

Centenary College

Staff Handbook

Human Resources Department
Revised August, 2006

CENTENARY COLLEGE

STAFF HANDBOOK

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BENEFITS * BENEFITS * BENEFITS
For information on the following employee benefits, please refer to your
SUMMARY OF EMPLOYEE BENEFITS BOOKLET
Dental Insurance Plans
Family Leave of Absence Policy, New Jersey
Federal Family & Medical Leave Policy
Holidays & Recess Policy
Leaves of Absence Policy
Leaves of Absence, Other
Life Insurance & Accidental Death & Dismemberment Insurance
Long Term Disability Insurance
Meals & Dining Hall Benefit
Medical & Prescription Drug Plans
Personal Day Policy
Retirement Plan
Sick Leave Policy
Temporary Disability Policy: Medical
Tuition Benefit Program Policy & Procedure for Graduate Level Studies (Master's Programs) at Centenary College
Tuition Benefit Program Policy & Procedure for Undergraduate Studies at Centenary College
Tuition Benefit for Employees of Contracted Services at Centenary College
Tuition Exchange Program of the Council of Independent Colleges
US Savings Bonds
Vacation Policy
Vision Plan
Workers' Compensation

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Welcome Letter from The President of Centenary College

Congratulations on your decision to join Centenary College, one of New Jersey's fastest growing Colleges and the first College in the State to become 100% wireless. All full-time faculty and all full-time undergraduate students in the traditional program have laptop computers. We appreciate our faculty and staff who have helped to make this achievement a reality.

Centenary College, founded in 1867, is an independent, coeducational liberal arts and career studies College accredited by the Middle States Association of Schools and Colleges. We are not only proud of our fine tradition but we remain the only baccalaureate and master degree granting institution in northwestern New Jersey.

The success of our College is a reflection of the talents, skill and dedication of each one of our employees. On behalf of the College, I want to extend this welcome to you as a new member of the Centenary Community. I look forward to your contribution as part of our community of learners who are dedicated to success.

Sincerely,

Barbara-Jayne Lewthwaite
President

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WELCOME & INTRODUCTION TO THIS STAFF HANDBOOK

It is a pleasure to welcome you as part of the Centenary College community. You will play an important role at the College, no matter what position you hold. You will, in some way, have contact with students whose education is our purpose. Without realizing it, you may have significant impact on the growth and development of students. You will be seen as a role model or perhaps as the helpful individual who took the extra time to listen or made an extra effort to assist a student. This is what makes employment at Centenary College special. You are part of a dedicated team of professionals who seek to serve the College community in the best possible way. Together we strive to make Centenary College the best that it can be.

This Staff Handbook is designed to introduce you to the College's expectations & policies as they relate to employees. As the guideline to current Human Resources Department policies and practices, this document supersedes any such guidelines previously published. Centenary College retains the unilateral right to change any and all policies and procedures at any time. The policies and procedures described herein will be amended by the College President, Executive Staff and/or Board of Trustees as deemed necessary and to insure compliance with all applicable federal and state regulations and College operations.

Since this Handbook is a guideline, it is not intended to address all of the possible questions that may arise. After you have consulted the appropriate section of the Staff Handbook, should you still have questions, please ask your Supervisor or contact the Human Resources Department.

Gena Deroche
Director of Human Resources

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Mission Statement of Centenary College

Centenary College is a community of learners distinguished by a diverse student body, a dedicated faculty and staff, and stimulating educational opportunities. Centenary College is committed to a quality liberal arts and career studies education with a substantial international dimension to engage students in learning and prepare them for satisfying careers, successful lives, community service and lifelong intellectual pursuits.

As the primary educational and cultural resource for northwest New Jersey, Centenary offers a range of undergraduate, graduate and professional programs as well as non-degree courses for professional and personal development.

Vision Statement of Centenary College

Working with area businesses, institutions and school systems, Centenary College and its graduates are, and will continue to be, key resources for regional economic and educational development, and for recreational and artistic initiatives to enrich the surrounding communities. Centenary College is committed to enlarging its presence in the immediate and expanded geographic region through its quality undergraduate and graduate programs, and by becoming:

1. A model for personalized, individually-focused education;
2. An innovator in the integration of a quality liberal arts education with career preparation;
3. A standard-bearer in internationalizing its campus and its programs;
4. A pioneer in developing and implementing community service initiatives;
5. An acknowledged leader with its contemporary Career, Business and Education technology centers and with an Equestrian Studies program second to none.

