evaluated by his/her employees using the supervisor evaluation form. The purpose of this form is to allow two-way communication between administrative staff employee and supervisor, and to enhance personal and professional growth of the administrative staff member being evaluated.

### **Performance Appraisal as Part of the Employee's File**

The signed or witnessed Performance Appraisal Form, including all addenda and separate statements then becomes part of the employee's official personnel file.

## **DISCIPLINARY ACTION**

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### ***Policy***

The disciplinary process is defined as progressive and is intended to produce positive corrective action. Usually verbal correction precedes a written warning. Notes concerning these actions may be taken for future reference. The employer reserves the right to begin the disciplinary process at any stage it deems appropriate depending on severity of the infraction.

### **Reprimands and Warnings**

1. Informally, managers and supervisors typically give verbal advice, corrections, reprimands, and warnings to employees in order to correct their behavior and/or improve their work.
2. Formally, if a verbal reprimand or warning does not or will not suffice, the manager may give a written warning or reprimand to an employee after documenting the situation for the Associate Director of Human Resources. This written reprimand or warning should stipulate a specific problem(s), the changes required of the employee, and the possible consequences if the required changes do not occur. The written reprimand or warning, just like a Performance Appraisal, will not be placed in the employee's file until it has been signed by the employee or upon the employee's refusal to sign or by a third party witness. This is to guarantee that the employee has been presented with the document and has read it. Employee may file a written response to be placed in their personnel file.
3. If the person does not contest the allegation and makes the change(s) requested, the immediate disciplinary matter is settled. The written warning will be removed twelve months following satisfactory completion of the corrective action. The employee may use the Grievance Procedure if they feel a policy or procedure was not followed. If the employee fails to correct the actions listed in the written warning, sanction may be applied.

### **Sanction for Cause**

A sanction for cause is a coercive measure taken by the college as a means of impressing on an employee the need to change.

Conduct that warrants a sanction for cause includes, but may not be limited to, failure to follow through on assigned duties, habitual inability to meet projected deadlines, consistent neglect of routine tasks, unacceptable personal behavior and unacceptable performance.

The types of sanctions that may be imposed include, but may not be limited to, being placed on probation, being suspended for a stated period of time, being suspended with partial or total discontinuance of salary and/or benefits, and withdrawal of specific privileges.

No sanction for cause may last longer than one calendar year.

## **Dismissal for Cause**

Dismissal for cause is an immediate severance action taken by the College of Saint Benedict. Cause for dismissal will be directly and substantially related to an employee's discharge of duties or assignments, or failure to respect the ideals, missions or goals of the college, and is determined in each instance upon serious grounds. After cause has been reviewed and approved by the Associate Director of Human Resources, it is the responsibility of the department manager to serve written notice of dismissal for cause. The employee may file a grievance, if he or she chooses to do so.

Examples of grounds for immediate dismissal for cause are:

- ◆ incompetence, or willful disobedience of a reasonable directive;
- ◆ continued neglect of duties in spite of oral and written warnings;
- ◆ serious personal or professional misconduct;
- ◆ willful destruction of property;
- ◆ intoxication on the job (from drugs, alcohol, or any other source);
- ◆ deliberate and serious violation of the rights and freedom of fellow employees or students;
- ◆ theft from the college or from an individual, or conviction of a crime directly related to his or her fitness to fulfill the job;
- ◆ falsification of credentials and experience;
- ◆ failure to follow the published standards of the college;
- ◆ failure to respect issues of confidentiality.

## Safety Violations

### *Policy*

It is the intent of the college to make working conditions as safe and healthy as possible (*Appendix D*). Individual responsibility for safety is extremely important. To emphasize individual responsibility, any violation of established safety procedures or practices will result in appropriate disciplinary action as listed below. The severity of the safety violation will be determined by the Safety Director.

Less serious safety violations (e.g., not wearing hearing protection in mandated areas):

First occurrence	Verbal warning
Second occurrence	Written warning in personnel file
Third occurrence	One day off without pay

Serious safety violations (e.g., putting employees or another employee in danger of a serious accident, such as engaging in horseplay):

First occurrence	Written warning in personnel files
Second occurrence	One day off without pay
Third occurrence	Three days off without pay
Fourth occurrence	Termination

Life threatening violations (e.g., ignoring safety policies, which could result in death, such as lock out-tag out):

Up to and including immediate dismissal.

## **Temporary Suspension with Pay**

Temporary suspension with pay may be imposed on an employee by the President or Administrative Officer, without previous citation or warning, when the President or Administrative Officer, in consultation with the Director of Human Resources and other appropriate executives or administrators, determines that there is a strong likelihood that the employee's continued presence at the college poses an immediate threat of harm to the College, to individual members of the corporate community, or to the employee himself or herself.

Such temporary suspension shall last until the threat of harm dissipates, sanction for cause, or dismissal for cause occurs.

## **TERMINATION OF EMPLOYMENT**

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At times, an administrative employee of the College of Saint Benedict may find it necessary to sever the employment relationship. This severance of employment, cessation of contract, may take many forms, all of which are generically called termination. To protect the interests of both parties, the categories of termination are defined and appropriate policies and procedures are established.

### **Settlement Before Severance**

Before an employee can receive final salary, it is required that there be an exit interview in the Human Resources Office and the Benefits Office, that all on-campus debts are settled, that all library materials are returned, all keys, identification cards, and other assigned property are turned in or accounted for.

### **Resignation**

1. Resignation is a unilateral action by which an administrative employee voluntarily severs his or her relationship with the College of Saint Benedict.
2. Resignation is ordinarily effective at the end of the appointment period.
3. Since extreme hardship may occur by untimely or hasty resignation, an administrative employee is asked to provide notice of intent to resign at the earliest possible time.
4. An executive is expected to give six months notice of the intent to resign; all other administrators, one month.
5. If insufficient notice of resignation is given, the administrative employee may lose all rights to accumulated vacation hours.
6. An employee who resigns is deemed to have terminated his or her employment relationship with the college in good standing.

## Retirement

1. Retirement is a unilateral action by which an administrative employee severs his or her employment relationship with the college.
2. Retirement is usually effective at the end of the contract period.
3. In pre-retirement conferences with the immediate supervisor or the Human Resources Office, the employee indicates his or her retirement intentions. One year notice is the norm. Any continuing benefits will be discussed with the retiring employee by the Benefits Office during the pre-retirement conference.
4. An employee who retires is deemed to have terminated his or her employment relationship with the college in good standing.

## Layoff and Recall

A layoff differs from other termination by the fact that the employee is subject to recall. It is a unilateral action taken by the College of Saint Benedict when a crisis situation demands that the work force be reduced. The crisis may result from the discontinuance of a department, program, or enterprise; from a decreased volume of activity in a department, program, or enterprise; from an financial emergency (*Appendix F*) or from other organizational modifications that are authorized by the Board or the President.

**Note: In accord with the preferential hiring of monastics, Sisters are subject to layoff only if there are no positions available for which they are qualified.**

## Pre-Layoff Options

Prior to a layoff the following voluntary options are explored by the Human Resources Office:

1. reduction of the workload and salary of the members of the department in which a layoff is contemplated;
2. early or phased retirement schedules; and
3. reassignment within the corporation of administrative employees to other administrative positions or to teaching positions for which they are qualified.

## Order of Layoffs

Except for those departments, programs, or service enterprises in which documented departmental or programmatic integrity is involved, layoffs shall occur first by seniority in the department and then, when departmental seniority is equal, by seniority within the Institution. Thus, the employee hired most recently will be the first subject to application of the layoff provisions and procedures.

If it becomes necessary or advisable to reduce or eliminate positions, the College of Saint Benedict will attempt to notify the administrator/administrative staff members six months in advance of the effective date. The Career Planning and Placement Department services are available to assist affected staff members.

### **Appeal of Layoffs**

The individual application of the layoff provisions and procedures are subject to appeal to the appropriate Vice President/President and Administrative Officer at any time prior to a layoff taking effect.

### **Recall/Rehiring of Laid-Off Administrative Employees**

The College of Saint Benedict binds itself to following the recall policy in filling former administrative positions for a period of six months.

Within the six month period, subject to the preferential hiring of members of monastic community, whenever a former administrative position is to be refilled, the laid-off employee who formerly occupied that position is the preferred candidate. He or she will be offered the position in writing and given one month to respond before the normal employment and search process begin.

1. Subject to documented departmental or programmatic integrity, if more than one administrative employee has been laid off from a given department, program, or auxiliary or service enterprise at the time of recall, the last administrative employee laid off will be the first one recalled.
2. To meet these provisions, laid off administrative employees are responsible for keeping the Human Resources Office informed of their current address. Notice of recall shall be presumed to have been received if it is sent by certified mail, postage prepaid, or to the address on file in the Human Resources Office.

### **Joint Operations (CSB & SJU)**

Layoffs in joint departments, programs, auxiliary or service enterprises will occur in consultation with the appropriate executives and governing bodies and will be based on seniority within the joint departments, programs, or enterprises.

## **Non-Renewal/Non-Reappointment**

The College of Saint Benedict may release an administrative employee after appropriate review and approval by the Chief Administrative Officer. In such cases, a written notice will be given no less than thirty calendar days in advance of the date of termination.

This action may be a result of a re-organization, a programmatic change, a lack of professional growth, disciplinary reasons or for poor performance.

Termination for prolonged mental and physical illness or a dismissal for cause is not a layoff.

In most cases, the non-renewal/non-reappointment will normally occur at the end of the employee appointment period; however, the College of Saint Benedict reserves the right to make the decision and notification at any time it deems appropriate.

The decision of non-renewal/non-reappointment must be approved by the Chief Administrative Officer prior to notification of the administrative employee and therefore may not be appealed.

## **Severance Policy**

If the non-renewal/non-reappointment occurs before the end of the employee appointment period, one month of salary (20 days) will be paid to the administrative employee.

An administrative employee released from his/her appointment will receive one week of pay for every year of service.

In the case of professional misconduct, the thirty day notice and severance policy may be waived.

## **GRIEVANCE PROCEDURE**

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The Grievance Procedure established by the College of Saint Benedict is followed for an administrative employee who has a complaint or cause of uneasiness in the course of employment, and who wishes to resolve the conflicting elements.

A grievance or appeals process should be initiated only after all other approaches to resolving a disagreement involving an administrative staff member have been tried. These approaches should include reconsideration of the process used by the parties involved, efforts at reconciliation, exploration of compromises and any other process that will make a formal grievance or appeal unnecessary.

If the establishment of a grievance or appeals process is necessary, the party seeking change shall present, in writing, a brief summary of the disagreement to the Human Resources Director or designee. Along with the summary, he or she should also submit one name of an administrative staff member who should be acceptable for service on the Ad Hoc Grievance and Appeals Committee. The Director of Human Resources or designee will then inform the Executive-in-Charge's representative to the Administrative Steering Committee of the matter. The Executive-in-Charge's representative will provide the Director of Human Resources or designee with one name of an administrative staff member whom he or she would find acceptable of the Ad Hoc Committee. The two approved individuals to the Ad Hoc Grievance and Appeals Committee will select a third person to serve on the Committee.

The process of consideration should first determine that all reasonable efforts have been made to resolve the disagreement in a direct fashion. The committee shall take care that both sides of the issue are explored as objectively as possible and as thoroughly as seems appropriate. This process of consideration should be concluded within ten working days of its initiation.

The final recommendation of the committee is submitted in writing to the Executive-in-Charge. After the Executive-in-Charge reviews the final report and makes the decision, he or she will communicate the final decision to the party seeking change and to the Ad Hoc Grievance and Appeals Committee within ten working days of the receipt of the committee recommendation. The Executive-in-Charge will communicate the rationale used in making the final decision. The Grievance Procedure established by the College of Saint Benedict is followed for an administrative employee who has a complaint or cause of uneasiness in the course of employment, and who wishes to resolve the conflicting elements.

## OFFICIAL CLOSING

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### **Closure of the Total College - No Official Announcement**

#### *Policy*

There are several reasons why the College of Saint Benedict never makes an official announcement of closing: the varying circumstances that affect each employee and the different locations in which each lives; the students who live on campus and require continuing services; and the on-going relationship with the Benedictine Community with whom the College of Saint Benedict shares many services. Since it is important for the College of Saint Benedict to continue as near normal operation as possible, employees are asked to exercise individual discretion as to when to come to work or when to leave work because of threatening weather. Because of the need to continue essential services, employees should check with their supervisor for department specific policies. Time lost because of weather conditions may be charged as vacation or sick leave.

Should circumstances require a total shutdown, an official announcement of closure would be issued by the President's Office.

When a severe storm occurs or is imminent after employees have arrived at the College of Saint Benedict and after their work day has begun, unless there is an official announcement of closure from the President's Office, an employee desiring to leave before quitting time should do so in consultation with his/her department supervisor.

## **Cancellation of Classes**

### ***Procedure***

Generally speaking, on storm days, the continuation of regularly scheduled classes is dependent on the ability to transport students. For the College, it involves transportation between the College of Saint Benedict and Saint John's University. An announcement to cancel classes is made by the Dean's Office. Such an announcement is made for students.

When a severe storm is in progress in the early morning hours, announcements concerning cancellation of college classes will be broadcast as follows:

### **Radio Stations**

KASM	1150	AM	Albany
KCFB	91.5	FM	St. Cloud
KCLD	104.7	FM	St. Cloud
KCML	99.9	FM	St. Cloud
KJNB	SJU	FM	SJU (student radio)
KKSR	96.7	FM	Waite Park
KMXK	94.9	FM	St. Cloud
KNSI	1450	AM	St. Cloud
KZPK	98.9	FM	St. Cloud
KLZZ	103.7	FM	St. Cloud
WBHR	660	AM	Sauk Rapids
WCCO	830	AM	Minneapolis
WHMH	101.7	FM	Sauk Rapids
WJON	1240	AM	St. Cloud
WVAL	800	AM	Sauk Rapids
WWJO	98.1	FM	St. Cloud

### **Television Stations**

KARE-TV	Channel 11
KMSP	Channel 9
KSTP-TV	Channel 5
WCCO-TV	Channel 4

## **OTHER EMPLOYMENT INFORMATION**

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### **Dress**

Propriety and modesty in attire and grooming reflect the good judgment that is expected of each employee. If in doubt about the acceptability of a certain style, consult fellow employees or your supervisor.

### **Human Resources Office Function**

The Vice President of Finance and Administration, appointed by the President, is ultimately charged with the personnel functions of the College of Saint Benedict. The Vice President of Finance and Administration, in turn, delegates to the Human Resources Office the authority to act as agent for all employment or personnel related matters including:

- ◆ the hiring process and conducting of exit interviews;
- ◆ managing the wage and salary function in keeping with established policies;
- ◆ development of policy for presentation to decision-makers, implementation of official policies and explanation of personnel policies;
- ◆ overseeing the information and data aspects of personnel;
- ◆ communicating with department managers and employees;
- ◆ overseeing job evaluations and performance appraisals;
- ◆ promoting good relations between management and employees;
- ◆ authorizing a person who has been on sick leave to return to work status; and
- ◆ other Federal or State mandated employment laws.

The permanent, official personnel file of an employee is maintained by the Human Resources Office. Basic data to be found include:

- ◆ Letters of application/application forms
- ◆ Hiring documents
- ◆ Personal information (race, sex, dates of birth, marital status, etc.)
- ◆ Performance Appraisals
- ◆ Other

Information from these records, excluding hiring documents, is available to the employee, and on a need-to-know basis to the Chief Financial and Administrative Officer, the executive-in-charge, and the Human Resources Office. For a valid reason, the employee may authorize, in writing, access to his or her file by a person not indicated in this paragraph. An employee may obtain copies of materials in his or her personnel file.

The College of Saint Benedict is obliged to permit access to and copying from personnel files pursuant to lawful requests and identification of federal or state agencies relevant to investigations, hearings, or other proceedings pending before such agencies or the courts.

## Keys

### *Policy*

1. Request for keys must be processed on a Key Request Agreement form. Forms are available through the Physical Plant Office.
2. Key Request Agreements must contain the intendant's signature, the departmental head/chair or Academic Dean's signature and the Director of Physical Plant's signature before a key request will be processed.
3. Processing of key request will be completed within one full working day after all signatures have been obtained and delivered to the Physical Plant Office. The key will be delivered to the Physical Plant Office, at which time you will be notified of its availability.
4. Keys are the property of the College of Saint Benedict. Acceptance of a key mandates that you do not cause, allow, or contribute to the making of unauthorized copies of keys.
5. Keys are nontransferable. Keys are to be surrendered to the Physical Plant Office when you no longer have need for the key or at the end of your employment with the College of Saint Benedict.
6. Keys are issued to employees of the College of Saint Benedict and Saint John's University/ Order of Saint Benedict joint employees only. Students, temporary employees, student workers, family members, etc. are not authorized to receive a key. If access to a secured area by an unauthorized person is necessary, Security must be notified.
7. Loss of keys is to be reported to Security immediately. Security is responsible for reporting the loss to the Physical Plant (ext. 5982) and the Department manager/Chair or Academic Dean within one working day.
8. Acceptance of a key acknowledges the recipient's responsibility for all property and/or records secured by the lock(s) operated by the key.
9. Violation of the key agreement renders personal responsibility for the expense of a relock for the affected areas. A repeat offense may result in further disciplinary action being taken against intendant.

Note: Financial responsibility will vary according to number of affected areas.

Core Replacement: \$25/Core

Master Key/Core Replacement: \$1,000 and up

Sub-Master Key/Core Replacement: \$500 and up

10. Disregard for these policies and procedures will result in disciplinary action.

## **Employee Identification Cards**

### ***Policy***

Identification cards are issued at no cost to employees at the time of hire. Your identification card may be used for purchases at the College of Saint Benedict and Saint John's University Bookstores and Dining Services; and for use of campus facilities, library services and admission to campus events. Employees will be charged replacement costs for lost or damaged ID cards.

### ***Retirees***

Upon retirement, an administrative staff member will have available a College identification card which provides access to recreational and athletic facilities, the library, bookstore, campus parking, and campus cultural, athletic, and education events. Retired administrative staff members will be subject to the same policies, restrictions, and fees applicable to current full-time administrative staff.

### ***Procedure***

An authorization form is issued by the Human Resources Office and presented to the Security Office at the College of Saint Benedict, who will prepare your identification card. In the event your card is lost or misplaced, contact the Security Office.

## **Reimbursement of Business Expenses**

### **Travel Expenses**

A travel policy including guidelines and a travel expense forms are available in the Accounts Payable Office. This form must be completed and submitted along with original receipts to the Accounts Payable Office within ten days of returning from the trip.

### **Other Expenses**

If expenses exceed \$50, a check request form must be completed with original receipts and submitted to the Accounts Payable Office. A reimbursement check will be issued within five (5) working days.

If expenses are less than \$50, a budget card should be completed and signed by the person responsible for the account being charged. The budget card, along with original receipts, must be submitted to the Accounts Payable Office. After authorization from the Accounts Payable Office, the employee can turn it into the Student Accounts Office for immediate reimbursement.

## **Telephone Usage**

Telecommunications at the College of Saint Benedict handles any problems or questions with the phone system; extension 5566.

The Information Center at the Order of Saint Benedict handles any problems or questions with the telephone system; extension 3482.

## **Use of Personal Vehicle for Business**

Employee's personal auto insurance is primary (employee's insurance is first and the College's insurance is second, if necessary) when using their own personal vehicle for business related purposes.

## **Training and Development**

### ***Policy***

The College of Saint Benedict has an active concern for the professional development of its administrative staff. The Benedictine philosophy takes holistic view of the individual including: spiritual, physical, social and intellectual well-being.

An administrative employee is encouraged to continue his or her personal professional growth as stated in the responsibilities section.

Depending on the need and financial ability of the college, the college will pay;

- ◆ Travel expenses
- ◆ Reasonable room and board costs
- ◆ Fees

An employee development program is available to administrative employees. Information is available from the Chief Financial and Administrative Officer.

# PROFESSIONAL DEVELOPMENT OPPORTUNITIES

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## Individual Professional Development

### Definition

An employee's participation in professional development activities is generally encouraged and supported by the employee's department from normal departmental operating funds. Such activities include (but are not limited to) workshops, conferences, and consultations that are likely to improve the employee's professional skills.