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This page in hard copy is for the
Centenary College Fact Sheet
and it is available from the
Department of Strategic Advancement.

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Department of Strategic Advancement.

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EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Centenary College, where employment is based upon personal capabilities and qualifications without discrimination because of race; color; religion; sex; age; national or ethnic origin; sexual orientation; marital status; disability; service in the Armed Forces, status as a special disabled veteran, recently separated veteran, Vietnam-era veteran, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized (except in those special circumstances permitted or mandated by law) or any other protected characteristic as established by law.

This policy of Equal Employment Opportunity applies to policies and procedures relating to recruitment, hiring, promotion, compensation, benefits, termination and other terms and conditions of employment.

The Human Resources Department has overall responsibility for this policy. Employees' questions or concerns should be referred to the Human Resources Department.

Appropriate disciplinary action shall be taken against any employee willfully violating this policy.

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Anti-Harassment, Discrimination & Retaliation Policy

Introduction

Centenary College is committed to maintaining an academic and workplace environment free from all forms of unlawful sexual or other harassment, discrimination and retaliation in connection with academic and employment practices.

Applicability of Policy

This Policy sets forth the College's zero tolerance for sexual or other unlawful harassment or discrimination or retaliation of any kind whether it be by a faculty member, staff member/employee, student, visitor or third-party transacting business with any member(s) of the College. This Policy prohibits sexual or other unlawful harassment, discrimination or retaliation against all members of the College community (including faculty members, staff members/employees and students) as well as non- employees including but not limited to employment applicants and applicants for academic enrollment. This Policy further prohibits retaliation against anyone who complains pursuant to this Policy, or participates in an investigation pursuant to this Policy. It is the responsibility of all members of the College community to abide by this Policy.

Laws Regarding Discrimination & Sexual Harassment

The College abides by all applicable federal, state and local laws that prohibit unlawful discrimination or harassment on the basis of race, color, national origin, ancestry, creed, age, religion, sex, gender, affectional or sexual orientation, marital or family status, military or veteran status, disability or any other protected trait or class, in any educational or employment program, policy or practice of the College. By way of example, Title VII of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, religion, sex and national origin in employment practices. Title IX of the 1972 Education Amendments prohibits discrimination on the basis of sex in education programs receiving federal funds. The Federal courts, and the Equal Employment Opportunity Commission (EEOC) in its April 1980 Sexual Harassment Guidelines, have ruled that the sexual harassment of employees constitutes unlawful sex discrimination and is a violation of Title VII. Discrimination and sexual harassment are violations of federal and state law as well as serious violations of Centenary College policy and will not be tolerated.

- Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
- Submission to or rejection of such conduct is made implicitly or explicitly a term or condition of instruction, employment or participation in any Centenary College activity;
- Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual;

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- Such verbal or physical conduct has the effect of unreasonably interfering with an individual's work, academic performance, or living conditions by creating an intimidating, hostile or offensive environment.

Sexual harassment is a form of discrimination because it unjustly deprives a person of equal treatment. It can endanger a person's well-being by impeding the ability to work, and interfering with educational opportunities. It can occur between people of the same sex as well as between those of different sexes.

Examples of Discrimination and Harassment

Examples of behaviors or conduct which may constitute unlawful workplace harassment and/or discrimination include, but are not limited to:

- Racial or ethnic jokes whether communicated verbally, in writing or electronically (e.g. via e-mail);
- The use of race or ethnic based nicknames;
- Responding to deficiencies in job or academic performance differently based upon the employee's or student's race, national origin or religion.

Examples of behaviors or conduct which may constitute unlawful sexual harassment include, but are limited to:

- Unwelcome sexual propositions, invitations, solicitations and flirtations or requests for "dates";
- Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects, cartoons, posters, magazines or pictures of scantily-clad individuals;
- Denying training, promotion, or access to any other employment or academic opportunity because sexual advances have been rejected;
- Unwelcome and inappropriate touching, patting, fondling, pinching or obscene gestures;
- Graphic verbal commentary about a person's body, dress, appearance, sexual activities, whistles and obscene telephone calls;
- Sexually suggestive objects, pictures, videotapes, audio recordings, electronic communications or literature.

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Policy Against Retaliation

The College prohibits unlawful retaliation against anyone who has complained about unlawful sexual or other harassment, discrimination or retaliation, as well as those who support any individual making such complaint or who provide information or participate in an investigation into any such good faith complaint or report. Fear of retaliation should not be a barrier to reporting incidents of harassment or discrimination, or to the making of any good faith complaints whatsoever. Retaliation is a serious violation of Centenary College policy and will not be tolerated. Retaliation is, in addition to the underlying conduct about which a Complainant has complained, grounds for disciplinary action.

It shall not be retaliation for a Claimed Offender to defend him/herself against a complaint of sexual or other harassment, discrimination or retaliation under this Policy.

Complaint Procedures

The procedures described below are provided for the prompt and equitable resolution of complaints by faculty members, staff members/employees or students who believe they might be the victim of a specific act or pattern of conduct falling within the above definitions of harassment or discrimination and/or complaints which involve retaliation regarding complaints about such conduct or participation in an investigation into any such complaint. Any individual having such a belief, or making such a claim (referred to as the “Complainant”), may do either or both of the following:

1. Engage In Self-Help

In circumstances where the Complainant believes he or she has been or is the subject of unlawful sexual or other harassment, discrimination or retaliation, and that there is no jeopardy to the Complainant’s personal safety, the Complainant may, solely at his or her option, verbally or in writing communicate to the Claimed Offender that the behavior is unwelcome and/or offensive and request that the conduct cease immediately. The Complainant should keep a record of what happened, the date it happened, the names, addresses and telephone numbers of any witnesses to the conduct, and a record of his or her communication with the Claimed Offender.

2. Complaint

The Complainant may make a complaint to the Director of Human Resources/Equal Opportunity Employment Officer (referred to as the Director of HR) or designee. Complainants are encouraged to provide the following information to the Director of HR or designee, preferably in writing:

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- The Complainant's name and status within the College community including:
 - For faculty member or staff member/employee's: title, department, full-time or part-time status
 - For students: academic program, student status (1st or 2nd yr, etc.);
- The basis for the complaint: unlawful sexual or other harassment, discrimination and/or retaliation;
- A brief description of what occurred including, but not limited to, dates and times of all claimed unlawful conduct; names and any available contact information of witnesses or individuals who have any knowledge of the claimed unlawful conduct;
- The name and position/status of the College community member or visitor or third-party who engaged in the claimed unlawful conduct;
- The date on which the Complainant first knew of the claimed unlawful conduct and any steps the Complainant has taken, to date, if any, to resolve the complaint;
- A statement of the remedy or relief sought by the Complainant;
- The Complainant's signature and date of signature;
- Copies of materials, if any, which the Complainant believes may be relevant to the College's investigation should be attached and/or provided.

Any complaints under this Policy shall be made within 90 days following the last claimed act of unlawful sexual or other harassment, discrimination or retaliation. Where self-help was pursued by the Complainant, or for any good cause to be determined by the Director of HR, the 90-day limit may be extended by the Director of HR in her or his sole discretion.

The Director of HR will review with the Complainant the Complainant's perception of unlawful sexual or other harassment, discrimination or retaliation. The Director of HR may then do any of the following things, or any combination thereof, in her or his discretion:

- Discuss (separately) with the Complainant and the Claimed Offender the claimed unlawful conduct;
- Gather any other information or conduct any investigation or interviews that the Director of HR, in her or his discretion, deems appropriate;
- Remind the Claimed Offender of the College's Policy against such claimed unlawful conduct and this Policy's provisions against retaliation;
- Attempt to facilitate an informal solution to the extent practicable under the circumstances;
- Take other steps deemed appropriate by the Director of HR which may include (i) instructing the Complainant and Claimed Offender to refrain from engaging in any communication except that which is required for business and/or academic purposes pending

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resolution of the matter; and/or (ii) taking appropriate steps so that the Complainant and the Claimed Offender will have minimal or no business or academic contact with one another, to the extent practicable, pending resolution of the matter.