When the department either has no funding or has an extraordinary number of employees applying for this type of development or the activity is of longer duration or intensity than normally funded by the department, an employee may apply to the CSB Professional Development Fund (*Appendix B*). Support from these sources should not be used to relieve departments of their responsibility to provide for the professional development of their members. It is intended to supplement available resources so as to provide increased opportunities for more administrative employees.

### Provisions

All requests for individual Professional Development will be submitted to the CSB Professional Development Fund (*Appendix B*) according to the dates established by the committees. The committee will review the requests and decide on awards. Requests should be submitted to the President in rank order. The President reserves the right to reject any applications.

Requests should be submitted with the following guidelines in mind:

- ◆ Activities that are necessary for the performance of the employee's job must be funded elsewhere.
- ◆ Regular activity (i.e. annual attendance at a professional conference) generally will not be funded. These events should be funded as part of a department's regular budgetary activities.
- ◆ Priority will be given to those activities for which other funding is not available.
- ◆ Priority will be given to those applicants who have not been funded in the past.
- ◆ Additional information can be requested from applicants to fully understand the nature of their activity and/or funding needs.

**Part-Time Graduate Study (with full-time work schedule)**

The College of Saint Benedict gives consideration for reimbursement of completed graduate school course work that adds an administrative service or develops an employee's expertise.

Reimbursement to the employee is one half of tuition/fees/books for a complete graduate school course up to seven hundred and no/100 (\$700.00) dollars per course per term.

*General  
Information*

## GENERAL INFORMATION

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Solicitations.....	General Info - 1
Confidential Information.....	General Info - 1
Media Guidelines.....	General Info - 1
Internet Use.....	General Info - 1
Terms and Conditions for the Use of Information Technology Resources.....	General Info - 1
E-Mail Policy.....	General Info - 2
Web Policy.....	General Info - 2
Personal Web Site Policy.....	General Info - 2
Data Storage Policy.....	General Info - 2
Cellular Phones .....	General Info - 3
Conflicts of Interest.....	General Info - 3
Fraud Policy.....	General Info - 3
Outside Employment and Extra Compensation.....	General Info - 3
Grant Guidelines.....	General Info - 4
Lost and Found.....	General Info - 4
Maintenance of Facilities.....	General Info - 4
Smoking Policy.....	General Info - 5
Alcohol Policy.....	General Info - 5
Children On Campus.....	General Info - 5
Pets and Domesticated Animals On Campus.....	General Info - 5
Workplace Violence Prevention Policy.....	General Info - 6
Photographic and Video Equipment.....	General Info - 6
Employee and Student Recognition/Celebration Guidelines.....	General Info - 7
Employees.....	General Info - 7
Student Workers.....	General Info - 7
Completion of Special Projects.....	General Info - 7
Gifts to Employees and Student Employees.....	General Info - 7
Saint John's Preparatory School Tuition Assistance.....	General Info - 8
Eligibility.....	General Info - 8
Definitions.....	General Info - 8
Tuition Assistance .....	General Info - 8
Eligibility.....	General Info - 8
Dollar Value of Tuition Assistance.....	General Info - 8

# GENERAL INFORMATION

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## **Solicitations**

Neither individuals nor agencies are allowed to solicit or conduct business among employees during working hours (*Appendix G*).

## **Confidential Information**

In general, the business of the College of Saint Benedict and what happens here is private information. In many cases the information that employees process and come upon is of a confidential nature. A breach of confidentiality is a serious offense and subject to disciplinary action.

Requests for information from news media sources should be referred to Media Relations which publicly disseminates official information about the College of Saint Benedict.

## **Media Guidelines**

Public understanding of the College of Saint Benedict's programs, plans and policies can be supported through good relations with the news media. The best means of developing such relations is by providing honest and helpful information to the media in an atmosphere of mutual respect and candor. Prompt open handling of media queries helps create goodwill, encourages reporters to seek information from official sources and increases the likelihood of accurate and balanced news stories (*Appendix H*).

## **Internet Use**

Access to the Internet has been provided to employees for the benefit of the Corporation. Employees accessing the Internet are representing the Corporation. All communications should be for professional business related reasons.

## **Terms and Conditions for the Use of Information Technology Resources**

In accordance with their mission to provide a liberal arts education, to foster the free exchange of ideas, and to provide effective support for its teaching, learning and research, it is the policy of the College of Saint Benedict and Saint John's University to permit broad access to information technology resources for students, faculty, and staff to use in fulfilling the institutional mission, and for appropriate college/university-related activities. Included in this policy is the intention to share information technology resources with other members of the broader community that have been granted access to the CSB/SJU network. (*Appendix Y*)

The Corporation has established this policy regarding access and disclosure of e-mail messages created, sent or received by employees using the e-mail system.

1. The e-mail system is maintained by the Corporation to assist employees in carrying out their responsibilities.
2. The e-mail system is the property of the Corporation, therefore all messages composed, sent or received on the system remain the property of the Corporation.
3. All e-mail communications may be disclosed to third parties as required by law without the prior consent of the sender or receiver.
4. Messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, age, sexual orientation, or disability are prohibited.
5. Violations of this policy may result in disciplinary action up to and including termination.

In the ongoing effort to improve and enhance the channels of communications on the CSB/SJU campuses, Information Technology Services (ITS), in coordination with the Communication and Marketing Services offices (CMS) have developed and made available, a new message posting system called Connections Bulletin Board. (*Appendix Y*)

## **Web Policy**

Official Web pages that represent a college, department, group, or program of the College/University are expected to follow the same professional and graphic standards that apply to official publications in any other medium. Graphics, templates, and other web page tools and information are available on the CSB/SJU Web Tools web site. (*Appendix Y*)

## **Personal Web Site Policy**

The College of Saint Benedict/Saint John's University recognizes the value and potential of publishing on the Internet. In an effort to enhance personal web skills, build community, and foster creativity, limited resources have been allocated for this purpose. (*Appendix Y*)

## **Data Storage Policy**

Network drive space is an institutional resource provided for the purpose of storing work-related documents and files. Employees have a responsibility for managing this space, which includes deleting non-essential or obsolete files to keep space utilization at a minimum. The institutions' responsibility for managing network drive space includes setting quotas for individuals and departments. Individuals and departments may request a quota increase. At this time the drive space will be reviewed for compliance with the data storage policy. Additional space will be allocated if the department requires the space and resources are available for reallocation. (*Appendix Y*)

## **Cellular Phones**

The College of Saint Benedict recognizes that a cellular phone may aid an employee's job performance and aid the efficiencies of a department by providing immediate accessibility and improving customer service. A department head/chair is responsible for determining when an employee needs to conduct CSB business using a cellular phone in order to fulfill his/her position responsibilities.

The College of Saint Benedict encourages the safe use of cellular phones while driving. Employees using either hand held or hands free phones should attempt to do so while the vehicle is stopped or parked. If conversations occur while driving conditions are poor, it is recommended that you pull off the road and park in a proper parking area to conclude your call. (*Appendix X*)

## **Conflicts of Interest**

The relationship of the Administrators and Professional Staff with the College of Saint Benedict carries with it the requirement of loyalty and fidelity to the Corporation. It is the responsibility of each employee to oversee the affairs of the Corporation honestly and economically, exercising his or her own best care, skill, and independent, and unbiased judgment. Administrators and Professional Staff employees commit themselves to serving the University as a whole, rather than representing the interests of any particular constituency. All decisions of the Administrators and Professional Staff are to be made solely on the basis of a desire to promote the best interests of the Corporation. The integrity of the Corporation must be protected and advanced at all times. It is the responsibility of each Administrator and Professional Staff employee to ensure that the Corporation is made aware of situations that involve personal, familial, business or professional interests that could be problematic. (*Appendix T*)

## **Fraud Policy**

Employees of the Corporation must not engage in any illegal activity and must not, in the performance of their duties, commit any act of fraud, whether or not adverse to the interest of the Corporation. Any act of fraud ascertained upon internal investigation, or pursuant to a criminal conviction, or through written acknowledgement by the employee concerned, shall result in disciplinary action up to and including termination of employment. (*Appendix U*)

## **Outside Employment and Extra Compensation**

A person who accepts full-time employment within the Corporation assumes a primary professional obligation to the unit in which he/she is employed. Any other employment or enterprise in which an employee engages for income must be understood to be definitely secondary to his/her corporate work. After consultation with those reviewing requests for outside employment and extra compensation, the employee must be willing to accept the judgment of the vice president or appropriate supervisor as to whether he/she may engage in such employment and retain full-time employment with the Corporation. (*Appendix V*)

- 1) Participation in and compensation for grant responsibilities requires the approval of the administrator, Vice President and grant administrators.
- 2) Administrative staff involved in grant guidelines outside of their regularly assigned duties may receive a stipend if these responsibilities are outside of their administrative duties and require additional hours of work.
- 3) Administrative staff employed less than full time may be paid a stipend if the grant responsibilities are outside of their regularly scheduled hours and responsibilities.
- 4) Administrative staff contracted for less than twelve months may be paid a stipend for grant responsibilities that occur during their non-contracted time.
- 5) Administrative staff involved in grant responsibilities as part of their assigned duties will not receive additional compensation. However, their department may receive an equivalent payment as budget relief.

## **Lost and Found**

The procedures and protocol for valuable items found such as credit cards, wallets, purses, keys, expensive jewelry, and brief cases are as follows:

1. When items are discovered the Security Department should be called, and the item/s reported.
2. Keep the item/s in a safe secure location until Security is able to retrieve them.
3. Security then will fill out an incident report that will include: item found, condition or contents of the item/s, who found it, when and specifically where it was found.
4. Security will then contact those individuals, if identifiable, in a very timely fashion to arrange retrieval by the owner.
5. If ownership of the item/s found is not easily identifiable, Security will store the item/s in a safe/secure place within the Security Department, and all inquiries should be forwarded to the Security Department.

Other items, such as clothing, papers, books, etc. should be reported to the building's information desk or department secretary. Items found in the Main Building should be forwarded to the Facilities Maintenance Department. Lost and found articles are to be turned in or reported to the Information Desk in the Great Hall on the Saint John's campus.

## **Maintenance of Facilities**

Each employee is asked to assist in the maintenance of all of the College of Saint Benedict's equipment, buildings, and grounds. Please immediately report any breakdowns, failures, or dangerous situations to the Security Department, the Custodial Department or the Physical Plant Office. If an employee notices a lesser problem, please mention it to the building custodian or to some other appropriate person. Prompt reporting can prevent waste, promote the efficient use of energy, and, in some instances, protect lives. Any safety-related concerns should be directed to the Safety Director, a member of the Safety Committee, or the Human Resources Office.

## **Smoking Policy**

Given the documented research confirming the health problems caused by smoking and the use of other tobacco products, the College of Saint Benedict prohibits smoking and the use of tobacco products in all campus buildings. This policy also prohibits the use of tobacco in college vehicles, except for those permanently assigned to an individual. Smoking outside of campus buildings must take place at least 25 feet from any entrance and/or exit and should reflect discretion near public/visitor entrances. As a courtesy to our visitors, smoking is not permitted outside the entrance to the Main Building.

For Residential Policies, please refer to *Every Woman's Guide*.

## **Alcohol Policy**

The College of Saint Benedict does not allow the consumption of alcoholic beverages on the College of Saint Benedict's property unless it is a College sponsored event. Events where alcohol will be served need to be coordinated through the College of Saint Benedict Food Service Department. However, employees of legal age may consume alcohol within private residential areas where at least one assigned resident is of legal age. Employees are also prohibited by law and campus policy to provide alcohol to employees and/or students under the legal drinking age. If an employee is found to have violated this policy, it will result in disciplinary action which may include a written warning, suspension, termination, or any combination thereof. (*Appendix I*)

## **Children On Campus**

No facility or office on campus is to be used for child care or unsupervised recreation for an employee's child, except for endorsed and supervisor approved events.

## **Pets and Domesticated Animals On Campus**

To maintain an environment that shows respect and courtesy for co-workers, and reduces the potential of health risk and facility damage, the College of Saint Benedict does not allow leashed or unleashed pets or domesticated animals on campus.

Exceptions include dogs that assist visually and/or hearing impaired persons and other exceptions granted in writing by the College.

## **Workplace Violence Prevention Policy**

The College of Saint Benedict strictly prohibits the possession or concealment of firearms by its employees on the College's premises and elsewhere while the employee is acting within the course and scope of employment.

Any employee who possesses or conceals a firearm, whether licensed or not, on the College's premises will be asked to leave immediately and will be subject to disciplinary action up to and including termination.

Exceptions include authorized Security employees and other exceptions granted by the College.

Any employee aware of a violation of this policy is asked to report it immediately to Security or the Human Resources office.

## **Photographic and Video Equipment Policy**

With the advent of compact digital cameras, cell phones that have the capacity to take and transmit pictures and other types of photographic and video equipment, concerns have arisen regarding the proper use of such devices on our institutions' premises. Absent those circumstances specifically prohibited or otherwise limited by this Policy, we expect that those seeking to capture the image of another at any location on our institutions' premises or at institution sponsored events apply the standards of common courtesy and respect and refrain from capturing the image of another by electronic or other means except with that individual's knowledge and assent. (*Appendix Z*)

## **Employee and Student Recognition/Celebration Guidelines**

### ***Employees***

The College of Saint Benedict recognizes there are numerous reasons to celebrate throughout the year. These types of celebrations (if college funded) should be modest in cost (no more than \$25). Departmental funds should not be used to pay for dinners at restaurants or other catered gatherings, expensive gifts, etc.

In the event that an employee leaves the college, going-away celebrations (if college funded) should also be modest in cost. The colleges will only fund a casual cake and coffee/punch gathering unless attendees contribute toward the cost of other food such as hors d'oeuvres, meal, etc. The College of Saint Benedict will not pay for gifts to terminating employees unless the employee is retiring. Retirement gifts will be funded by the colleges based on years of service and should be coordinated through the Human Resources Offices.

### ***Student Workers***

Celebrations honoring student workers will follow the same guidelines as for employees except the colleges may fund modest gifts (maximum of \$15) for graduating student workers.

### ***Completion of Special Projects***

Department managers may elect to fund modest celebrations for the completion of special projects of lengthy duration. An example would be a project, such as the NCA reaccreditation, that involves a large number of employees for an extended period of time. Costs, however, should not be extravagant.

### ***Gifts to Employees/Student Employees***

Gifts provided to an employee (including student employees) purchased with institutional funds may be subject to payroll withholding taxes.

All gifts provided in an effort to recognize a high level of performance or extraordinary service are considered taxable wages. The value of such gifts (if purchased with institutional funds) must be communicated to the appropriate payroll department. Please document this method of payment on an Employee Stipend Form indicating the value of the gift on the "Gift/Gift Certificate Awarded" line. For main payroll employees, signatures of Department Head and Vice President are required. For student payroll employees, only the Department Head signature is required. Once completed, these forms should be remitted to the appropriate payroll departments. Gifts of de minimus value (less than \$25) awarded for special occasions that are not a reward for merit or service can be excluded from withholding tax. Please note, cash and gift certificates are never excludable regardless of the value. Special tax rules apply to gifts presented for years of service and retirement. Please contact OSB or CSB Business Offices for the necessary tax reporting or questions regarding the policy.

## **Saint John's Preparatory School Tuition Assistance**

Employees covered by this handbook may receive a grant from the College of Saint Benedict.

Any decisions related to its continuance or changes in the current administration of it will be reviewed annually.

### **Eligibility**

#### ***Qualified Son or Daughter***

Under this policy, the term **qualified** refers to a son or daughter, who at each time of requesting implementation of the grant in the form of a tuition payment, concurrently meets all of the following criteria:

1. is a natural child of the eligible employee, a child who was legally adopted prior to age eight, or a stepchild who was designated by name at the time of initial employment;
2. is less than nineteen years old at the beginning of the academic year; and
3. is a declared dependent of the employee for Internal Revenue Service purposes;

**Note:** The student must meet the academic standards set by Saint John's Preparatory School and must maintain satisfactory academic progress, as determined by that institution.

#### ***Employee Eligibility***

The Tuition Assistance Grant is accorded to the following schedule of employee eligibility:

- 1) Payment of tuition for sons or daughters shall be available after the employee has been employed full-time for twelve months.
- 2) At the time an employee enters employment with the Order of Saint Benedict, the status of each child is clarified and written into the employment record by the Human Resources Office. At the time it is also made clear that further natural children of the employee and children who are legally adopted prior to age eight subsequently will also be written into the record.

### **Dollar Value of Tuition Assistance**

The dollar value of the tuition assistance will be determined annually and will apply only to payments made to Saint John's Preparatory School.

# *Appendices*

## APPENDICES - CSB ADMINISTRATIVE

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- Appendix A Administrative Staff Market Based Compensation Plan - *(April 7, 1994)*
- Appendix B Professional Development – *July 1, 2005*
- Appendix C Performance Appraisal - *(April 1, 2004)*
- Appendix D Safety Policy - *(July 1, 2000)*
- Appendix E Personal Web Page Policy - *(June 15, 1999)*
- Appendix F Financial Emergency - *(April 22, 1997)*
- Appendix G Solicitation Policy - *(March 12, 1985)*
- Appendix H Media Guidelines - *(July 1, 1999)*
- Appendix I Alcohol Policy - *(July 1, 1999)*
- Appendix J Political Affairs Policy - *(February 6, 2008)*
- Appendix K Risk Management Policy - *(November 23, 1993)*
- Appendix L Copyrighted Materials - *(September 9, 1992)*
- Appendix M Human Rights Policy ([www.csbsju.edu/humanrights](http://www.csbsju.edu/humanrights)) - *(July 1, 2006)*
- Appendix N Equal Employment Opportunity Policy Statement - *(July 2006)*
- Appendix O Affirmative Action Information - *(July 2006)*
- Appendix P General Policies for Emergencies - *(July 1, 2005)*
- Appendix Q Federal Regulation, Title 49, Part 391, Subpart H & Part 40  
Drug Testing Policy - *(January 1, 1996)*
- Appendix R Sexual Assault Policy ([www.csbsju.edu/humanrights](http://www.csbsju.edu/humanrights)) - *(January 14, 1997)*
- Appendix S Grievance Procedure - *(July 1, 2005)*
- Appendix T Conflicts of Interest – *(July 1, 2005)*
- Appendix U Fraud Policy – *(July 1, 2005)*
- Appendix V Outside Employment/Grant Guidelines – *(July 1, 2005)*

*Appendix W* Guidelines for Employing Monks – (*July 1, 2005*)

*Appendix X* Cellular Phone Policy – (*July 1, 2005*)

*Appendix Y* Terms & Conditions for the Use of Information Technology Resources – (*July 1, 2005*)

*Appendix Z* Use of Photographic & Video Equipment – (*July 1, 2005*)

## *Appendix A*

### **ORDER OF SAINT BENEDICT      COLLEGE OF SAINT BENEDICT**

#### **ADMINISTRATIVE STAFF MARKET BASED COMPENSATION PLAN**

##### **SECTION I: HISTORY**

The College of Saint Benedict and the Order of Saint Benedict, like many employers, are facing the issues of determining a fair compensation for services rendered, cultivating and maintaining a qualified workforce to educate our changing student body and working more efficiently with our economic resources to provide an excellent experience for our students. Administrative staff brings its own unique talents which contribute to meeting our missions.

The Human Resources Officer of the College of Saint Benedict and the Order of Saint Benedict were given a directive by the two Presidents to develop a model for a market-based compensation system for administrative staffs.

The Boards of CSB/SJU outlined this charge in the following documents:

2. Order of Saint Benedict Budget Guidelines and Strategies for Fiscal Year 1994, Page I13B, Item 2:

"Lay the groundwork for planning increases in administrative and support staff compensation by establishing the criteria for defining markets, as well as relevant comparison groups. The President ought to work with both employee groups to recommend these criteria and comparison groups to the Board for its approval at the Fall 1993 meeting."

2. The Governance of the Coordinate Relationship between the College of Saint Benedict and Saint John's University, Page 16, items f and g:
  - a. the creation of unified processes for employee participation in the establishment of proposed increases in salary and compensation for board approval by May, 1994;
  - b. the development of a unified structure for employee salary and compensation and priorities for its implementation for board approval by May, 1995;

##### **SECTION II. PHILOSOPHY STATEMENT**

The College of Saint Benedict and the Order of Saint Benedict recognize the contributions that members of the Administrative Staff make toward the fulfillment of our missions. The individuals who hold these positions are called upon to be hard working, insightful and forward thinking. Because of that role, the colleges and university will strive to provide compensation based on the market.