- Refer the complaint to the Anti-Discrimination and Harassment Committee (the “Committee”) for review, investigation and action by that Committee as set forth below if the Director of HR deems the same appropriate under the circumstances after consultation with the President or designee. Any determination by the Director of HR to forward a matter to the Committee for review and action shall be made as soon as practicable and in no event later than 90 business days of the Director of HR’s receipt of a complaint under this Policy absent good cause warranting an extension of time.

While the Director will be sensitive to a Complainant’s wishes not to proceed, if any, in certain circumstances, the College may need to take action including, but not limited to, the referral of a complaint to the Committee for further review and/or investigation and action consistent with the College’s legal obligations and/or this Policy. Should a resolution of the matter deemed appropriate to the Director of HR be reached short of the forwarding of the complaint to the Committee, the Director or designee will file all documentation concerning a complaint against any faculty member, staff member/employee or student in the Human Resources Department separate from faculty or staff member/employee personnel files or student files, as the case may be. These records will be maintained in order to document that a complaint was made and that a resolution was reached. However, letters of disposition will be filed in the faculty or staff member/employee personnel files and student files, respectively.

Within 15 business days of any determination by the Director of HR that a complaint should proceed to the Committee for review and/or investigation and action, the Director of HR shall convene the Committee which shall commence review and/or investigation of the matter.

For any complaint against a faculty member, or by a faculty member against another faculty member, the Committee shall consist of 2 faculty members selected by the College (1 male/1 female) who are not involved with the complaint, and the Director of HR.

For any complaint by a faculty member against a staff member/employee, student, visitor or third party transacting business with the College, the Committee shall consist of 2 members, 1 faculty member and 1 Administrative Official, (1 male/1 female), selected by the College who are not involved with the complaint, and the Director of HR.

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For all other complaints, the Committee shall consist of 2 Administrative Officials selected by the College (1 male, 1 female) who are not involved with the complaint, and the Director of HR.

The Director of HR shall chair each Committee and orient it to its responsibilities. The Committee shall hear statements from the Complainant, the Claimed Offender (separately) and other persons as the Committee may, in its sole discretion, deem essential for reviewing the complaint and shall review all documentation which the Director of HR may supply to the Committee, if any.

The Director of HR shall, as soon as practicable and in any event no later than 90 business days after receipt of the complaint, make reasonable effort to ensure that a fact-finding investigation of the complaint is completed and that the Committee submits a final report, inclusive of recommendation(s) regarding resolution of the complaint, to the President or designee and others with a legitimate need to know within 90 business days of receipt of the complaint by the Committee.

The final report shall be based upon statements and evidence presented formally during the course of the hearing. If the Claimed Offender is found to have violated this Policy, the Committee may, in determining its recommendation(s), take into account previous disciplinary action(s), if any, against the Claimed Offender.

Upon receipt of the Committee's recommendation, the President of the College or designee will, in the case of a staff member/employee, student or other individual not governed by Article IX of the College's Constitution, make a final and binding decision and, in the case of a faculty member governed by Article IX of the College's Constitution, make a recommendation. The final and binding decision or recommendation, as the case may be, may include, but is not limited to, (1) a letter of disposition which includes a statement of the College's Policy against unlawful sexual or other harassment, discrimination and/or retaliation or (2) a letter of disposition stating the discipline or recommended discipline for the Offender up to and including termination of employment for a staff member/employee, expulsion in the case of a student and dismissal for cause in the case of a faculty member governed by Article IX of the Constitution.

In the event (1) the Claimed Offender is a faculty member governed by Article IX of the Constitution of the College and (2) the President recommends any action subject to the provisions of Article IX, Section D, the procedures set forth in Article IX, Section D shall be followed.

If any complaint under this Policy is made against the Director of HR, the functions assigned to that person under this Policy will be transferred to an individual designated by the President of the College.

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In addition to utilizing the internal procedures set forth in this Policy, any faculty member, staff member/employee or student who believes that she/he has been the subject of unlawful sexual or other harassment, discrimination and/or retaliation may file a complaint directly with external agencies that investigate discrimination, harassment and retaliation charges.