##### **SECTION III. DEFINITIONS**

## MARKET:

Market is defined as comparable schools surveyed by:

1. College and University Association Administrative Staff Salary.
2. CSB/SJU Human Resources Department using comparable enrollment, tuition and fees, same geographic region and operating budgets between \$24-25 million as approved by the CSB/SJU Boards.

## MARKET COMPARISON:

Compares CSB/OSB current administrative staff salaries with the current annual salary study of CUPA and comparative institutions.

## MARKET RANGE

Market range is defined as an agreed upon percentage of difference (above and below market average) for a given position and serves as a benchmark for that position.

## SUPERVISOR/VICE PRESIDENT ROLE

The supervisor and vice president responsible for an administrative staff position will work within the parameters of the market based compensation policy.

## **SECTION IV. PLAN DESIGN**

The primary source of market data for administrative positions at SJU and CSB will be provided from the most current annual salary study conducted by the College and University Personnel Association. Other sources may be accessed on a limited basis for positions that have no data available in the above named sources.

Step 1: Identification of appropriate tables within the CUPA study.

As survey information is reported by position title, a preliminary match of titles to CSB/SJU positions will be conducted by the Human Resources Offices. The Human Resources Offices will work with the appropriate Vice President to verify the match.

The model will include an annual institutionally agreed upon percentage deviation both above and below the median salary listed on each table. Those salaries falling within that range are considered to be within the market. Those positions falling outside of the range will be addressed in steps 2-4.

Step 2:

The Human Resources Offices will review the data jointly with the Vice President of Finance and Administration, CSB, and the Vice President of Finance and Administration, SJU. The positions that are above and below market will be identified and reviewed to determine if there are aspects of the position which make it unique and different from those with the same title from the survey sources.

BELOW MARKET POSITIONS

If the position is determined to be below market, the Human Resources Offices at the respective institution will work with the appropriate Vice President to determine why and take corrective action.

ABOVE MARKET POSITIONS

If the position is determined to be above market and has unique characteristics or additional duties and responsibilities which differentiates it from the survey group, the appropriate Vice President and Human Resources Offices will recommend an appropriate salary. If it determined that the position does not have unique characteristics which justify a salary increase, then go to step 3.

ALTERNATIVE MARKET SOURCE POSITIONS

If a CSB/SJU position cannot be matched to a position in market survey data, the Human Resources Offices at the respective institution will work with the appropriate Vice President to find an alternative survey source based on the same criteria as outlined in the plan design.

Step 3:

For those positions identified above market in Step 2, the Human Resources Offices will conduct a salary survey on all positions identified as being above market with the following colleges:

Gustavus	Saint Olaf	Hamline
Saint Norbert	Luther	Concordia College (Moorhead)

These institutions were chosen because of their similarity with CSB/SJU in the areas of enrollment, tuition, budget, private, upper Midwest and size of endowment.

If, after this step, the position is still determined to be above market, the employee will be informed that he/she is above market.

Step 4:

After being informed of salary position, the employee may appeal the decision to the Review Committee at Saint John's and the Grievance Committee at Saint Benedict's.

## SAINT JOHN'S

The employee contacts the Human Resources Director and requests that an appeal be initiated. The Human Resources Director will notify the Review Committee and supply them with the data collected on the position. The Committee will meet with the employee, the employee's supervisor and any others they deem necessary to provide them with the information needed. Based on the data collected, the Committee will provide a written recommendation to the employee, Human Resources Director, Executive-in-Charge, and the Chief Administrative Officer.

## SAINT BENEDICT'S

Please refer to the Administrative Staff Handbook, Section II, page 10, Grievance and Appeals Process. The Human Resources Offices will supply the committee with the salary data collected on the position.

## **SECTION V. RELATED ISSUES**

### SENIORITY

As part of the decision making process for market salary adjustments, the Human Resources Office and Vice Presidents will take into consideration the market information for years of service at baccalaureate institutions as listed in the College and University Personnel Association Administrative Staff Survey, as well as the data collected in step three of the plan.

### EDUCATION

Each position has minimum education and training requirements which must be met to hire into the position. Determination of salary for a position will follow the plan design listed above.

### SPECIALIZED TRAINING

It is the responsibility of each administrative staff member to keep abreast of trends and changes which may lead to specialized training. As other similar positions within the market would be acquiring the same specialized training, it would be reflected in the market comparison groups.

## **SECTION VI AMENDMENT TO THE PLAN**

Annually, the plan will be reviewed with the appropriate compensation committee and others deemed appropriate on the respective campus and modified as necessary.

March 10, 1994

## *Appendix B*

### **POLICY FOR PROFESSIONAL DEVELOPMENT GRANTS**

*Revised, October 2007*

The College of Saint Benedict has an active concern for the professional development of its administrative staff. The College intends to assist administrative staff members to keep abreast of developments and trends in her/his area of responsibility and to acquire new skills and knowledge that are directly applicable to one's area of responsibility or future responsibility. The College encourages administrative staff to seek out appropriate professional development opportunities and has set up an annual fund to help make this possible. Grants will be considered on a monthly basis by a committee made up of elected peers, one from each administrative area. Professional development grants will fund the following: Administrative Development, Paid Professional Leave, and Part-time Study (with full time work schedule).

#### **I. Administrative Development**

**AMOUNT:** *up to \$1200*

A. All full-time benefits eligible members of the administrative staff who are paid by CSB and have been employed by CSB for at least 6 months are encouraged to submit applications requesting support for Administrative Development activities, which are not covered by department funding. Such activities could include but would not be limited to participation in conferences, workshops, or consultations that are likely to improve ones professional skills.

B. Guidelines:

1. Support from this fund cannot be used to relieve departments of their responsibility to provide for the professional development of its members. It is intended to supplement available resources so as to provide increased opportunities for more staff members.
2. This fund is not intended to pay for *training* that is required in order to do one's work, such as training for software that is being used within the department.
3. This fund cannot be used to support regular attendance at professional meetings. These events should be funded as part of a department's regular budgetary activities.
4. Members of the administrative staff may receive **any number** of funded grants per fiscal year and a total maximum amount of **\$1200.00** funding per fiscal year.
5. Priority will be given to those applicants who have not been funded in the past.
6. Successful applications will demonstrate the opportunity to acquire new skills and knowledge that are directly applicable to one's area of responsibility, and which hold promise of enhancing one's job performance.

C. Application Process

1. All requests for Administrative Development funds will be submitted to the Professional Development Committee through an online application available at <https://www.csbsju.edu/finearts/facilities/apdcform.aspx> according to the dates established by the committee. Application must include copies of descriptive marketing materials describing the activity pasted into the appropriate form boxes.

2. A completed application will be forwarded to the supervisor listed on the form for their approval. The supervisor will discuss the application to the VP level executive in charge of the applicant's administrative area before being submitted to the committee.
3. The Professional Development Committee will review the requests (according to the guidelines listed above) and respond in writing within 2 weeks of the committee's review of application.
4. Additional information can be requested from applicants to fully understand the nature of their activity and/or funding needs.
5. The President reserves the right to reject any application.
6. Notification of grants may be made public to the campus community (via Connections, e-mail, etc.)
7. The Professional Development Committee will review the requests and respond electronically within two (2) weeks of the committee's quarterly review of applications.

## **II. Paid Professional Leave**

***AMOUNT:** compensation up to 90% salary for 4-month or, if leave is longer than 4-months, compensation equivalent to 4-months @ 90% distributed over leave (i.e. 8-months at 45% compensation)*

A. All full time benefits eligible members of the administrative staff who are paid by CSB and have been employed for 6 consecutive years are encouraged to submit applications requesting support for Paid Professional Leave that has previously been approved and granted by the supervisor and VP level executive in charge. Such grants will be made in order that the employee can work toward completion of a degree or program that adds an administrative service, which the administration has approved.

### **B. Guidelines:**

1. Applications should be submitted only after details about workload and/or replacement have been resolved at the highest level.
2. Employee will agree in writing to remain working for the College for at least one (1) year after returning to work, or will repay the funds used.
3. Other employment while on leave is restricted to work related to the completion of the program and may not, when added to the paid leave funds, exceed the applicant's regular salary.
4. Successful applications are contingent upon the anticipated balance of the Professional Development Fund.
5. Successful applications will demonstrate the need of the individual to take time out to complete a degree or program that adds an administrative service, which the administration has approved.

### **C. Application Process:**

1. All requests for Paid Professional Leave funds will be submitted through the on-line application available at <https://www.csbsju.edu/finearts/facilities/apdcform.aspx> to the Professional Development Committee three (3) months prior to the beginning of the leave.
2. The application will be initiated jointly by both the staff member and the supervisor. Submission of electronic application by the supervisor is an indication that all arrangements for

covering the workload of the applicant have been made and approved by the Vice President in charge of this area.

3. The application must include an outline of the plan, including the cost of the reimbursement, the benefits to the college and the applicant, the activities, and a time line.

4. Additional Paid Professional Leave will only be considered after another six (6) year period of employment.

5. The Professional Development Committee will review the requests (according to the criteria listed below) and respond electronically within 2 weeks of the committee's review of applications.

6. The staff member is honor bound not to accept any other employment, which might interfere with the proposed leave plan. However, employment compatible with the leave may be assumed if total compensation (college and outside source) does not exceed one hundred percent (100%) of the staff member's regular salary.

7. The staff member continues to participate fully in all benefit programs for which s/he is eligible; the college will continue its matching contributions. Arrangements regarding social security and income tax deductions are made through the Business Office in a manner satisfying the laws.

8. Additional information can be requested from applicants to fully understand the nature of their activity and/or funding needs. If appropriate, application should include descriptive marketing materials outlining classes, program, and institution.

9. The President reserves the right to reject any application.

10. All applicants will receive written notice from the committee regarding the final status of their application. If the request is approved, arrangements will be made with the payroll office through the assistant controller.

### **III Part Time Study (with full time work schedule)**

***AMOUNT:** one half of tuition/fees/books up to \$700 per term; maximum amount of funding per fiscal year is three (3) terms.*

A. All full time, benefits eligible members of the administrative staff who are paid by CSB and have been employed for at least two (2) years are encouraged to submit for consideration reimbursement for graduate school course work that adds an administrative service or develops an employee's expertise.

B. Guidelines:

1. Applications should be submitted at least 1 month prior to taking the course.

2. If approved, reimbursement will only be made after submission of an official transcript documenting completion of the course with at least a grade of "B" or better, and a receipt for fees paid. (An "official" transcript is one which is specially ordered from the Registrar of the school, and is a listing of completed course work and grades, and also with an official stamp or seal of some kind indicating that it is an "official" record.)

3. Employee will agree in writing to continue working for the College for at least one (1) year after completion of the course, or will repay the funds used.

4. Applicant agrees to take the course on his or her own time, and will continue working a full time schedule.

### C. Application Process:

1. All requests for Part-Time Study will be submitted through the on-line application available at <https://www.csbsju.edu/finearts/facilities/apdcform.aspx> to the Professional Development Committee one (1) month prior to the beginning of the course.
2. A completed application will be forwarded to the supervisor listed on the form for their approval. The supervisor will discuss the application with the VP level executive in charge of the applicant's administrative area before being submitted to the committee.
3. The Professional Development Committee will review the requests (according to the criteria listed below) and respond in writing within 2 weeks of the committee's review of application.
4. Additional information can be requested from applicants to fully understand the nature of their activity and/or funding needs. Application should include copies of descriptive marketing materials outlining class, program, and institution.
5. The President reserves the right to reject any application.
6. The Professional Development Committee will review the requests and respond electronically within two (2) weeks of the committee's quarterly review of applications.

### *Appendix C*

## **CSB/OSB Administrative/Support Staff Performance Appraisal and Goal Sheet**

[http://www.csbsju.edu/humanresources/forms/CSB-OSB%20Admin%20and%20Support%20Performance%20Appraisal%202005\\_2006.doc](http://www.csbsju.edu/humanresources/forms/CSB-OSB%20Admin%20and%20Support%20Performance%20Appraisal%202005_2006.doc)

*Appendix D*

**COLLEGE OF SAINT BENEDICT  
SAFETY POLICY**

The personal safety and health of each employee is of primary importance. We at the College of

Saint Benedict consider accident prevention to be a responsibility of every employee and supervisor. It not only requires cooperation between supervisors and their employees, but also between the employees themselves.

Our objective is a safety and health program that will reduce the number of job related accidents and injuries and provide for a safe workplace.

To accomplish this, our safety and health program will include:

1. Providing employees with all reasonable safeguards to ensure safe working conditions.
2. Conducting an ongoing program of safety and health inspections to eliminate unsafe working conditions and practices.
3. Training supervisors and employees in good safety practices.
4. Providing the necessary personal protective equipment and instructions for its proper use and care.
5. Developing and enforcing safety and health procedures requiring the cooperation of employees as a condition of employment.
6. Investigating workplace accidents to find and correct the cause for such accidents.

At the College of Saint Benedict, we recognize that the responsibility for safety and health is shared. As your employer, we will provide the leadership in maintaining an effective safety and health program and for providing the necessary safeguards to ensure a safe work environment. We expect our supervisors to be responsible for the safety of those they supervise by ensuring that all operations are performed with the greatest attention to safety.

As employees, you are responsible to cooperate with all aspects of the safety and health program and to comply with safety regulations.

College of Saint Benedict  
(St. Joseph, Minnesota)

*Appendix E*

**College of Saint Benedict/Saint John's University  
Personal Web Page Policy**

The College of Saint Benedict/Saint John's University recognizes the value and potential of publishing on the Internet. In an effort to enhance personal web skills, build community, and foster creativity, limited resources have been allocated for this purpose. CSB/SJU encourages students, faculty, and staff to produce personal web pages in accordance with the following guidelines:

- Personal web pages may not be of a commercial nature. Sales or advertising for products or services of any type are not permitted.
- Contents of all electronic pages must be consistent with CSB/SJU policies and local, state, and federal laws.
- Copyright laws apply to electronic publishing. If the publisher is not the author, written permission to use information, graphics, or photographs must be obtained. This includes copies of the college and university's official seal and wordmark.
- Each personal web site must contain a link to an official disclaimer. This link can be obtained from IT Services. The intent of this disclaimer is to let the viewer know that the views and opinions expressed in the personal pages are strictly those of the author and have not been reviewed or approved by the college or university.

Failure to meet any of the above criteria may result in the deactivation of your web page link, loss of account privileges, institutional disciplinary action, and/or legal action.

IT Services 06/15/1999

*Appendix F*

## **Financial Emergency**

Financial Emergency is a rare and serious institutional crisis that requires urgent action on the part of the University to reduce expenditures in response to reduced revenues. The Board of Regents establishes and reviews the criteria for determining a financial emergency. The Board, upon recommendation of the President, who will have consulted with the faculty assembly, formally declares a financial emergency if the Board judges a financial crisis meets the criteria. Because of the severity of the effects of financial emergency, the Board, President, and Provost should make every effort to involve the faculty in the deliberation process leading up to such a declaration.

Subsequently, the faculty shall be represented in administrative processes relating to program reorganization and/or curtailment or termination of instructional programs through the Committee on Curricular Strategic Planning and in other ways listed below. The President and the Board have final authority in all matters related to financial emergency.

April 22, 1997

## *Appendix G*

### **Policy on Solicitation**

#### *A. Gift Solicitation*

The responsibility for fundraising off-campus rests in the Development Office at the College of Saint

Benedict. Unless working as part of a team organized by one of these offices, no employee is to represent himself or herself as a fund raiser for the College of Saint Benedict.

Fundraising on-campus that is aimed to touch all of the employees is organized by the Human Resources Office. The United Way is an example.

Within a single department employees of that department may take up a collection for reasons of a gift or a memorial.

### ***B. Sales Solicitation***

1. External businesses or agents, even if they are represented by an employee or student, may not canvas the campuses.
2. Outside agencies may sell merchandise on campus only if they complete a solicitation permit form and receive authorization from the College. Their sales activities will be allowed only in areas specified in the authorization. Sales are absolutely prohibited in all resident halls.
3. The merchandise being sold in an authorized area cannot compete with any school auxiliary enterprise, e.g. Bookstore, McGlynn's, O'Connells.

### ***C. Mail Solicitation***

Use of mailing lists compiled by or owned by the College of Saint Benedict is prohibited, unless authorized by the Chief Administrative Officers of the respective division(s). The use of bulletin boards, campus access space, student P.O. boxes is authorized by the College's Student Activities Office.

All means of on-campus solicitation of students for employment is governed by the Director of Counseling and Career Services.

### ***D. Religious Solicitation***

Religious organizations or representatives other than Campus Ministry are not permitted to solicit on campus, conduct worship services, or give presentations without the express written permission of the respective College Campus Ministry Office.

Religious solicitation by an outside group or individual is not permitted in the residential areas under any circumstances.

The distribution of religious materials by employees or students is prohibited unless approved by Campus Ministry.

## ***Appendix H***

# **College of Saint Benedict Media Guidelines**

Public understanding of the College of Saint Benedict programs, plans and policies can be supported through good relations with the news media. The best means of developing such relations is by providing honest and helpful information to the media in an atmosphere of mutual

respect and candor. Prompt, open handling of media queries helps create goodwill, encourages reporters to seek information from official sources and increases the likelihood of accurate and balanced news stories.

The following guidelines may be useful to individuals and offices in responding to press queries:

1. The College of Saint Benedict's Communications and Marketing Services office issues all news releases pertaining to the University.
2. Faculty and staff members are urged to keep Communications and Marketing Services informed about events, incidents and developments in which there is a current or potential public interest. Whenever possible, ample lead time (a minimum of two weeks) should be allowed for preparation of a news release and distribution to the media.
3. Faculty and staff are requested to forward all media inquiries immediately to the Communications and Marketing Services office before granting an interview. Communications and Marketing Services will then determine the appropriate action, offer appropriate professional counsel, and refer media queries to the appropriate person. When contacted by a referred media, be fair, factual and friendly in responding to all questions. If the request for information is reasonable, the reporter should be given full cooperation.

When responding to the media, you should be aware that often information pertaining to student records and certain events applying to faculty, staff and students is protected or the form of its release is prescribed by both state and federal laws and guidelines related to privacy. These are very complex issues and may involve legal liability if improperly released or commented upon. If you are not familiar with these laws, you should advise the reporter that you feel the information may be protected and that you need to be certain before responding.

4. It is entirely appropriate to ask reporters why they are calling and, if necessary, to ask for time to prepare before proceeding with an interview.
5. Normally, a campus source is expected only to comment only on matters within his or her area of expertise. If a reporter asks for comments outside your area of expertise, respectfully decline to comment and refer the reporter to Communications and Marketing Services for referral to a more appropriate source.

6. It is never advisable to comment on a controversial issue with the promise that your name will not be used. The best rule is, "if you don't want it used, don't say it." In no event should reporters be expected to honor a request for a statement to be made "off the record" without advance warning. The best professional practice is to never speak "off the record."
7. Since it is the College's policy to avoid making direct attacks or negatively judgmental statements about other institutions, organizations, or individuals, faculty and staff are cautioned against making such comments in their capacity as employees. When personal opinions are given, please make certain the reporter understands you are speaking for yourself and not for the College.
8. A respondent has the right to say "no comment" or "I'd prefer not to comment" or "It would be inappropriate for me to comment." Generally, however, it is possible to avoid saying "no comment," a phrase which is easily misinterpreted by the media and general public alike. Consult with Communications and Marketing Services for advice before proceeding with an interview about a controversial topic.
9. If a question cannot be answered accurately, feel free to respond, "I don't know the answer to that."
10. Do not assume the opportunity to review a reporter's story before it is published or broadcast. The reporter is under no obligation to share copy. If scientific or technical data are involved, it may be suggested that the reporter double check for accuracy, particularly if the reporter is not a writer specializing in the field. Many reporters offer to review data or quotes if time permits.
11. When an interview is broadcast, remember that people in radio and television news usually can report only the barest essentials of a story. Responses should be as brief and simple as is possible while retaining accuracy.

Revised July 1, 1999

## *Appendix I*

### **COLLEGE OF SAINT BENEDICT COMPREHENSIVE ALCOHOL POLICY FOR FACULTY, ADMINISTRATION, STAFF AND OUTSIDE GROUPS**

The College of Saint Benedict encourages all members of the greater College community and guests to exercise care in the use of alcohol. Care requires adherence to state law and to the College of Saint Benedict Regulations, and consideration of health concerns recognized in the irresponsible use of alcohol.

#### Minnesota State Law and License Controls:

1. The College of Saint Benedict holds an on-sale restaurant intoxicating liquor license which permits the Food Service to provide alcoholic beverages along with the sale of food. The College carries requisite insurance for the license.
2. The College of Saint Benedict holds a Caterer's Permit which allows the College to serve alcoholic beverages at locations other than the Haehn Campus Center as long as the intent is to serve food and liquor.
3. Charges for alcoholic beverages may be passed on to the participants of an event.
4. The person coordinating an event is responsible by law to see to it that persons under 21 years of age or those who appear intoxicated are not served beverages with an alcoholic content whatsoever.

#### College of Saint Benedict's Regulations:

1. All College of Saint Benedict's employees, students, and members of outside groups are required to comply with State laws and College of Saint Benedict's regulations when on the College of Saint Benedict Campus. College of Saint Benedict students are also bound by alcohol policies stated in the Every Woman's Guide.
2. The person coordinating an event with alcohol accepts the responsibility for lawful use of alcohol by the participants of the event.
3. Participants and guests may not bring their own alcoholic beverages to any on-campus event.
4. Invitations or promotional mailings about on-campus events open to the general public must state clearly College of Saint Benedict's understanding about alcohol use at the event (eg. no alcohol permitted; complimentary refreshments; beer and wine available; etc.).
5. At all events where alcohol is available, food and non-alcoholic beverages must be promoted and served.

6. Alcoholic beverages are not permitted in connection with any class.
7. Beverages containing alcohol must be obtained through Food Service.
8. Student clubs and organizations interested in hosting an event with alcohol must receive approval and an alcohol permit from the Joint Director of Student Activities and Leadership Development.

## *Appendix J*

### **POLICY ON POLITICAL AFFAIRS**

The College of Saint Benedict recognizes the educational and civic merits of political awareness among its employees. The College of Saint Benedict, as an academic institution, promotes free expression of political ideas. All employees and students are encouraged to express their political preference by voting for the candidate of their choice. However, to insure impartiality as an institution regarding political candidates and events, to insure equality of treatment insofar as possible and to insure we are in compliance with applicable laws, rules and regulations the following policies regarding political campaigns and events have been established.

#### **A. Personal Involvement of an Employee**

An employee, like every other citizen, is free to engage in political activity provided the employee does not represent or imply that the employee is speaking or acting in the name of or on behalf of the institution. If an employee wishes to engage in direct political activity which will involve a substantial amount of time away from the performance of his or her responsibilities, (e.g., holding or running for political office, managing a campaign, directing group action on behalf of a political candidate or issue) he or she should apply for a leave of absence.

#### **B. Political Speeches, Rallies, and Appearances**

1. Candidates or their delegates may campaign on the campuses only with the approval of the respective Office of Student Development and only in areas specified by that office. An individual or recognized organization from the campuses may arrange for space for an invited political candidate who is appearing on campus as a part of a public forum and whose appearance is for the purpose of educating voters. All such appearances must be conducted in a non-partisan manner.
2. Without invitation, a political office holder may request from the respective Office of Student Development the use of facilities for purposes related only to the responsibility of his or her office, such as town hall meetings or public meetings on legislative matters, but not for campaign purposes. All such appearances must be conducted in a non-partisan manner.
3. A political group candidate may not use facilities, including lands, when the purpose of publicity implies that the College of Saint Benedict's or any division thereof favors one candidate over another; opposes a candidate in some manner; or has the effect of favoring a candidate or group of candidates.

4. The Offices of Student Development, in its approval or disapproval of requests, will be guided by principles of impartiality, equality, and availability of campus facilities, and the non-interruption of campus life. These offices will be responsible for equitably distributing costs of security and the use of the facilities.

The American Council on Education (ACE) has published suggested guidelines on permitted and prohibited political campaign-related activities on college campuses. The ACE guidelines highlight a number of important activities including the following:

- **Voter education.** Colleges are permitted to conduct voter education activities as long as they are carried out in a non-partisan manner. Permitted activities include non-partisan voter registration activities, circulation of questionnaires to candidates for an office (provided the questionnaires cover a broad range of subjects and do not express an editorial opinion), and training programs designed to increase understanding of the electoral process or to encourage students, faculty and staff to become involved in the process.
- **Candidate appearances.** Colleges may invite political candidates to speak at events or public forums as long as all candidates are provided equal access and opportunities to speak. We are prohibited from institutionally endorsing a particular candidate at those events. In addition, campaign fundraising at college events and forums is prohibited.
- **Participation in the electoral process by faculty, staff, and students.** Curricular activities aimed at educating students with respect to the political process (e.g. allowing students as part of a class to participate in political campaign activities) are permitted as long as the college does not influence particular student choices. In general, members of a college and university community are entitled to participate in the election process, provided they do not speak or act in the name of the institution.

*Updated February 2008*

## **Appendix K**

# **COLLEGE OF SAINT BENEDICT RISK MANAGEMENT POLICY**

For humanitarian, social, legal and financial reasons, the College of Saint Benedict (hereinafter called the College) will make every reasonable effort to protect the health and safety of its students, employees, members of its own community and the public from hazards known to be incidental to its operations. We strive to preserve and protect the College's resources against losses arising out of any occurrence, thereby enabling the College to carry out its religious and educational goals.

### **Specific Policies**

1. It is the College's policy to manage overall risks according to the College's risk management plan which will be updated periodically.
2. Recognizing that the College is exposed to various property and liability risks which either may be fully insured, partially insured or uninsured, it is the College's policy with respect to the management of such risks to:
  - A. Evaluate risks from the standpoint of the entire institution. Each operating division of the College will review, evaluate and recommend actions to cope with risks from the standpoint of the entire organization.
  - B. Use a common sense approach to eliminate, modify, prevent, transfer or control conditions and practices, whenever practical, which have the potential to cause a loss.
  - C. Self-insure risks whenever it is reasonable to believe the amount of potential loss can be eliminated or economically retained. Exceptions to this would be:
    - 1) When it is desirable to buy special services, such as inspection or claim adjustment service, in connection with insurance;
    - 2) When insurance is required by law or contractual agreement;
    - 3) When an exception is deemed to be in the best interest of the College.
  - D. Insure risks whenever the College cannot eliminate or economically retain a risk of loss. Exceptions to this would be:
    - 1) When insurance is not available;
    - 2) When insurance is not available on a financially sound basis.
- Purchase insurance from whatever source (agent, broker, or insurance company) is deemed to be in the best interest of the College.

### **Authority**

The College assigns the responsibility and gives authority to the College's Vice President of Finance and Administrative Services, after appropriate consultation, for implementing the risk management policy and recommending desirable changes. The College further directs each division head to insure that effective risk management is understood as the responsibility of all employees.

*Appendix L*

**COPYRIGHT POLICY FOR DUPLICATING CENTER  
AND SUPPORT SERVICES:**

**COPYING PERMITTED WITHOUT COPYRIGHT PERMISSION:**

1. Books published over 75 years ago.
2. Single copies for instructors:
  - 1) A chapter from a book
  - 2) An article from a periodical or newspaper
  - 3) A short story, short essay, or a short poem
  - 4) A chart, diagram, graph, drawing, cartoon, picture from a book, periodical or newspaper.
3. Multiple copies for instructors: (not to exceed the number of students in class)
  - 1) For books or articles – a maximum of 2500 words (approximately 5 pages)
  - 2) For poetry – a maximum of 250 words
  - 3) One chart, graph, diagram, cartoon or picture.

**NOTICE: The copyright law of the United States (Title 17 U.S. Code) Governs the making of photocopies or other reproductions of copyrighted material.**

\* \* \* \* \*

**COPYRIGHT PERMISSION REQUIRED BEFORE DUPLICATING:**

1. To use materials in more than one class or for successive terms.
2. Copy for profit.
3. Duplication of standardized tests, exercises, and workbooks.
4. Creation of anthologies as texts.

\* \* \* \* \*

Questions? Consult the Copyright Policy statement dated April 1992.

September 9, 1992

*Appendix M*

# **JOINT HUMAN RIGHTS POLICY**

*For the*

**Order of Saint Benedict, Inc., Collegetown**

*and*

**The College of Saint Benedict**

## **I. POLICY STATEMENT**

The College of Saint Benedict and the Order of Saint Benedict, Inc., Collegetown, are committed to creating and maintaining an environment in which all members of the community are aware of and respect the rights and human dignity of every other member. Therefore, we will investigate and promptly seek the equitable resolution of allegations of discrimination relating to race, religion, color, national origin/ethnicity, sex, sexual orientation, age, marital status, or disability.

Sexual harassment or other forms of harassment based on race, religion, color, national origin/ethnicity, sex, sexual orientation, age, marital status, or disability are reprehensible, are antithetical to the mission of these institutions, and will not be tolerated. In institutions such as ours, which espouse Catholic and Benedictine values, every community member's awareness of and respect for the rights and human dignity of every other member undergird community life. Attitudes of condescension, hostility, stereotyping, and other forms of bigotry and intolerance weaken the health of the community. Furthermore, discrimination and harassment compromise the integrity of a liberal arts education because they make the learning, residential, and working environments hostile, intimidating, and offensive; they destroy opportunities to develop strong positive self-concepts and the sense of self-confidence which is essential to living out the ideals of a liberal education. In addition, persons who harass others compromise their own integrity and credibility. Consequently, neither the College of Saint Benedict nor the Order of Saint Benedict, Inc., Collegetown, will knowingly permit the violation of this policy.

## **II. THE LAW**

Discrimination or harassment relating to race, religion, color, national origin/ethnicity, sex, sexual orientation, age, marital status, or disability is prohibited by both state and federal law under such Acts as Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1992, and/or the Minnesota Human Rights Act.

### **A. SEXUAL HARASSMENT**

Sexual harassment, a form of discrimination based on sex, is defined in part as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or gender-based nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement; or submission or rejection of such conduct by an individual is used as the basis of employment decisions or academic decisions affecting such individual (**Quid Pro Quo Sexual Harassment**); or

- such conduct has the purpose or effect of substantially and unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, residential, or academic environment. When the institution knows or should have known of the existence of the harassment and fails to take timely and appropriate corrective action it, together with the individual harasser(s), may become the subject of a complaint. (**Hostile Environment Sexual Harassment**).

**Examples of Sexual Harassment.** The determination of what constitutes sexual harassment depends upon the specific facts of each situation in the context in which the conduct occurs. Sexual harassment may take many forms. It may be subtle and indirect, or blatant and overt. It may be conduct affecting an individual of the opposite sex or conduct affecting an individual of the same sex. It may occur between peers or between individuals in a hierarchical relationship. If it meets the conditions set forth in the above definition, conduct such as the following may be considered sexual harassment:

- **non-verbal harassment** may include suggestive or insulting sounds, leering, whistling, obscene gestures, and visual displays;
- **verbal harassment** may include statements (written or spoken) drawing upon sexual innuendo, suggestive comments, insults, humor or jokes emphasizing gender-specific traits or clothing, sexual propositions (including repeated unwelcome invitations to social engagements), or sexual threats;
- **physical harassment** may include unwanted touching, pinching, patting, hugging, or brushing of one's body. *In its most extreme form, sexual harassment includes coerced sexual intercourse (e.g., acquaintance or date rape) and sexual assault--both of which are covered by a separate Joint Policy on Sexual Assault.*
- **gender-based harassment** may include non-verbal, verbal or physical harassment directed at an individual or a group of individuals solely on the basis of gender, whether or not such conduct is sexual in nature.
- **consensual sexual or romantic relationships** may also form the basis for a claim of sexual harassment. These relationships are particularly complex when there is a power imbalance between the individuals involved in the relationship, which can diminish the subordinate's freedom of choice and thus make it difficult to prove consent in the event of a complaint of sexual harassment. Such relationships may also provide grounds for complaint when the relationship gives undue access or advantage, restricts opportunities or creates a hostile and unacceptable environment for others.

## **B. OTHER FORMS OF HARASSMENT**

Harassment based on race, religion, color, national origin/ethnicity, sexual orientation, age, marital status, or disability is defined in part as follows:

Verbal, non-verbal, or physical conduct that denigrates or shows hostility or aversion toward an individual or a group of individuals because of the race, religion, color, national origin/ethnicity, sexual orientation, age, marital status, or disability of an individual, or that of an individual's relatives, friends, or associates when:

- such conduct has the purpose or effect of substantially and unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, residential, or academic environment. When the institution knows or should have known of the existence of the harassment and fails to take timely and appropriate corrective action it, together with

the individual harasser(s), may become the subject of a complaint. (**Hostile Environment Type Harassment**).

**Examples of Harassment.** The determination of what constitutes harassment depends upon the specific facts of each situation in the context in which the conduct occurs. Harassment may take many forms. It may be subtle and indirect, or blatant and overt. It may occur between peers or between individuals in a hierarchical relationship. If it meets the conditions set forth in the above definition, conduct such as the following may be considered discriminatory harassment:

- epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, religion, color, national origin/ethnicity, sexual orientation, age, marital status, or disability;
- written or graphic material that is used for the purpose of denigrating or showing hostility or aversion toward an individual or a group of individuals because of race, religion, color, national origin/ethnicity, sexual orientation, age, marital status, or disability.

### **C. HOSTILE ENVIRONMENT**

A "hostile environment," as referred to in Paragraphs A and B above means a pervasive pattern of unwelcome behaviors (verbal, non-verbal, and/or physical) which substantially and unreasonably alter, affect, or interfere with the working, residential, or academic environments, making those environments intolerable.

**Academic Setting.** St. John's University and the College of St. Benedict are committed to the principles of free inquiry and free expression within the context of the Catholic and Benedictine traditions and in accordance with the principles of human rights and dignity, as outlined in the respective Faculty Handbooks. Within that context, all members of the community have the right to hold and to vigorously defend and promote their opinions, entering them into the life of the community, there to flourish or wither according to their merits. Respect for this right requires that members of the community tolerate the expression of opinions they may find to be distasteful or even abhorrent, keeping in mind that it is not the purpose nor the intent of this Policy to chill or otherwise discourage the open discussion of controversial issues or the free exchange of opinions and ideas occurring within the academic setting.

St. John's University and the College of St. Benedict are also committed to the principles of equal opportunity and non-discrimination. All members of the academic community have the right to participate in the academic enterprise without discrimination on the basis of race, religion, color, national origin/ethnicity, sex, sexual orientation, age, marital status or disability. Discriminatory harassment on the basis of these categories is not protected expression. Such harassment compromises the integrity of these institutions, their tradition of intellectual freedom, and the trust placed in our community. Harassment on the basis of any of these characteristics contributes to a hostile environment that makes access to the academic enterprise inherently less than equal.

The purpose of this section is to provide guidance in the sensitive area where the right to free expression ends and prohibited, discriminatory harassment begins. Such prohibited harassment includes discriminatory conduct, both verbal and non-verbal, which has the purpose or reasonably foreseeable effect of insulting, stigmatizing, humiliating or otherwise interfering with the rights of an individual or a group of individuals on the basis of race, religion, color, national origin/ethnicity, sex, sexual orientation, age, marital status, or disability, as outlined elsewhere in this Policy. Ordinarily such conduct employs insulting, intimidating, or otherwise outrageous words or nonverbal symbols that convey contempt, hostility or aversion on the basis of these categories, and is either addressed directly to the individual or individuals whom it insults or stigmatizes or can reasonably be understood to be directed toward such individuals, even if the conduct is not explicitly so addressed.

Whatever the boundaries of free inquiry and expression, the members of an educational community such as ours should be attentive to the feelings and sensibilities of others, and should voluntarily adopt the high standards of civility and good taste that reflect mutual respect, understanding and sensitivity among all members of our diverse

community. In particular, members of the faculty represent the colleges and have a special role and position of authority with respect to students. They should treat students with respect and dignity and should be particularly sensitive to the impact of their words and opinions.

### III. TO WHOM THE POLICY APPLIES

All community members will abide by this Policy at all times, whether on campus or away from campus, when engaged in activities sponsored by the institution or which otherwise relate to the institution or its business. Such activities include, but are not limited to, professional meetings, classes, practica, seminars, and all other activities involving or relating to the institution. Those who contract to use our campuses, instruct our students, supervise our students, or are employed by independent enterprises located on campus or seek to provide goods and services to our campuses are expected to adhere to the principles established by this Policy.<sup>1</sup>

### IV. RESPONSIBILITIES

**All Community Members.** All community members are responsible for ensuring that their conduct does not violate this Policy. All community members who have observed others experiencing what they believe to be incidents of discrimination or harassment are encouraged to confront such conduct and to report such conduct to the Human Rights Officer at once. Any community member who feels that he or she has experienced discrimination or harassment in violation of this Policy has the responsibility for giving notice of the discriminatory behavior to the institution. (See Section V. below.)

**Supervisors.** Institutional supervisors (See Section X, Definition of Terms) have the further responsibility to use their best efforts to assure that discrimination and harassment do not occur. Supervisors are responsible, therefore, for being fully familiar with the human rights policies, for informing those they supervise of the human rights policies, and for encouraging discussion of the implications of these policies in the learning, residential, and working environments of these institutions. When a supervisor receives a report of or otherwise identifies a problem as being one involving a potential claim of discrimination or harassment in violation of this Policy, the supervisor shall report the alleged incident to the Human Rights Officer at once.

### V. REPORTING AND COMPLAINT PROCEDURE

Members of the community who believe their human rights have been violated are encouraged to discuss the situation and to seek advice as soon as possible from the Human Rights Officer and/or any of the following: a supervisor, an administrator, a faculty member, a department chair, a resident director or faculty resident, and/or the Director of Human Resources.

Any member of the community who is contacted by a person with a complaint which may involve the person's human rights is strongly encouraged to contact the Human Rights Officer immediately to report the factual basis of the potential complaint and to receive information regarding the proper approach for addressing the complaint.

All complaints involving human rights issues will be processed and considered pursuant to the Joint Complaint Procedure for Human Rights Violations. After consulting with the Human Rights Officer, a complainant may or may not choose to

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<sup>1</sup> **Exclusion.** The monks of Saint John's Abbey are vowed to mutual respect between persons and a celibate way of life. Saint John's Abbey views sexual assault and other violations of a person's human rights as reprehensible. Should any infractions of human rights occur within the Monastery between monk and monk (including novices and candidates) or between monks and visiting guests of the Monastery, complaints to that effect will be investigated and resolved according to specific Abbey policies and the procedures of ecclesiastical law.

proceed with a complaint under the Joint Complaint Procedure for Human Rights Violations and/or civil and/or criminal legal processes.

All who are involved in complaints of human rights violations have the right to request the prompt and competent investigation of the allegations. All who are involved or implicated in internal complaint procedures have the right to fair and impartial treatment.

## **VI. CONFIDENTIALITY**

Because of the sensitive nature of human rights complaints, the need to protect the privacy of the parties, the need to ward against retaliation and adverse publicity, and the interest in resolving complaints as quickly and effectively as possible, the institutions will rigorously defend the confidentiality interests of all parties involved in a human rights complaint process. These institutions will attempt to protect the identity of all complainants and respondents and insure that the actions resulting from the initiation of the Joint Complaint Procedure for Human Rights Violations are kept confidential, informing only those officials and individuals with a need to know in order to respond to the case. Confidentiality shall be observed by all persons involved in a complaint process.

Notwithstanding the preceding paragraph, respect for due process requires that the requirement of confidentiality not be interpreted as unduly limiting the ability of either party to a complaint to prepare and present his or her case, particularly during the formal stage of the complaint process. Furthermore, the requirement of confidentiality shall not be interpreted as unduly limiting the institution's responsibility to investigate and take corrective action in response to human rights complaints.

## **VII. RETALIATION**

Any person who initiates a complaint under any human rights policy shall do so without coercion or fear of reprisal. Retaliation against or harassment of any person involved in a complaint process (the complainant, the respondent, the investigator, a witness, a member of the hearing panel, etc.) may in and of itself constitute a human rights violation and may be prosecuted as such under the Joint Complaint Procedure for Human Rights Violations. Encouraging others to retaliate also violates this Policy.

## **VIII. MALICIOUS, FALSE REPORTING**

A complainant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action as recommended by the Human Rights Officer.

## **IX. SANCTIONS**

If a mutually agreeable resolution is not reached at the Consultive or Informal Complaint Stage and a Formal Complaint is filed, upon a finding that a violation of the Human Rights Policy has occurred, disciplinary action as set forth in the appropriate handbook(s), up to and including termination of employment or expulsion from the academic community, may be imposed.

## **X. DEFINITION OF TERMS**

Terms used in this and related human rights documents shall be defined as follows:

1. **The Order of Saint Benedict, Inc. Collegeville**, includes the following corporate "Divisions": Saint John's University, Saint John's Preparatory School, The Liturgical Press, and the Benedictine Division.
2. **Community** and **institutions** are used here to refer to the College of Saint Benedict and the Order of Saint Benedict, Inc. Collegeville and all their employees and students.

3. **Campus** refers to the grounds, which include Saint John's Preparatory School and The Liturgical Press as well as Saint John's University and the College of Saint Benedict.
4. **Employee** refers to any member of the community who is employed by these institutions, excluding student workers.
5. **Student** refers to any person enrolled in the College of Saint Benedict, Saint John's Preparatory School, or Saint John's University, whether undergraduate, graduate or post-graduate.
6. **Supervisor** refers to administrators, department chairs, faculty, residence directors, faculty residents, staff persons, and others who have the responsibility for employees' or students' terms and/or conditions of employment or education. For the purposes of this definition, student workers shall not be considered to be supervisors.
7. **Joint Complaint Procedure for Human Rights Violations** refers to the published Complaint Procedure, as revised from time to time by administrative update, in effect at the time a complaint is filed.

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Abbot John Klassen, OSB  
Order of St. Benedict, Inc.,  
Collegeville

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MaryAnn Baenninger, President  
College of St. Benedict  
St. Joseph

Approved July 1, 2006

## *Appendix N*

### **II. EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

Affirmative Action means not only to be free of discrimination in employment practices but also to make a good faith effort to employ qualified women and minorities and based on this the College of Saint Benedict commits itself to a policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies and specifically with Minnesota Statutes Section 363.

The College of Saint Benedict will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status or status with regard to public assistance.

However, in order to maintain its Benedictine character, the College will give first consideration in the assignment of duties to qualified Sisters of the College of Saint Benedict and in accordance with the Minnesota Human Rights Act Chapter 363.02 Subdivision 1, with respect to religion and creed, as permitted by law, the College reserves the right to exercise discretion in employment decisions to employ persons who share and are committed to the values and mission of the College.

The Sisters of the College live on the campus within a church defined enclosure, which by church law is restricted to members of the monastic community. These private living quarters and the employees working within are exempted since they are not part of the public portion of the College and access to such quarters is restricted by church law.

The College of Saint Benedict will take Affirmative Action to ensure that employment practices and procedures are free from discrimination, including: hiring, upgrading, demotion, transfer, recruitment, employment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, selection for training and apprenticeship programs.

The College of Saint Benedict will afford the opportunity to minority and female business enterprises where possible to participate in the performance of contracts that the College engages in.

The College of Saint Benedict will commit human and financial resources to achieve the goals of Equal Employment Opportunity and Affirmative Action.

The College of Saint Benedict fully supports incorporation of nondiscrimination and Affirmative Action rules and regulations into contracts.

The College of Saint Benedict will encourage, monitor and report its progress of its management supervisory personnel on the basis of their involvement in achieving Affirmative Action objectives. Any employee or subcontractor who does not comply with the Equal Opportunity Policies and Procedures as set forth in this Policy Statement and Plan will be subject to disciplinary action or sanctions.

The College of Saint Benedict has appointed the Human Resources Coordinator to coordinate the Equal Employment Opportunity Program. Responsibilities will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative Action Program as required by Federal, State and local agencies. The President of the College of Saint Benedict will receive and review reports on the progress of this program. Any employee or applicant for employment who believes they have been discriminated against should contact the Human Rights Officer, at (320) 363-3340.

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MaryAnn Baenninger  
President, College of Saint Benedict

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\_\_\_\_\_, 2006  
Date

## *Appendix O*

### **III. ASSIGNMENT OF RESPONSIBILITY FOR THE AFFIRMATIVE ACTION PROGRAM**

The Human Resources Coordinator has been designated as Equal Employment Opportunity/Affirmative Action Officer. The charge of this position is to monitor all employment related activities to ensure that the EEO/AA program is being carried out. This position will report to the President of the College and have top management support in the performance of their duties, which shall include:

1. Develop and update the EEO/AA policy statement and Affirmative Action Plan.
2. Establish affirmative action goals and objectives.
3. Implement the Affirmative Action Plan, which includes the dissemination of the plan internally and externally.
4. Coordinate the EEO/AA training and orientation with supervisors, managers and subcontractors informing them of their responsibilities pursuant to the affirmative action program.
5. Ensure that managers and supervisors understand their responsibility to take action to prevent the harassment of protected class employees and applicants for employment.
6. Conduct regular discussions with managers, supervisors and employees to ensure that the equal employment policies are being followed.
7. Ensure all minority, women and handicapped employees are provided equal employment opportunity as it relates to College sponsored training programs, recreational/social activities, benefit plans, pay and other working conditions without regard to race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status or status with regard to public assistance.
8. Review the qualifications of all employees to ensure that minorities and women are given full opportunities for transfer and promotions.
9. Regularly audit training programs, hiring and promotion patterns to remove impediments to the attainment of goals and objectives.
10. Design, implement and maintain an EEO audit process which will measure the effectiveness of the Affirmative Action Plan to determine if goals and objectives of the Plan are being met. Such audit reports will be made available to the appropriate enforcement agencies as required by law.

11. Maintain, monitor and measure the progress toward meeting Affirmative Action goals.
12. Identify problem areas and recommend solutions to the problems.
13. Coordinate the implementation of necessary remedial actions to meet compliance requirements and goals.
14. Serves as liaison between the College and relevant or applicable governmental enforcement agencies.
15. Coordinate the recruitment and employment of women, minority and handicapped applicants in cooperation with the Office of Human Resources and appropriate employing division.
16. Works, as requested, with the human rights officer to investigate and attempt to resolve all EEO complaints.
17. Keep abreast of the latest developments in the area of Equal Employment Opportunity and regularly inform management of these developments.

#### **IV. DISSEMINATION OF AFFIRMATIVE ACTION POLICY AND PLAN**

The College of Saint Benedict will disseminate its Affirmative Action policy both internally and externally. The methods to be used are stated in this Affirmative Action Plan. These methods include but are not limited to:

##### **A. Internal Dissemination**

1. The College's Equal Employment Opportunity Policy Statement (adopted June 13, 1989) will be permanently posted and conspicuously displayed in areas available to employees and applicants for employment.
2. The Equal Employment Opportunity policy statement will be communicated to all employees in the same manner as other major personnel policies.
3. The Equal Employment Opportunity policy will be included in all employee policy manuals.
4. All management and supervisory personnel will be furnished a complete copy of the Affirmative Action Plan and amendments.
5. All employees will be provided a copy of the Equal Employment Opportunity Policy Statement and have access to the Affirmative Action Plan.
6. Review of the College's Equal Employment Opportunity Policy and Affirmative Action Plan will take place annually.

7. Both men and women, minority and non-minority and disabled should be pictured when employees are featured in advertising, employee handbooks or other employee related publications.

B. External Dissemination

1. The College will notify all vendors, suppliers and other similar groups verbally and in writing of its Equal Employment Opportunity and Affirmative Action objectives and request supportive action on their part.
2. All of the College's official stationary, purchase orders, employment contracts, recruitment advertising for employees, employment applications and advertising for sub-contractors will include the statement "Affirmative Action/Equal Opportunity Employer".
3. When using general news media for employment recruiting purposes, publications which target minorities, females and the disabled will be utilized.
4. Prospective employees will be informed of the existence and contents of the Affirmative Action Plan and Policies.

**COLLEGE OF SAINT BENEDICT  
DEPARTMENT OF SECURITY**

**GENERAL POLICIES FOR EMERGENCIES**

For prompt assistance to any emergency on the CSB campus, call **5000**. A security officer will answer and respond to your location. The Security Officers are trained to provide emergency medical service at the level of First Responder/Emergency Medical Technician (EMT). They will assess the emergency and request outside emergency services as appropriate. There is an officer on duty 24 hours a day, seven days a week. If you have tried but are not able to speak with a security officer, you should dial 9-911 to request emergency services and give the dispatcher your specific location on the campus.

For assistance with emergency after-hours maintenance assistance (plumbing, electrical, heating, locks, etc.) call **5000**. An officer will attempt to assist you with the problem, assess emergency needs and call in the appropriate support personnel or create a work order for repair the next business day.

**FIRE:** Upon activation of a fire alarm, the doors into the hallways automatically shut. These are considered fire doors. You should immediately leave your office or classroom and exit the building by the nearest exit, taking your coat, keys, and purse if you can access them quickly. You should not delay leaving the building to “find” personal items.

If you come upon a fire, pull the nearest pull-station and exit the building by the nearest exit. Security should be notified by someone from the building after they safely evacuate or by an auto-dial system.

Students, staff, faculty, and visitors should remain outside the building until a security officer or fire department official gives the all-clear to return.

**SEVERE WEATHER:** The department of Security remains in close contact with St. Joseph Police and monitors the radio transmissions of the weather spotters strategically located throughout the county, Internet weather radar, and weather radio. The officers call in information to the Mary Commons Information Desk (on the CSB campus, dial 0 or 5011) and the Haehn Information Desk (5225) for weather information to be posted.

The College of St. Benedict relies on the City of St. Joseph’s siren to alert the campus of severe weather. When on campus during inclement weather, keep your radio dial turned to the local weather station for current weather conditions. Security officers will make every attempt to get people to shelter or provide accessible shelter areas prior to severe weather hitting. If the weather becomes severe you should seek shelter in the lower hallways of any building, staying away from areas with lots of glass. If damage were to occur to any buildings, the officers would be searching in the lower levels first. Remain in the lower levels until an all-clear is announced.

A Severe Weather Brochure was sent out advising all students, faculty, and staff where their shelter locations are. If you did not receive this brochure, please call CSB campus security at **5000** to request a brochure.

July 1, 2002

COLLEGE OF SAINT BENEDICT  
FEDERAL REGULATION, TITLE 49, PART 391, SUBPART H & PART 40  
DRUG TESTING POLICY (Effective 1-1-96)  
(for holders of CDL's for purposes of employment)

A. Introduction

It is the intent and obligation of the College of Saint Benedict to provide a drug-free, healthful, safe and secure working campus environment. As a member of the College of Saint Benedict community, all must take an active stance in the prevention and elimination of unlawful use of illicit drugs and the abuse of alcohol. This Policy is established to comply with federal and state law and regulations requiring that the College conduct alcohol and controlled substance tests of its employees who are required to hold a commercial drivers license (CDL). This will apply to the Maintenance and Transportation Departments.

Alcohol misuse and controlled substance use may cause tragic and costly transportation accidents, decreased worker productivity, increased health care costs, and increased employee absences. In view of these serious potential problems, the objective of this Policy is to detect and deter alcohol and controlled substance related conduct which may jeopardize the health, safety and well-being of employees of the College, students and the public, and to enhance overall health and safety by establishing an alcohol misuse and controlled substance prevention program. This policy is pursuant to the Federal Motor Carrier Safety Regulations, part 382 and subparts A - F.

(Definitions of terms used in this Policy are contained in Section N.)

B. Applicability

This policy applies to all employees of the College of Saint Benedict who are required to hold a CDL as a function of their employment with the College of Saint Benedict ("covered employees").

C. Prohibitions

It is a violation of this Policy for a Covered Employee to:

1. Report or return to work within four hours after using alcohol;
2. Use alcohol on the job, including during breaks or meals;
3. Possess alcohol on the job, including during breaks or meals;
4. Have a confirmation test result indicating an alcohol concentration of 0.02 or greater;
5. Use alcohol within eight hours following an accident or until the Covered Employee is tested, whichever occurs first;
6. Report for duty or remain on duty when the Covered Employee is using or has used any

controlled substance (except when the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely perform a Safety-Sensitive Function, including operating a Commercial Motor Vehicle (CMV);

7. Test positive for a controlled substance;
8. Refuse to submit to an alcohol or controlled substance test as required by federal laws or regulations or this Policy.
9. Adulteration or dilution of a specimen during the collection procedure.

If a Covered Employee engages in the conduct described above, the employee is considered to have engaged in Prohibited Conduct and is immediately disqualified from performing a Safety-Sensitive Function, including operating a CMV, and is subject to disciplinary action as set forth in Section I of this Policy.

#### D. Required Tests

A Covered Employee is required to submit to alcohol and controlled substance testing under the circumstances set forth in this section. Before performing a test, the trained supervisor or other trained official of the College will notify the employee that the test is being performed pursuant to the United States Department of Transportation (DOT) regulations and at no cost to the employee.

##### 1. Pre-Employment Testing

For the purposes of pre-employment testing only, "Covered Employee" includes applicants and current employees selected for employment in such a position. Prior to the first time a Covered Employee performs Safety-Sensitive Functions for the College, the employee will undergo testing for alcohol and controlled substances. No Covered Employee will be allowed to perform Safety-Sensitive Functions unless the employee has been administered an alcohol test with a result indicating an alcohol concentration less than 0.02 and has received a controlled substances test indicating a verified negative test result.

The Human Resources Office will obtain, pursuant to a Covered Employee's consent, information on the employee's alcohol tests with a concentration result of 0.04 or greater, positive controlled substance test results, and refusals to be tested, within the preceding two years, which are maintained by the employee's previous employers. This information must be obtained and reviewed by the Human Resources Office no later than fourteen calendar days after the first time a Covered Employee performs Safety-Sensitive Functions for the College, if it is not feasible to obtain the information prior to the employee performing Safety-Sensitive Functions. A Covered Employee will not be allowed to perform Safety-Sensitive Functions for more than fourteen days without obtaining this information.

A covered employee will not be allowed to perform Safety-Sensitive Functions if the College obtains information showing an alcohol test with a concentration of 0.04% or greater, or a verified positive controlled substances test result, or refusal to be tested, unless

the Human Resources Office obtains information on the employee's subsequent Substance Abuse Professional evaluation and associated successful return to duty testing.

## 2. Reasonable Suspicion Testing

A Covered Employee shall submit to an alcohol and/or controlled substance test when a trained supervisor or other trained official of the College "Observer" has reasonable suspicion to believe that the employee has engaged in Prohibited Conduct, except for the conduct prohibited in Section C.3 of this policy. A determination that reasonable suspicion exists must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee. The observations must be made during, just preceding, or just after the period of the work day that the employee is performing a Safety-Sensitive Function. The observations may include indications of the chronic and withdrawal effects of controlled substances. The Observer must attempt to find another trained supervisor or official of the College to corroborate the observations in writing. The Observer or an individual designated by the Observer must then escort the employee to the designated collection or test site.

If an alcohol test required by this section is not administered within two hours following the reasonable suspicion determination, the Observer will prepare a report stating the reasons the alcohol test was not timely administered; if the alcohol test is not administered within eight hours following the reasonable suspicion determination, there will be no further attempts to administer the test and the Observer will prepare a report stating the reasons why the test was not timely administered. The report(s) will be forwarded to the Human Resources Office.

A written record of the observations leading to a controlled substance reasonable suspicion test will be made by the Observer within twenty-four hours of the observed behavior or before the results of the controlled substance tests are released, whichever is earlier.

If an Observer is unable to obtain a reasonable suspicion alcohol test the Covered Employee may not remain on or return to duty if the employee appears to be under the influence or impaired by alcohol as indicated by specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee. IF AN OBSERVER IS UNABLE TO OBTAIN A REASONABLE SUSPICION ALCOHOL TEST, in this situation, the employee will be put on leave with pay and will only be permitted to return to work when:

- a) an alcohol test shows a concentration of less than 0.02; or
- b) twenty-four hours have elapsed since the reasonable suspicion observations.

## 3. Post-Accident Testing

As soon as practicable following an accident involving a CMV, a Covered Employee who was performing a Safety-Sensitive Function with respect to the CMV must be tested for alcohol and controlled substances if:

- a) there was death involved; or
- b) the employee received a citation for a moving traffic violation arising from the accident.

If an alcohol test is not administered within two hours following the accident, the Covered Employee's supervisor will prepare a report stating the reasons why the test was not timely administered. If an alcohol test is not administered within eight hours following the accident, there will be no further attempts to administer the test and the Covered Employee's supervisor will prepare a report stating the reasons why the test was not timely administered.

If a controlled substance test is not administered within 32 hours following the accident, there will be no further attempts to administer the test and the Covered Employee's supervisor will prepare a report stating the reasons why the test was not timely administered. The report(s) will be forwarded to the Human Resources Office. A Covered Employee who is subject to post-accident testing must remain readily available for the testing, or will be deemed to have refused to submit for testing. The Transportation Supervisor will ensure that each Covered Employee receives necessary information, procedures and instructions prior to performing a Safety-Sensitive Function, including operating a CMV, so that the employee is able to comply with the requirements of this section.

#### 4. Random Testing

The College of Saint Benedict/Order of Saint Benedict has entered into an agreement for the purpose of random testing of employees. Employees of the College and Order who are required to have a commercial driver's license as a condition of employment will be included in the combined group for random testing purposes.

The random testing of Covered Employees will be unannounced, spread reasonably throughout the year, and will be conducted to assure that all Covered Employees have an equal chance of being tested. The Covered Employees to be tested will be randomly selected using a scientifically valid method selected by the College of Saint Benedict.

The minimum annual percentage rate for random alcohol testing is twenty-five percent of the average number of Covered Employees or such other rate as may be set annually by the Federal Highway Administration. The minimum annual percentage rate for random controlled substance testing is fifty percent of the average number of Covered Employees or such other rate as may be set annually by the Federal Highway Administration.

The College of St. Benedict will notify the Human Resources Office of the Order of the

name of the Covered Employee selected for testing. The Human Resources Office will in turn notify the supervisor. Upon request by a supervisor, a Covered Employee must immediately proceed to the designated collection or test site. A Covered Employee may only be tested for alcohol while the employee is performing a Safety-Sensitive Function, just before the employee is to perform a Safety-Sensitive Function, or just after the employee has ceased performing such function.

#### 5. Return-to-Duty Testing

When a Covered Employee has engaged in Prohibited Conduct, the employee will be permitted to return to work in accordance with the following procedures:

- a) The employee will receive a mandatory referral to the College's Employee Assistance Program for an evaluation by a Substance Abuse Professional who will determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and/or controlled substance abuse; and
- b) If the employee is identified as needing assistance and a rehabilitation program has been prescribed, the employee must be evaluated by the Substance Abuse Professional to determine that the employee has properly followed the recommended rehabilitation program; and
- c) The employee must undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 or, if the prohibited conduct involved a controlled substance, a return-to-duty controlled substance test with a result indicating a verified negative result for controlled substance use.

#### 6. Follow-Up Testing

Following a determination by a Substance Abuse Professional that a Covered Employee is in need of assistance in resolving problems associated with alcohol misuse and/or the use of controlled substances, the Covered Employee is subject to unannounced follow-up alcohol and/or controlled substance abuse testing. The number and frequency of the tests will be determined by the Substance Abuse Professional, but will consist of at least six tests in the first twelve months following the employee's return to duty and may continue for up to five years. Follow up testing for alcohol may only be conducted while the employee is performing a safety-sensitive function, or just after the employee has ceased performing such function.

#### E. College of Saint Benedict Notification Obligations:

1. The Human Resources Office will:
  - a) notify a Covered Employee of the results of a pre-employment controlled substance test if the employee requests such results within sixty calendar days of being notified of the disposition of the employment application;

- b) notify a Covered Employee which controlled substance or substances were verified as positive;
  - c) inform the Covered Employee which controlled substance or substances were verified as positive;
  - d) make reasonable efforts to contact and request each person who submitted a specimen under the College's program, regardless of the person's employment status, to contact and discuss the results of the controlled substances test with a Medical Review Officer when the Medical Review Officer has been unable to contact the person and will immediately notify the Medical Review Officer that the person has been notified to contact the Medical Review Officer within twenty-four hours;
  - e) provide information on contacting alcohol and/or Substance Abuse Professionals, counseling and treatment programs; and
  - f) ensure that each Covered Employee receives educational materials that explain this Regulation, the meaning of alcohol and controlled substance misuse, treatment programs available and alcohol and controlled substance testing procedures. Covered Employees will acknowledge in writing receipt of such information;
2. Before performing an alcohol or controlled substance test, the trained supervisor or other trained official of the College will notify the Covered Employee that will be tested of the nature of the test and the reasons for the test. The notice can either be written or oral.

## F. Testing Procedures

### 1. Alcohol

Tests will be conducted under the guidance of a Breath Alcohol Technician selected by the College and in accordance with DOT regulations at one or more designated testing sites. The site(s) will afford privacy to the individual being tested. If the result of an initial AND CONFIRMATION test is an alcohol concentration of less than 0.02, no further testing is required and the results are transmitted to the Human Resources Office in a confidential manner. If the result of an initial test is an alcohol concentration of 0.02 or greater, a confirmation test will be performed within twenty minutes. The results of the initial test and the confirmation test are printed on the breath alcohol test forms, signed by both the Breath Alcohol Technician and the Covered Employee, and transmitted to the Human Resources Office in a confidential manner. Should a breath test show an alcohol concentration of 0.02 or greater, a blood alcohol test may be offered to AND/OR REQUESTED BY the covered employee as an option, although not required.

### 2. Controlled Substances

DOT regulations require testing for marijuana, cocaine, opiates, amphetamines and phencyclidine. Tests for these substances will be conducted under the guidance of the

Medical Review Officer selected by the College and in accordance with DOT regulations at one or more designated collection sites. Collection of urine samples will allow individual privacy unless there is a reason to believe that a particular individual may alter or substitute the specimen. It is a violation of federal law and this Policy to adulterate or dilute a specimen during the collection procedure.

Test results are given to the Medical Review Officer for analyzing and reporting to the Human Resources Office.

### 3. Right to Explain; Right to Request Confirmatory Re-Test

If an employee/applicant tests positive for alcohol and/or controlled substances, he/she may submit information to the College explaining the test result, or may request a confirmatory re-test of his/her original test sample. The employee/applicant must submit any additional information within three days of his/her notice of the positive test result. An employee or applicant's request for a confirmatory re-test must be made to the College in writing within five days of his/her notice of a positive test result.

### G. Employee Refusal to Submit to Testing

Any Covered Employee who refuses to submit to a required alcohol or controlled substance test will be immediately removed from duty **WITHOUT PAY** and such refusal shall be treated as a positive test. Failure to provide adequate breath for testing when required without a valid medical explanation, failure to remain available for post-accident testing, failure to provide adequate urine for testing without a valid medical explanation, engaging in conduct that obstructs the testing process, or failure to sign the alcohol testing form constitutes a refusal to submit to testing.

### H. If An Employee Tests Positive

If a Covered Employee has an alcohol concentration of 0.02 or greater in a confirmation test or tests positive for a controlled substance the employee is immediately disqualified from performing Safety-Sensitive Functions, including operating a CMV. The employee will also be subject to return-to-duty testing and disciplinary action as outlined in this policy, and may be subject to follow-up testing.

### I. Disciplinary Action

1. DOT regulations establish prohibited concentrations of alcohol and controlled substances that may be in a Covered Employee's system while the Covered Employee is performing a Safety-Sensitive Function and also establish other prohibited behavior **CONDUCT** for a Covered Employee. DOT regulations also establish certain minimum penalties for a Covered Employee who has a test result which exceeds the prohibited concentration amounts or who has engaged in prohibited behavior conduct. In general, these penalties include i) prohibitions on driving a CMV for a period of time following the prohibited behavior conduct (with the length of time increasing as the number of instances of prohibited behavior conduct increase), ii) referral to a Substance Abuse Professional, and iii) return to duty and follow up testing. An employer may, however,

adopt stricter penalties.

2. In addition to the minimum penalties established by DOT regulations, the following disciplinary action will be imposed:
  - a) On the first occasion that the College obtains a positive confirmatory test result on an employee, the College shall give the employee an opportunity to participate in an appropriate drug and/or alcohol counseling or rehabilitation program, at the employees own expense. If, however, the employee refuses to participate and/or fails to complete such a program, the College may discharge him/her. The College may also discharge any employee who has a positive confirmatory test result at any time after completing a program as required by this paragraph.
  - b) Covered Employees who engaged in other forms of Prohibited Conduct the first time will be relieved from duty without pay for the remainder of the employee's work day and for all of the next scheduled work day. For the second instance of Prohibited Conduct, the employee will be suspended for 40 duty hours without pay. The third instance of Prohibited Conduct will constitute grounds for dismissal for cause.
  - c) Other violations of this Policy not described in a) or b) above, will be dealt with in accordance with applicable Policies, Regulations or procedures.
  - d) The College may transfer or suspend an employee pending the outcome of a confirmatory test or re-test for alcohol or drugs if, in the opinion of the College, such action is necessary to protect the health and safety of the employee, co-workers or the public. An employee transferred to another position pursuant to this paragraph shall be paid at the same rate of pay as he/she earned immediately prior to transfer. If any employee is suspended pending the outcome of any testing of this Section, and the test results are negative, the College shall reinstate the employee to his/her former position and reimburse the employee for all of his/her regular wages and benefits which accrued during the suspension.
3. The disciplinary action imposed by this Section on a Covered Employee shall be in addition to any other penalties that may be imposed for violations of state or federal laws or regulations pertaining to drivers of CMV's or holders of CDL's.

#### J. Access to Test Results

Except as required by law, no information about specific alcohol and controlled substance testing will be released by the Order to outside parties. A Covered Employee is entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol or controlled substances, including any records pertaining to the employee's alcohol or controlled substances tests.

#### K. Records Retention

The Human Resources Office will maintain the following records in a secure location with controlled access:

1. Five year record retention: Records of any employee alcohol test results indicating an alcohol concentration of 0.02 or greater; documentation of refusals to take required alcohol or controlled substance tests; verified positive controlled substance test results; equipment calibration documentation; documentation of Covered Employee evaluations and referrals; and a copy of the calendar year summary required by DOT regulations.
2. Two year record retention: Records related to the collection process and training.
3. One year record retention: Records of any negative and canceled controlled substance test results and alcohol tests results with a concentration of less than 0.02.

#### L. Training

The College of Saint Benedict/Order of Saint Benedict has entered into an agreement for the purpose of training of supervisors of covered employees and other officials of the College/Order designated by the Director of Human Resources/Safety Officer as set forth below.

All supervisors of Covered Employees and other officials of the College/Order designated by the Director of Human Resources/Safety Officer to make reasonable suspicion observations will receive at least sixty minutes of training on controlled substance use to assist them in determining whether reasonable suspicion exists to require an employee to undergo testing. The training will cover the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of controlled substances. It will also cover available methods of intervening when an alcohol or controlled substances problem is suspected, including confrontation, referral to the Employee Assistance Program and/or referral to a higher management authority. This training will be provided by the College of Saint Benedict.

#### M. Self Reporting

A Covered Employee who self reports alcohol misuse or controlled substance use and requests assistance from the College shall be immediately referred for treatment to a Substance Abuse Professional. Within ten working days, the employee must provide proof to the employee's supervisor of having undergone assessment screening. The proof must contain the treatment recommendations of the Substance Abuse Professional. On a monthly basis, the employee shall furnish the supervisor with proof of their continuing participation in the recommended treatment program until completed. Reoccurrences of alcohol misuse or controlled substance use shall be subject to disciplinary action.

#### N. Definitions

For purposes of this Policy:

1. "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.
2. "Alcohol use (or use alcohol)" means any consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

3. "Alcohol concentration" is the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.
4. "Commerce" means 1) any trade, traffic or transportation within the jurisdiction of the United States between a place in a state and a place outside such state, including a place outside of the United States and 2) trade, traffic, and transportation in the United States which affects any trade, traffic, and transportation described in subsection 1) of this section.
5. "Commercial motor vehicle" or "ACMV" means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle
  - a) has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
  - b) Has a gross vehicle weight rating of 26,001 or more pounds; or
  - c) is designed to transport sixteen or more passengers, including the driver; or
  - d) is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under federal hazardous materials regulations.
6. "Confirmation Test", in Controlled Substance testing, is a second analytical procedure to identify the presence of specific drug or metabolite that is independent of the screening test and that uses a different technique and chemical principle from that of the screening test in order to ensure reliability and accuracy. In alcohol testing, it is a second test, following a screening test with a result of 0.02 or greater, that provides quantitative data of alcohol concentration.
7. "Controlled Substance" means marijuana, cocaine, opiates, amphetamines and phencyclidine.
8. "Covered Employee" or "Employee" means any College of Saint Benedict/Order of Saint Benedict employee required to hold a CDL as a function of their employment. This includes for purposes of pre-employment testing only, applicants and current employees selected for employment in such a position. A Covered Employee may be off-duty, on-duty, pre-duty or "on call" status.
9. "Driver" means any Covered Employee who operates a CMV. This includes, but is not limited to: full-time, regularly employed drivers, casual, intermittent, temporary, part-time or occasional drivers. This also includes student drivers.
10. "Driving Time" means all time spent at the driving controls of a CMV in operation.

11. “Medical Review Officer” is a licensed physician responsible for receiving laboratory results generated by the Order’s controlled substance testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate a Covered Employee’s confirmed positive test result together with his/her medical history and any other relevant biomedical information.
12. “Observer” a trained supervisor or other trained official of the Order.
13. “Performing a Safety-Sensitive Function” a Covered Employee is considered to be performing a Safety-Sensitive Function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any Safety-Sensitive Functions.
14. “Safety-Sensitive Function” means
  - a) all time a Covered Employee is at a carrier or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the Covered Employee has been relieved from duty by the Covered Employee’s supervisor.
  - b) All time the Covered Employee is inspecting equipment as required by DOT regulations or otherwise inspecting, servicing, or conditioning any CMV at any time.
  - c) All driving time as defined in the term driving time in this Policy.
  - d) All time, other than driving time, in or upon any CMV except time spent resting in a sleeper berth as sleeper berth is defined by DOT regulations.
  - e) All time a Covered Employee is loading or unloading or supervising or assisting in the loading or unloading of a CMV, attending a CMV being loaded or unloaded, remaining in readiness to operate the CMV, or in giving or receiving receipts for shipments loaded or unloaded.
  - f) All time spent by a Covered Employee performing the driver requirements of DOT regulations relating to accidents.
  - g) All time spent by a Covered Employee repairing, obtaining assistance, or remaining in attendance upon a disabled CMV.
15. “Screening test (or initial test)”, in controlled substance testing, is an immunoassay screen to eliminate “negative” urine specimens from further analysis. In alcohol testing, an analytic procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath specimen.
16. “Substance Abuse Professional” means a licensed physician or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment.

***Appendix R***

**JOINT SEXUAL ASSAULT POLICY**

**Order of Saint Benedict, Inc., Collegeville**

*and*

## **The College of Saint Benedict**

### **I. POLICY STATEMENT**

The College of Saint Benedict and the Order of Saint Benedict, Inc., Collegetown, are committed to maintaining an environment, which is free from the physical and emotional threat of sexual assault. For purposes of this policy, ***sexual assault is defined as sexual contact or penetration without consent.*** These institutions will investigate and promptly seek the equitable resolution of all allegations of sexual assault.

In institutions such as ours, which espouse Catholic and Benedictine values, every community member's awareness of and respect for the rights and human dignity of every other member undergirds community life. These values demand that we strive to create an environment where the sacredness of each person is honored. Sexually assaultive conduct violates the sacredness of the person, weakens the health of the community, and is antithetical to the mission of these institutions. Therefore, we will not tolerate sexual assault in any form.

### **II. THE LAW**

In addition to violating this policy, conduct prohibited by this policy may also be a criminal violation of Minnesota law. The College of Saint Benedict and the Order of Saint Benedict, Inc., Collegetown, will be guided in their resolution of sexual assault allegations by their mission and values, as well as by Minnesota law. These institutions will report sexual assault allegations to outside law enforcement agencies as appropriate.

Minnesota criminal statutes classify criminal sexual conduct into five degrees depending on the nature of the contact, the level of force, the age of the complainant, and the condition and extent of injuries to the complainant. **“Sexual contact”** includes, but is not limited to, the intentional touching by the respondent of the complainant's breasts, inner thighs, genitals and/or groin area, whether clothed or unclothed; or the coerced touching by the complainant of another's intimate parts. Sexual contact also includes the intentional removal or attempted removal of clothing covering the complainant's intimate parts or undergarments.

Pursuant to Minnesota law, **“consent”** means words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor. Consent does not mean the existence of a prior or current social relationship between the actor and the complainant, or that the complainant failed to resist a particular sexual act. The use or threatened use of force or other forms of coercion take away a person's ability to give consent to sexual contact. Where there is otherwise credible evidence to support a finding of nonconsent, corroborating testimony is not required.

A person who is unconscious or substantially impaired cannot consent to a sexual act. Use of drugs or alcohol by the accused, however, is not a defense against allegations of sexual assault and does not diminish personal accountability or criminal liability.

### **III. RIGHTS OF THE PARTIES**

These institutions recognize that community support for both the victim and the accused is essential to a fair and just response to a sexual assault report. Therefore, the parties involved in a sexual assault incident are assured the following rights:

1. The right to privacy and treatment of sensitive information in a confidential manner;
2. The right to be treated with dignity and to receive nonjudgmental assistance;
3. The right to meaningful support from institutional organizations and departments as appropriate (i.e., counseling, campus ministry, residential life, dean of students, department chairs, etc.);
4. The right to a fair, impartial and timely investigation and resolution by campus disciplinary authorities of a sexual assault report;
5. The right to an explanation of the complaint procedures for sexual assault violations;
6. The right to an explanation of the allegations made against a party under this policy;
7. The right to participate or not participate in campus disciplinary proceedings regarding a sexual assault incident;
8. The right to know prior to a hearing the names of witnesses who may be called;
9. The right to speak on his or her own behalf in a disciplinary proceeding;
10. The right to an advisor at any campus disciplinary proceeding concerning a sexual assault complaint;
11. The right to privacy with regard to his or her irrelevant past sexual/relationship history during campus disciplinary proceedings;
12. The right to be informed in a timely manner of the outcome of any campus disciplinary proceeding concerning a sexual assault complaint;
13. The right to appeal the outcome of a hearing in which the party participates.

In addition, Minnesota Law assures a victim of sexual assault the following rights:

1. The right to the prompt assistance of campus authorities (“campus authorities” refers to the Department of Security at CSB, Life Safety Services at SJU, and/or the Human

Rights Officer), at the request of the victim, in notifying the appropriate law enforcement officials and disciplinary authorities of a sexual assault incident;

2. The right to the prompt assistance of campus authorities, at the request of the victim, in filing criminal charges with local law enforcement officials in sexual assault cases;
3. The right to the complete and prompt assistance of campus authorities, at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;
4. The right to assistance of campus authorities in preserving materials relevant to a campus disciplinary proceeding for a sexual assault complainant or victim;
5. The right to the assistance of campus personnel in shielding the victim, at his or her request, from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes or to alternative college-owned housing, if alternative classes or housing are available and feasible;
6. The right to receive information regarding services available to victims from the State of Minnesota through the Office of the Crime Victims Ombudsman and the Crime Victim Reparations Board, and assistance in contacting these offices.

#### **IV. TO WHOM THE POLICY APPLIES**

This Policy applies to all community members except where specifically excluded (See Joint Human Rights Policy for exclusions). All community members will abide by this Policy at all times, whether on campus or away from campus, when engaged in activities sponsored by the institution or which otherwise relate to the institution or its business. Such activities include, but are not limited to, professional meetings, classes, practica, seminars, and all other activities involving or relating to the institution. Those who contract to use our campuses, instruct our students, supervise our students, or are employed by independent enterprises located on campus or seek to provide goods and services to our campuses are expected to adhere to the principles established by this Policy.

When a student is alleged to have committed a sexual assault, this Policy will apply at all times, whether or not the student is engaged in institutionally sponsored or related activities, when the student is on the institution's campuses, in off-campus housing units, or in an area within a close geographical proximity to each campus. If a sexual assault involving a student occurs at a distance from campus when the student is not engaged in institutionally sponsored or related activities, the institution, in its discretion, may either accept or decline to process a complaint under this policy.

#### **V. RESPONSIBILITIES**

**All Community Members.** All community members are responsible for ensuring that their

conduct does not violate this Policy. All community members who have observed others experiencing what they believe to be incidents of sexual assault are encouraged to confront such conduct and to report such conduct to the Human Rights Officer at once. Any community member who believes that he or she has experienced sexual assault in violation of this Policy has the responsibility for giving notice of the violation to the institution. (See Section VI. below.)

**Supervisors.** Institutional supervisors (See Section XI, Definition of Terms) have the further responsibility to use their best efforts to assure that sexual assaults do not occur or that they are reported if they do occur. When a supervisor receives a report of, or otherwise identifies a problem as being one involving a potential claim of sexual assault in violation of this Policy, the supervisor shall report the alleged incident to the Human Rights Officer at once.

## **VI. REPORTING AND COMPLAINT PROCEDURE**

Members of the community who believe they have been sexually assaulted by a stranger or by someone they know are strongly encouraged to notify campus security and/or local law enforcement authorities immediately so that the alleged assailant can be apprehended if still in the area and so that appropriately trained personnel can be dispatched to provide crisis counseling, information and support to the victim. Victims of sexual assault are also encouraged to contact the counseling department at their institution for confidential support and counseling services.

***Reporting a sexual assault incident to campus security, the human rights office, or law enforcement authorities does not require the complainant to initiate or participate in a complaint procedure.*** Members of the community who believe they have been victims of sexual assault are strongly encouraged, however, to discuss the situation and to seek advice regarding internal complaint procedures and/or criminal or civil prosecution options *as soon as possible* from the Human Rights Officer, the Director of Security at the College of St. Benedict, the Director of Life Safety Services at St. John's University, and/or any of the following: a supervisor, an administrator, a faculty member, a department chair, a resident director or faculty resident, and/or the Director of Human Resources.

Any member of the community who is contacted by a person with a complaint, which may involve a sexual assault, should contact the Human Rights Officer immediately to report the factual basis of the potential complaint and to receive information regarding the proper approach for addressing the complaint.

All complaints involving sexual assaults where the respondent is a **faculty member, an administrator, or a staff member** will be processed and considered pursuant to the **Joint Complaint Procedure for Human Rights Violations**. Complaints involving sexual assaults where the respondent is a **student** will be processed and considered pursuant to the **Joint Complaint Procedure for Sexual Assault Violations Involving Students**. After consulting with the Human Rights Officer, a complainant may or may not choose to proceed with a

complaint under the institutions' complaint procedures and/or civil and/or criminal legal processes.

## **VII. CONFIDENTIALITY**

Because of the sensitive nature of sexual assault complaints, the need to protect the privacy of the parties, the need to ward against retaliation and adverse publicity, and the interest in resolving complaints as quickly and effectively as possible, the institutions will rigorously defend the confidentiality interests of all parties involved in a sexual assault complaint process. These institutions will attempt to protect the identity of all complainants and respondents and insure that the actions resulting from the initiation of a complaint procedure are kept confidential, informing only those officials and individuals with a need to know in order to respond to the case. Confidentiality shall be observed by all persons involved in a complaint process.

Notwithstanding the preceding paragraph, respect for due process requires that the requirement of confidentiality not be interpreted as unduly limiting the ability of either party to a complaint to prepare and present his or her case, particularly during the formal stage of the complaint process. Furthermore, the requirement of confidentiality will not be interpreted as unduly limiting the institutions' responsibility to investigate and take corrective action in response to sexual assault complaints. Information regarding sexual assault incidents occurring on campus may be released to the campus community to allow members of the community to make informed judgments and take appropriate preventive measures. The privacy of the victim will be protected to the extent reasonably possible in the event that such information is released.

## **VIII. RETALIATION**

Any person who initiates a complaint under this policy will do so without coercion or fear of reprisal. Retaliation against or harassment of any person involved in a complaint process (the complainant, the respondent, the investigator, a witness, a member of the hearing panel, etc.) may in and of itself constitute a human rights violation and may be prosecuted as such under the Joint Complaint Procedure for Human Rights Violations. Encouraging others to retaliate also violates this Policy.

**IX. MALICIOUS, FALSE REPORTING**A complainant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action as recommended by the Human Rights Officer.

## **X. SANCTIONS**

Upon a finding that a violation of the Joint Sexual Assault Policy has occurred, disciplinary action, up to and including termination of employment or expulsion from

the academic community, may be imposed pursuant to the procedures set forth in the applicable complaint procedure.

## **XI. DEFINITION OF TERMS**

Terms used in this and related human rights documents shall be defined as follows:

1. **The Order of Saint Benedict, Inc. Collegeville**, includes the following corporate "Divisions": Saint John's University, Saint John's Preparatory School, The Liturgical Press, and the Benedictine Division.
2. **Community** and **institutions** are used here to refer to the College of Saint Benedict and the Order of Saint Benedict, Inc. Collegeville and all their employees and students.
3. **Campus** refers to the grounds, which include Saint John's Preparatory School and The Liturgical Press as well as Saint John's University and the College of Saint Benedict.
4. **Campus Authorities** refers to the Department of Security at the College of St. Benedict, Life Safety Services for the Order of St. Benedict, Inc., Collegeville, and/or the Human Rights Officer
5. **Employee** refers to any member of the community who is employed by these institutions, excluding student workers.
6. **Student** refers to any person enrolled in the College of Saint Benedict, Saint John's Preparatory School, or Saint John's University, whether undergraduate, graduate or postgraduate.
7. **Supervisor** refers to administrators, department chairs, faculty, residence directors, faculty residents, staff persons, and others who have the responsibility for employees' or students' terms and/or conditions of employment or education. For the purposes of this definition, student workers shall not be considered to be supervisors.

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Abbot John Klassen, O.S.B.  
Order of St. Benedict, Inc.  
Collegeville

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Susan Lester  
Chair, Board of Trustees  
College of St. Benedict

Approved November 2000

## **GRIEVANCE PROCEDURE**

### **Introduction**

The College of Saint Benedict and the Order of Saint Benedict seek to provide just and equitable treatment for all administrative staff and the protection of their legal rights in matters of employment. The success of attaining and maintaining this goal depends upon just and reasonable policies for administrative staff, cooperation of all administrative staff, and the availability of an adequate grievance procedure. The procedures apply whether the grievance is between employee and employee, employee and immediate supervisor, employee and an administrator or executive, employee and an office of the institution or employee and a policy of the institution.

It is the intent of both institutions to recognize elements of disharmony in any situation where people work closely together, and encourages employees to seek informal resolution of these differences in a spirit of cooperation, trust, and candor. All parties involved are expected to cooperate in bringing about a satisfactory resolution through the internal process. The grievance procedure is not a legal process; it is not an adversarial process; it is an internal process which extends assistance in resolving a potential concern.

### **Confidentiality**

Discussions and documentation concerning the grievance proceedings are matters of strict confidentiality which is an integral part of promoting harmony and peace.

### **Exclusions**

- A. **Discrimination, Sexual Harassment, Violation of Human Rights Or Sexual Assault** - Allegations of discrimination, sexual harassment, violation of human rights, or sexual assault, separate policies are followed. See Appendix M - Joint Human Rights Policy and Procedures and Appendix R - Joint Sexual Assault Policy for the Order of Saint Benedict, Collegetown, Minnesota and the College of Saint Benedict, Saint Joseph, Minnesota.
- B. **Corporate and Statutory Restrictions** - The resolutions of a grievance may not conflict with the Corporate Charter, Bylaws of the Corporation and College, Statutes of the division, or approved policies of the division. Likewise, the resolution must be in harmony with federal and state law.
- C. Termination of an administrative staff employee who is on initial probation or on an extended initial probationary period is excluded from issues that can be formally grieved, unless inadequate notice was given.
- D. Termination of an employee who is on disciplinary probation is not formally grievable, unless inadequate notice was given, or the Sanction for Cause policy was not followed.
- E. Termination of temporary/provisional employment is excluded from issues that can be formally grieved.
- F. Termination for prolonged mental/physical illness is not grievable.

### **Definition of terms as used in this policy**

- A. **Employee** - A person employed by the College of Saint Benedict or the Order of Saint Benedict.
- B. **Immediate Supervisor** - The person to whom the grievant reports.
- C. **Grievant** - An employee (or group of employees) who submits a complaint for resolution.
- D. **Days/Working Days** - Defined as those days when the offices of the College of Saint Benedict and the Order of Saint Benedict are open.

**Definitions as used in this policy**

**Grievance** - A complaint or allegation that the complainant's employment rights have been adversely affected as a result of a dispute or disagreement. A grievable matter consists of a violation of policy or process, misinterpretation of Administrative Staff Handbook policies concerning employment conditions or administrative staff employee relations.

**Respondent** - party against whom a grievance is filed.

**Grievance Committees** - CSB Standing Grievance Committee

## **Grievance and Appeals Process**

### **Step 1 Open Discussion**

The necessary first step toward the resolution of a grievance is for the grievant to discuss with the party/parties involved his/her concern. This takes place within a ten working day period. In the event the involved individuals are unable to mutually agree upon a resolution during the open discussion period, the employee (grievant) is to notify his/her supervisor. Within five working days of this notice, the supervisor will meet with both the grievant and the respondent in an attempt to bring a satisfactory resolution. The supervisor and parties involved will have ten working days to attempt a resolution.

### **Step 2 Informal Grievance Process**

If a mutually agreeable resolution is not reached in step 1, the grievant may file an "Informal Statement of Grievance" with the Human Resources Office located on the campus of the grievant.

The informal grievance procedure begins with the grievant filing an Informal Statement of Grievance form with the Human Resources Office. The Human Resources Office distributes copies to the Grievance Committee and all parties involved in the grievance. This form can be obtained from the Human Resources Office.

After the informal grievance has been filed, the Standing Grievance Committee, in consultation with representation of the Human Resources Office, will review the form to determine whether the situation is a grievable matter, the grievant will be notified in writing by the Grievance Committee and all copies of the Informal Statement of Grievance returned. If deemed so, the Grievance Committee will arrange separate meetings and then a joint meeting with parties involved to try and resolve the conflict informally. The meetings of the involved parties should take place within five working days after filing the informal grievance.

### **Step 3 Formal Grievance Process**

If a grievance cannot be resolved by the Informal Process, the grievant may then file a Formal Statement of Grievance form within ten working days after all attempts have been made to resolve the conflict through the informal process. (This form can be obtained from the Human Resources Department. Along with this form, the grievant will provide a list of three names of College/University/Corporate administrative staff who would be acceptable for services on the Formal Grievance Committee of which one will be chosen by the Standing Grievance Committee. The Formal Statement of Grievance must be filed with the chair of the Standing Grievance Committee and the Human Resources Office. A Formal Grievance Committee will then be established consisting of:

1. the Grievance Committee
2. one (1) person chose by the Grievance Committee from the list of three provided by the grievant.

Upon receipt of all pertinent material, the Formal Grievance Committee will make a preliminary investigation within ten working days. In disputes where it appears that the parties involved may yet be helped to resolve the problem themselves, the Committee may suggest other avenues of resolution and provide all possible assistance.

If the Formal Grievance Committee's preliminary investigation of the dispute has not brought about a resolution, the Committee will proceed within five working days with a thorough investigation of all procedural, legal and/or personal aspects of the problem. If, at any time during the investigation, working conditions are found to be unfavorable for the grievant, the grievant will have the right to request and be granted a temporary leave of absence. This request should be directed to the Human Resources Office.

# OUTLINE OF ABBREVIATED GRIEVANCE PROCEDURES

## Grievance Occurs

### Step 1

- Open discussion between parties involved
- 10 working days

#### 1a

- Grievant's supervisor notified
- 5 working days to meet with parties involved
- 10 working days to work toward resolution

## Grievance Process

### Step 2

- Intent to file: Informal Statement of Grievance form filed with Human Resources with copies distributed to the College of Saint Benedict Standing Grievance Committee or Saint John's University Standing Grievance Committee
- within five working days

### Step 3

- Intent to file: Formal Grievance Process is filed with the Human Resources Office
- not to exceed 10 working days after all attempts have been made
  - a. Assignment of Formal Grievance Committee
  - b. Notification of decision by the Formal Grievance Committee within 5 working days

### Step 4

- Grievant/Respondent Appeal
- 3 working days from receipt of Formal Grievance Committee decision
- Appeal sent to grievant/Respondent's Divisional Vice President/Executive in Charge
- 10 working days for decision from Divisional Vice President/Executive in Charge

**CONFIDENTIAL**  
**INFORMAL GRIEVANCE STATEMENT**

The employee/grievant must address each of the issues listed below as complete and thorough as possible, using additional paper if necessary. The form must be dated and signed where indicated. Notification to the respondent's and grievant's immediate supervisor will be made by the Director of Human Resources.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position or title: \_\_\_\_\_ Phone #: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

1. Describe the grievance, stating the issue(s) and all the facts, names, dates, and places of occurrence.
2. List the informal attempts at resolution, the results, and the phone number of parties involved.
3. Describe the specific solution or remedy desired and the process needed to achieve the resolution.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

As a result of unsuccessful attempts to reach a resolution through the informal process, I am now filing a formal grievance.

\_\_\_\_\_  
NAME DATE

**CONTACT THE HUMAN RESOURCES OFFICE FOR THE REQUIRED FORMS**



## *Appendix T*

### **CONFLICTS OF INTEREST**

#### 1. SCOPE

This policy applies to Employees, who according to the Corporation's Bylaws shall annually review this policy and disclose those personal, familial, business or professional interests that reasonably could present or be perceived to present a conflict of interest.

#### 2. STATEMENT OF POLICY

The relationship of the Administrators and Professional Staff with the Corporation carries with it the requirement of loyalty and fidelity to the Corporation. It is the responsibility of each employee to oversee the affairs of the Corporation honestly and economically, exercising his or her own best care, skill, and independent, and unbiased judgment. Employees commit themselves to serving the Corporation as a whole, rather than representing the interests of any particular constituency. All decisions are to be made solely on the basis of a desire to promote the best interests of the Corporation. The integrity of the Corporation must be protected and advanced at all times. It is the responsibility of each employee to ensure that the Corporation is made aware of situations that involve personal, familial, business or professional interests that could be problematic.

#### 3. DEFINITION OF CONFLICT OF INTEREST

A conflict of interest exists whenever any Employee has a personal, familial, business, or professional interest which impairs or which might reasonably appear to impair that Employees's independent, unbiased judgment in the discharge of his or her responsibilities to the Corporation.

COMMENT: The following definitions are provided to assist in determining whether a relationship may present or may be perceived to present a conflict of interest:

Business Interest: An Employee, or a member of his or her family (spouse, parent, siblings, children or any other relative who resides in the same household as the Employee) serves as an officer, director, employee, partner, trustee, or controlling shareholder of an organization that does, or is attempting to do, substantial business with the Corporation.

Substantive Relationship: An Employee or a member of the Employee's family who: (a) is the actual or beneficial owner of more than five percent of the voting stock or controlling interest of an organization that does substantial business with the Corporation; or (b) has other direct or indirect dealings with such an organization from which the Employee or a member of the Employee's family benefits directly, indirectly, or potentially from cash or property receipts totaling \$10,000 or more per year.

4. DISCLOSURE

All Employees are annually required to list on a disclosure form those personal, familial, business, or professional, interests that reasonably could present a conflict of interest. The disclosure should include those substantive relationships that the Employee maintains (or that members of his or her family maintain) with organizations that do, or are attempting to do, substantial business with the Corporation or that otherwise could be construed to potentially affect the Employee's independent, unbiased judgment in light of his or her decision-making authority or responsibility.

5. RESTRAINT ON PARTICIPATION AND VOTING

Employee's who have declared a conflict of interest or who are perceived to have a conflict of interest with respect to a particular matter shall absent themselves from discussions of or voting on said matter, unless for special reasons the administration requests information or interpretation from said Employee.

6. RESOLVING UNCERTAINTIES ABOUT CONFLICTS OF INTEREST

In the event an Employee is uncertain as to the appropriateness of listing on the disclosure form a particular relationship the Employee should consult with the Executive in charge and the Human Resources office who may in turn, elect to consult with legal counsel.

*Appendix U*

## **FRAUD POLICY**

### **General Statement**

Employees of the Corporation must not engage in any illegal activity and must not, in the performance of their duties, commit any act of fraud, whether or not adverse to the interest of the Corporations. Any act of fraud ascertained upon internal investigation, or pursuant to a criminal conviction, or through written acknowledgement by the employee concerned, shall result in disciplinary action up to and including termination of employment

For the purposes of this policy, fraud shall include, but not be limited to:

- a. Theft or misappropriation of Corporation assets.
- b. Submitting false claims for payment or reimbursement.
- c. Accepting or offering a bribe, or accepting gifts or other favors under circumstances that might lead to the inference that the gift or favor was intended to influence an employee's decision-making while serving the Corporation.
- d. Accepting a commission from, or paying same to a third party (kickbacks).
- e. Blackmail or extortion.
- f. Off book accounting, or making false or fictitious entries.
- g. Knowingly creating and/or distributing false or misleading financial reports.
- h. Payment of excessive prices or fees where justification, thereof, is not documented.
- i. Violation of Corporation procedures with the aim of personal gain or to the detriment of the Corporation.
- j. Willful negligence intended to cause damage to the material interest of the Corporation.

- k. A dishonorable, or irresponsible, or deliberate act against the interest of the Corporation.

The Corporation reserves the right to press charges against employees and/or to report any criminal action to the appropriate authorities. In any event, the Corporation reserves the right to sue employees before Civil Law in order to force restitution of any loss that the Corporation may have suffered. The personnel file of employees disciplined under the circumstances hereinabove stated will record the reasons for the disciplinary action. Employees discharged under this policy shall not be re-employed by the Corporation.

### **Management's Responsibility for Preventing Fraud**

Manager's at all levels are responsible for exercising due diligence and control to prevent, detect, and report acts of fraud by personnel under their supervision. Those who fail to carry out their responsibilities as hereinabove stated will be subject to disciplinary action up to and including termination of employment.

I certify that I have reviewed and understand and am in compliance of the Corporation's policy on fraud.

---

Employee Signature

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Date

*Appendix V*

## **OUTSIDE EMPLOYMENT**

A person who accepts full-time employment within the College assumes a primary professional obligation to the department in which he/she is employed. Any other employment or enterprise in which an employee engages for income must be understood to be definitely secondary to his/her corporate work. After consultation with an appropriate supervisor regarding the outside employment, the recommendation to approve such employment will be sent in writing to the appropriate Vice President or Provost for final approval. Should the supervisor deny the request for outside employment, the employee may appeal to the Vice President or Provost.

Employees should also be concerned to avoid possible conflict of interest with the College in all outside employment. Questions regarding potential conflict of interest should be addressed to the Vice President or supervisor.

## **EXTRA COMPENSATION AS ADJUNCT OR OTHER SPECIAL FACULTY**

Teaching should complement and not interfere with or substitute for the primary duties of Administrators and Professional Staff. Extra compensation from the College clearly is inappropriate for Administrators with full-time appointments. An adjustment in FTE appointment may be made to account for time spent in teaching. On a case-by-case basis, exceptions may be approved if the course is taught in the evenings or weekends. Requests for exceptions should be forwarded to the Dean and Provost.

## *Appendix W*

### **Guidelines for Employing Monks Within the Administration of the University**

The purpose of these administrative and professional guidelines is to encourage administrators and monks to explore internship and other professional development opportunities that can allow monks to consider how their skills, aptitudes and abilities might fit with the needs of the University.

#### **BACKGROUND**

##### **Governance Policy**

As many members of the Benedictine community of Saint John's Abbey, Collegeville, Minnesota, should be active in academic, administrative, and other roles at the University as their talents and training permit.<sup>2</sup>

##### **Administrative Handbook**

Qualified members of the Order of Saint Benedict are preferred candidates for every administrative staff vacancy.<sup>3</sup>

##### **Administrative Policy<sup>4</sup>**

All steps to initiate the appointment of a monk to an administrative or support staff position within the University, whether originating within the monastery or within a management area, must start either with the Human Resources Director, the appropriate vice president level authority<sup>5</sup>, or the President.

If that initial step starts with the Human Resources Director or the appropriate vice presidential level authority, it will be the responsibility of that administrator to inform other relevant administrators, the President and the Abbot.

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<sup>2</sup> Revised Statutes of the University, Article I, Section 3b (25 May 1982)

<sup>3</sup> Administrative Personnel Policies and Procedures, Employee Info - 2

<sup>4</sup> Policy promulgated by the President 17 July 1997.

<sup>5</sup> These positions are defined as: Provost for Academic Affairs; Dean of the SOT; Vice President of Finance and Administration; Dean of Admissions; Vice President of Institutional Advancement; Vice President for Planning, Research and Communications; Vice President of Student Development; Director of HMML.

Procedures developed and facilitated by the Human Resources Office will guide the employment of monks at various levels within the University based on the guidelines herein.

**I. Entry-level Positions:**

- A. If there is an opening at an entry-level position, and a monk has the applicable degree and/or background and is available for part-time work, that monk will be considered for the position.
- B. If there is not a vacant entry-level position, a monk may request to serve as an intern within a department following the process outlined in section II.B below.

**II. Mid-level Management:**

- A. If a monk has the qualifications and training to assume a vacant mid-level management position, he may be appointed to the position after an internal posting of the position. However, such an appointment process must always be preceded by a review of the job description and interviews about the expectations of the department, the supervisor and the monk. An appropriate executive level administrator should determine who ought to be included in the interview process and also ensure that the President, the respective Vice President and the Director of Human Resources are notified of the process.
- B. If a monk does not have the qualifications and training to assume a mid-level management position, he may participate in a Mid-level Management Internship Program whether or not there is a vacant position or an anticipated vacancy in the near future:
  - 1. The internship salary would be funded through a designated University fund and facilitated by the Human Resources Office. Other applicable expenses (e.g., computer, telephone, office supplies and space), will need to be reallocated from within the affected department.
  - 2. Interns would spend up to a year in a department (management area) obtaining essential skills and knowledge.
  - 3. The internship can be half-time to full-time as determined on an individual basis.
  - 4. The internship would include a professional development plan, in which the monk, the Abbey Personnel Liaison Officer and the department supervisor would develop an inventory of workshops or seminars dealing with the work of the department (management area) and/or such matters as leadership training, management or supervision that the monk will attend. The professional development plan will also include specific plans for a mid-internship interview.

5. At the end of the year, there will be an evaluative process with the monk, the supervisor of the department and the Abbey Personnel Liaison Officer to discern appropriate next steps:
  - a. If the internship appeared to be a good fit for both the monk and the department, the monk will be placed in the next vacant position within the department -- if one is expected soon -- or he may receive an interim appointment in the department until the next appropriate position becomes vacant.
  - b. If the internship appeared not to be a good fit for both the monk and the department, the monk may participate in an internship within another department (management area).

### **III. Executive-level Positions:**

These are the ways in which executive-level positions may be filled by monks:

- A. If a monk has the qualifications and training to take up a vacant executive level position, he should be included as a candidate in the formal search process.
- B. If through succession planning a monk has been identified as a qualified candidate for a vacant executive-level position, the opening will be posted internally and the following process will be followed:
  1. If other qualified candidates come forward, the monk will be included in the pool of candidates to be interviewed.
  2. If no other qualified candidates come forward for consideration, the monk will be interviewed and if the determination is made to the mutual satisfaction of those involved, the monk will be named to the position.
- C. If through an internship or another means it is determined that a monk has the skills and aptitudes for an executive-level position, but lacks the required formal education and/or experience, steps will be taken to facilitate such education and/or experience so as to fulfill an expressed succession plan. This succession plan ought to be determined mutually by the President, the appropriate University and Abbey personnel and the individual monk.

#### **IV. Other Opportunities for Employing Monks**

There may be opportunities beyond internships for monks to work within the University on short-term projects or a part-time basis. These opportunities may be developed on a case-by-case basis provided they follow the general principles outlined in this document, that is, they include a job description, interviews to establish department and supervisor expectations, etc.

#### **V. Vice Presidential Responsibilities**

To assist in these processes each Vice President and management area will develop and keep current an inventory of: 1) expectations of applicants in regard to degrees, training, skills, aptitudes and comparable relevant experience; 2) short-term projects or part-time work that could be performed by a monk on an internship, part-time or short-term basis.

The inventories of internship, short-term part-time employment opportunities will be updated each year and forwarded to the President's Office by mid-September.

## *Appendix X*

# **College of Saint Benedict**

Over the past several years, the volume and usage of the College of Saint Benedict (Corporation) cellular phones has increased dramatically. In order to effectively control this increasing expenditure, the following policy has been adopted.

## **Cellular Phone Policy**

The Corporation recognizes that a cellular phone may aid an employee's job performance and aid the efficiencies of a department by providing immediate accessibility and improving customer service. A department head/chair is responsible for determining when an employee needs to conduct Corporation business using a cellular phone in order to fulfill his/her position responsibilities.

Cellular phone contracts may be structured so that the Corporation is the billing entity, or the employee is the billing entity; billed personally and reimbursed for business usage.

## **Corporation as the Billing Entity**

The Corporation's exemption from federal excise tax and Minnesota sales tax presumes that cellular phones are primarily for business not personal use. Therefore, cellular phone purchases and contracts, where the College of Saint Benedict is the official billing entity, should be approved for those situations where the phone is for primarily Corporation business. For purposes of this policy, the term "primarily for Corporation business" means that at least 80% of the phone use, on average, is directly for Corporation business. Twenty percent or less phone use for personal reasons will be considered incidental personal use. The determination of business phone use should be as a percentage of total minutes of actual use, not actual number of calls or associated cost of service.

If a department feels that a cellular phone is necessary for a particular employee, the following guidelines and account payment procedures should be followed:

## ***Guidelines for Cellular Phones Billed to the Corporation:***

- Before acquiring a cellular phone, a **“Cellular Phone Request”** form must be completed and forwarded to the Telecommunications Department. The Telecommunications Department will work with the department to purchase a cellular phone and implement an appropriate plan. If an employee leaves his/her employment at the Corporation, a new “Cellular Phone Request” should be submitted for the person who takes over the cellular phone provided for that individual.
- All requests must have approval from the department head/chair. If the person requesting the service is the department head/chair, approval needs to be received from that person’s supervisor. No employee may approve his or her own cellular service plan.
- The department requesting the cellular phone will pay for all charges associated with the phone.
- Cellular phones are provided to improve customer service, improve availability, and improve the effectiveness of an employee or department.
- Employees should reimburse the Corporation by check for all personal related charges, including long distance and roaming. Additionally, any charges over and above the employee’s current plan charges will be considered personal if no explanation is provided. It is the employee’s responsibility to adhere to their plan or ask for assistance in changing to a plan that better fits their needs.
- Plans will be randomly audited and reviewed to ensure that the cellular plan is adequate for business usage. Suggestions for modifications to the plan may be made through this audit procedure.

#### **Payment Procedures (Corporation Accounts):**

- You will receive a monthly activity statement for your cellular phone usage.
- You should always review your monthly statement for billing accuracy.
- After review of the statement, a “Cellular Phone Payment Worksheet” should be completed and attached to the statement.
- The bill, including all call detail, should be sent to the appropriate Accounts Payable Office along with the Cellular Phone Payment Worksheet. A check should be included for reimbursement for personal usage.

#### **Employee is the Billing Entity**

Corporation employees should purchase their own cellular phones and plans when personal minutes are expected to be greater than 20% of the average monthly usage. The employee should be established at the billed party or entity. An employee can request reimbursement for usage, long distance, and roaming charges for business related calls. The following guidelines will be followed in accordance with a request for personal reimbursement:

Guidelines for Reimbursement:

- Reimbursements for business use of a personal cellular phone will be made on a per call basis.
- Reimbursement is not allowed for taxes, fees, or special service charges.
- Reimbursement approval will be given by the department head/chair. If the department head/chair is asking for reimbursement, that person's supervisor will give approval.

Procedure for Reimbursement (Personal Accounts):

- You will receive a monthly statement for your cellular phone usage.
- Indicate on the statement which calls were placed for Corporation business.
- Submission of the complete call detail is required for reimbursement.
- Fill out a "Reimbursement for Business Usage on a Personal Account Form"
- Send this form to the Business Office for Reimbursement by check, or credit to your Corporation billing account.

Note: The cellular phone providers in St. Cloud do offer discounts to employees of the College of Saint Benedict.

**Cellular Phone Safety Guidelines:**

**The Corporation discourages the use of your cellular phone when driving.** However, if the need arise, these guidelines will help you use your phone in a safer manner.

- Make sure your phone is mounted or located where you can easily reach it while driving.
- Familiarize yourself with all of the operations of your cellular phone and learn to use it without looking at the keys. Keep your attention on the road by programming frequently called numbers into the phone's memory to minimize dialing.
- Don't use your cellular phone in distracting traffic situations. Pull off the road to make a call. Be careful about where you stop to make calls. Parked callers may become victims of accidents or theft.
- Use your voice mail to take calls or leave yourself messages. Do not take notes while driving.
- Disconnect your cellular phone when using jumper cables. The power surge could burn out your phone.
- A cellular phone is an easy target for theft. Take precautions to protect yourself, the phone, and your car from vandalism or theft.

## ***Appendix Y***

### **Terms and Conditions for the Use of Information Technology Resources**

In accordance with their mission to provide a liberal arts education, to foster the free exchange of ideas, and to provide effective support for its teaching, learning and research, it is the policy of the College of Saint Benedict and Saint John's University to permit broad access to information technology resources for students, faculty, and staff to use in fulfilling the institutional mission, and for appropriate college/university-related activities. Included in this policy is the intention to share information technology resources with other members of the broader community that have been granted access to the CSB/SJU network.

IT resources have been made widely available to make technology a natural part of day-to-day work and study for all members of the community. Access to information technology resources however, carries with it the responsibility for ensuring that its use is primarily for institutional purposes and related activities. Moreover, the use of information technology resources must be consistent with institutional policies and local, state, and federal laws.

#### **Access Privileges:**

Access and associated privileges are granted to an individual by username. He or she may use that username to access and use the resources of the campus network, or any regional, national or international resource available through the campus network.

#### **Guidelines:**

Complying with acceptable use of technology and information resources requires you to:

- use resources only for authorized purposes;
- protect your username and system from unauthorized use. You are responsible for all activities on your username;
- access only information that is your own, that is publicly available, or to which you have been given authorized access;
- use only legal versions of copyrighted software in compliance with vendor license requirements;
- be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, and degrading services, disk space, printer paper or other resources;
- restrict personal use of IT resources to non-work hours (employees only.)

Personal web site “terms and conditions” have additional responsibilities set forth in separate policies. CSB/SJU students see J-Book or Every Woman’s Guide. Employees see the appropriate employee handbook.

### **Revocation of Access Privileges:**

Access privileges will be denied, restricted, or revoked for anyone who has been granted a username, for any of the following activities:

- Using another person's username and password.
- Attempting to read, copy, alter or destroy other’s data files or software without permission.
- Attempting to gain unauthorized access to another person’s computer, whether local or off-campus.
- Attempting to decode passwords or access control information.
- Attempting to circumvent or subvert network security measures.
- Engaging in any activity that might be purposefully harmful to networked systems or to any information stored thereon including, but not limited to, creating or propagating viruses, disrupting services, damaging files or making unauthorized modifications to institutional data.
- Making or using illegal copies of copyrighted software, storing such copies on institutional systems, or transmitting them over institutional networks.
- Using E-mail or messaging services to harass or intimidate.
- Using E-mail in violation of the Electronic Mail Policy.
- Using the campus network or campus computers in a manner that violates the principals of academic honesty or appropriate behavior. (See [CSB/OSB Joint Human Rights Policy](#); CSB/SJU students: see [J-Book](#) or [Every Woman’s Guide](#).)
- Wasting resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters.
- Using the CSB/SJU’s systems or networks for personal gain, such as performing unauthorized work for profit using institutional resources.
- Using institutional networks/systems/Internet bandwidth for personal commercial purposes, such as using electronic mail to circulate advertising for products or services.
- Engaging in any other activity that does not comply with institutional policies and local, state, and federal laws.

## **Violation Resolution Procedures:**

Violations of acceptable use “Terms and Conditions” are a serious offense. Violators are subject to disciplinary action and also may be prosecuted under local, state, and federal laws. In addition to the revocation of access privileges, other disciplinary actions may be appropriate. (See CSB/OSB Joint Human Rights Policy; CSB/SJU students: see Every Woman’s Guide or the J-Book.)

Corporate Members: Possible violations along with supporting information are forwarded to the Human Resources Office for adjudication. Employees of the College of Saint Benedict/Order of Saint Benedict found in violation of this policy may be subject to disciplinary action including, but not limited to, written warnings, revocation of network access privileges and employee termination.

All Others: Possible Terms and Conditions Policy violations along with supporting information are forwarded to the appropriate organization head for adjudication. Network users found in violation of the policy, may be subject to disciplinary action including, but not limited to, written warnings, and/or revocation of network access privileges.

## **Rights Reserved to IT Services:**

In order to detect activity that violates access privileges, to maintain system and network security, and to manage network resources efficiently, IT Services reserves the following rights:

- The right to copy and examine any file or other information resident on institutional systems, allegedly related to unacceptable use.
- The right to take measures to protect the network from systems and events that threaten or degrade operations.
- The right to monitor access activity.
- The right to monitor individual accounts.
- The right to automatically purge student accounts at the end of each semester.
- The right to purge former employee accounts.

**NOTE: All reasonable precautions are made to provide a secure computing environment, however, absolute account privacy cannot be guaranteed. CSB|SJU Connections Bulletin Board Policy.**

**Note:** Faculty/Staff and Student Organizations in good standing can submit items to the Bulletin Board.

An e-mail is sent out (every weekday - 4:00 A.M.) to all Faculty, Staff and Students listing the Bulletin Board announcements.

In the ongoing effort to improve and enhance the channels of communications on the CSB/SJU campuses, Information Technology Services (ITS), in coordination with the Communication and Marketing Services offices (CMS) have developed and made available, a new message posting system called Connections Bulletin Board.

The new posting service has been designed to provide campus personnel with an easy and efficient way to share their messages and items of interest with the community, while addressing the issue of the increasing number of unsolicited mass e-mails that are causing congestion and frustration amongst our campus community.

CSB/SJU faculty, staff and students will no longer be able to send unsolicited mass e-mails. Those individuals and departments who wish to disseminate information to wide audiences may do so through the new Connections Bulletin Board's on-line submission form located at **<https://www.csbsju.edu/bulletinboard/facStaff/submit.asp>**.

As our electronic mail policy states:

“Electronic messaging capabilities reflect the institutions’ commitment to free and open interchange of communications. Nevertheless, criteria for sending mass communication electronically has been designed to ensure that members of the broader community retain the capability to conduct their business in an effective and efficient manner.”

Unfortunately, as our desire and need to share information with our community has grown, so has our dependency on mass e-mails and the challenges that accompany this new technology. The number of unsolicited e-mails has grown steadily over the past year, putting a strain on our system and the each individual’s mailbox. Where as our current policy states: “employee mass mailings are only permitted when made on behalf of a corporate department or official organization and student mass mailings must originate from student clubs or organizations with network accounts,” our revised policy will clarify “only mass e-mail messages that are deemed institutionally necessary or of an emergency nature, are allowed.”

Therefore effective immediately, announcements of an informational nature will be posted on the Connections Bulletin Board at **<http://www.csbsju.edu/bulletinboard/campus.asp>**

In addition to the posting of campus announcements, a new feature will provide faculty and staff, the opportunity to post items of a personal nature such as looking for housing, items for sale, etc.

It is our belief that adhering to the new system for disseminating campus-wide information to the CSB/SJU community will greatly enhance campus communication and provide personnel with a way to share their messages and items of interest. The community will now have a place to access a wealth of information without being inundated with unsolicited e-mail.

### ***College of Saint Benedict/Saint John’s University Web Policy***

Official Web pages that represent a college, department, group, or program of the College/University are expected to follow the same professional and graphic standards that apply

to official publications in any other medium. Graphics, templates, and other web page tools and information are available on the **CSB/SJU Web Tools web site**.

In order to be linked to the CSB/SJU WWW Pages, the following criteria must be followed:

- The department or organization must name a web coordinator for their area who is responsible for maintaining their website, enforcing the CSB/SJU Web Policy, and acting as a **contact** person. They must notify IT Services with the name of this person.
- Every page must have contact information. The contact may be a specific individual, a generic contact such as "XYZ Department," or a link to a page of contacts for the group. The contact(s) must include an active e-mail address(s). See the **Web Tools web site** for information on how to add contact information.
- Every page must be updated or reviewed on an annual basis or more frequently when appropriate. Every page must include the date last updated or reviewed. Month names rather than numbers are encouraged to avoid ambiguity. See the **Web Tools web site** for information on how to automate page dates.
- Every page must have a descriptive page title. See the **Web Tools web site** for information on how to add page titles.
- Materials must be carefully checked for proper grammar and spelling.
- To make College/University web pages widely accessible, all graphic images must include appropriate text descriptions in the "ALT" attribute. Text-based navigation tools must accompany all image maps. See the **Web Tools web site** for information on how to add ALT tags.
- Links to commercial sites are generally discouraged. Such links are permitted when the links do not imply official CSB/SJU endorsement of the product or service and when the purpose of the link is consistent with the CSB/SJU mission. Links intended to generate private income are prohibited.
- All copyright laws must be strictly adhered to. Written permission must be obtained for use of copyrighted materials, with the clear understanding on the part of the copyright holder that these materials will be used on the Web rather than in a printed publication. This applies to the use of text, logos, photographs, drawings, video clips, sound clips or other copyrighted materials. See **U.S. Copyright Office web site** for more information.
- Contents of all electronic pages must be consistent with CSB/SJU policies and local, state, and federal laws. This includes links to other pages or off campus web sites. In other words, a page will be considered in violation if it contains links to a page that violates the policy.
- IT Services, in coordination with Communications and Marketing and the Web Advisory Committee (WAC), is responsible for the CSB/SJU WWW top level home pages and the

establishment of links to other official college/university web pages. It is also responsible for the organization of the top level pages and the design that supports the links.

- IT Services/Communication and Marketing Services, in coordination with the WAC, may, at any time, review and recommend changes in the college/university web pages as appropriate. This follows college/university policy that release and distribution of public announcements concerning the college/university programs and activities should be coordinated through Communication and Marketing Services.

**Note:** The College of Saint Benedict and Saint John's University provides limited web-space and technical support for its departments and organizations. In addition, these services may be offered to other organizations within the Order of Saint Benedict, and Saint Benedict's Monastery. Other entities, including professional organizations, are not permitted to utilize CSB/SJU web resources.

Violations of this policy should be reported to the **IT Services Web Coordinator**.

Employee and student web pages are governed by the **Personal Web Page Policy**.

### ***Personal Web Site Policy***

The College of Saint Benedict/Saint John's University recognizes the value and potential of publishing on the Internet. In an effort to enhance personal web skills, build community, and foster creativity, limited resources have been allocated for this purpose. CSB/SJU encourages students, faculty, and staff to produce personal web pages in accordance with the following guidelines:

- Personal web pages may not be of a commercial nature. Sales or advertising for products or services of any type are not permitted.
- Contents of all electronic pages must be consistent with CSB/SJU policies and local, state, and federal laws.
- Copyright laws apply to electronic publishing. If the publisher is not the author, permission to use information, graphics, or photographs must be obtained. This includes copies of the college and university's official seal and word mark.
- Each personal web site must contain a link to this [official disclaimer](#). The intent of this disclaimer is to let the viewer know that the views and opinions expressed in the personal pages are strictly those of the author and have not been reviewed or approved by the college or university.

Failure to meet any of the above criteria may result in the deactivation of your web page link, loss of account privileges, institutional disciplinary action, and/or legal action.

### **Routine Network Maintenance Times**

IT Services strives to keep the network available continuously. Nevertheless, servers, network switches, etc. require regular maintenance. To minimize disruption, this maintenance will

normally occur between 6 a.m.-9 a.m. on Saturday mornings. Although maintenance does not occur every week, IT Services strongly recommends that you plan your work avoiding this time.

## **Data Storage Policy**

### ***Network Drives***

Network drive space is an institutional resource provided for the purpose of storing work-related documents and files.

Employees have a responsibility for managing this space, which includes deleting non-essential or obsolete files to keep space utilization at a minimum.

The institutions' responsibility for managing network drive space includes setting quotas for individuals and departments. Individuals and departments may request a quota increase. At this time the drive space will be reviewed for compliance with the data storage policy. Additional space will be allocated if the department requires the space and resources are available for reallocation.

The personal network drive is the M: drive. Disk space on this drive can be used for storing personal documents however it must be kept to a minimum. **Available personal network drive space.**

Shared network drives, such as N:, O: and P:, are accessible by multiple people and should not contain personal files of any type.

If the institutions' network drive space becomes insufficient to meet daily operational needs employees may be asked to remove all or part of their personal files from the network.

### ***Workstation (Local) Drives***

The workstation (local) drive is the C: drive. It is an institutional resource and provides hard drive space to hold the common network application image. It is not provided for data storage. This storage space is not backed up. In the event of equipment failure, the drive would be replaced and a new common network application image would be loaded.

Employees may install special purpose applications on their local drive provided these applications do not interfere with normal workstation/network operations. In general, applications of this type are not supported by I T Services. Therefore, they are installed with the understanding that should circumstances require the loading of a new network application image, the user would then have to re-load any applications they may have installed.

**Employees have a responsibility for safeguarding their data. Network drive space is backed up daily to provide a reasonable level of safety for data files. Storing data on a local drive is risky. Local drives are not backed up and therefore hardware failure or user error can have severe consequences. Never store important data files on your desktop or local drive.**

### **Administrative Software Purchase Policy**

The intention of the Administrative Software Purchase Policy is to assure that:

- Departmentally purchased software is compatible with our installed network base
- Network resources are available to handle any increased capacity requirements
- Installation expenses beyond the purchase price are fully understood and budgeted
- Future replacement/upgrade expenses are understood and included in future budget planning
- Interdepartmental/intercampus communication has occurred when necessary

When an administrative department has determined that new software would benefit their operation, a search can be initiated. All searches should include consultation with intradepartmental personnel and possibly discussions/participation with other departments that would either benefit or experience ramifications from this software. It is strongly advised that I T Services be contacted early in this process to communicate user department goals and timelines. If necessary a project contact will be assigned to assist with portions of the search.

In all cases, the **Administrative Software Purchase Policy Authorization Form** must be completed before a purchase can be made. No networked software will be installed that has not been subjected to this process.

Inquiries regarding this process should be made to the **Director of Technology Support Services**.

## *Appendix Z*

### **POLICY CONCERNING USE OF PHOTOGRAPHIC AND VIDEO EQUIPMENT**

#### **INTRODUCTION.**

With the advent of compact digital cameras, cell phones that have the capacity to take and transmit pictures and other types of photographic and video equipment, concerns have arisen regarding the proper use of such devices on our institutions' premises. Absent those circumstances specifically prohibited or otherwise limited by this Policy, we expect that those seeking to capture the image of another at any location on our institutions' premises or at institution sponsored events apply the standards of common courtesy and respect and refrain from capturing the image of another by electronic or other means except with that individual's knowledge and assent.

#### **POLICY.**

The possession and use of any device capable of capturing the image of another, including, but not limited to, still cameras, cell phones with camera capabilities and motion picture cameras, is permitted only within appropriate areas of the institutions' premises and only for appropriate purposes.

Areas of the institution premises where devices capable of capturing another's image may never be used include restrooms, locker rooms or any other area or under circumstances where individuals commonly have a reasonable expectation of personal privacy. Individuals found to be in violation of this policy will be subject to the potential confiscation of the offending device as well as disciplinary action. In addition, in certain circumstances, violators may be reported to appropriate law enforcement personnel.

Appropriate areas where such devices can be used include the public areas of the institution's grounds and facilities where such use has not been prohibited by this Policy or by the posting of a notice prohibiting the use of such devices in the area, provided such use is not intentionally concealed from the public or undertaken for any illegal purpose and is not likely to cause another harm or embarrassment.

This policy applies to all employees, students, visitors, and all others who come onto the institutions' premises and to those who are off the institutions' premises, but who attempt to use any such device to

capture the image of a person who is on an institution's premises.

**REPORTING.**

Anyone who believes their image has been captured in violation of this Policy or who observes another taking pictures in a matter which appears to be in violation of this Policy should immediately report that person to campus security so that the alleged violator can be located and confronted concerning his or her activity and so that a determination can be made whether it is appropriate to report the individual's conduct to law enforcement authorities.