Prompt Investigation and Confidentiality

Complaints of unlawful sexual or other harassment, discrimination and/or retaliation are serious violations of College policy. Once a complaint of unlawful sexual or other harassment, discrimination or retaliation has been made, the College has an obligation to promptly investigate the matter. The College will be respectful of the Complainant's wishes not to proceed, recognizing, however, that in certain circumstances the College may need to implement any or all of the procedures set forth above and/or other appropriate action in accordance with the College's legal or other responsibilities. The College will take prompt remedial action to address a substantiated complaint of unlawful sexual or other harassment, discrimination or retaliation as deemed appropriate by the College, in its sole discretion, and in accordance with this Policy and all applicable law.

All investigations into claims of unlawful sexual or other harassment, discrimination and/or retaliation will be conducted respectfully. Every reasonable effort will be made to preserve confidentiality, to the extent practicable, however, in the course of an investigation it will be necessary to discuss the complaint with the Claimed Offender, other persons who may have relevant information and those with a legitimate need to know.

Duty to Cooperate

Supervisors, those who have supervisory responsibility over faculty members, staff members/employees, are under an affirmative obligation to report incidents of unlawful sexual or other unlawful harassment, discrimination and/or retaliation which come to their attention via formal or informal complaints, or which they otherwise come to know about. Supervisors may be held individually liable or otherwise responsible for failing to report matters about which they knew or reasonably should have known. Supervisors should not, under any circumstances, try to "handle the matter" on their own. Individuals who have a responsibility under the law or under this Policy for taking action to discover and to put an end to unlawful sexual or other harassment, discrimination and/or retaliation do so as agents of the College and accordingly will be defended legally by the College for all such action taken in good faith, even if mistaken.

All non-supervisory employees who observe or witness what they believe may be unlawful sexual or other unlawful harassment, discrimination and/or retaliation, or who learn about such conduct, must promptly refer the matter to the Director of HR, or if the matter is against the Director of HR, to the employee's own supervisor who will report it to the Vice President of Finance/CFO. Unlawful harassment or discrimination against non-employees will not be tolerated and similarly must also be

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reported. Employees should not, under any circumstances, try to “handle the matter” on their own.

Standard of Proof

A violation of this Policy must be established by a preponderance of the evidence. The Complainant carries the burden of proof. Neither party can be compelled to make statements at the hearing. Anyone who decides not to offer statements at the hearing, must sign the “Statement of Voluntary Decision Not to Offer Testimony” (Statement) which is a statement indicating their understanding of their right to make statements and acknowledging their decision not to do so. Should a party decide not to offer statements and also refuse to sign the Statement, the Director of HR shall sign the Director’s own name to the Statement, stating that the Director of HR was so advised by the party of that party’s decision not to speak on their own behalf. While the Committee shall not draw a negative inference from the failure of either party to speak on their own behalf, that decision not to speak on their own behalf does not change the burden of proof.

Time Limits

Any time limits set forth in this Policy may be extended by the Director of HR for good cause which shall be determined by the Director of HR in her or his sole discretion. For purposes of this Policy, “good cause” shall include, but not be limited to, examination periods or schedules, College recess and any other facts or circumstances rendering the time limits set forth in the Policy unreasonable or impracticable. By way of example, in the event that an investigation requires the interview of a faculty member(s), student(s) or staff member/employee(s) who may be unavailable between semesters, and those interviews are significant to the investigation, these deadlines may be extended by the Director of HR until the beginning of the following semester.

The Complainant and Claimed Offender will be given reasonable notice of any such extensions of the time limits set forth in the Policy.

In the event the Complainant fails to respond within the time limits provided, upon written notice of such failure by the Director of HR to the Complainant, the complaint will be deemed to have been withdrawn.

Academic Freedom

The ability of the College to achieve its purposes in large part depends upon the quality and integrity of the academic work that its faculty and students perform. In the College’s educational setting, as distinct from other workplaces within the College, wide latitude for professional judgment in determining the appropriate content and presentation of academic material is required. Conduct, including pedagogical techniques, that serves a legitimate educational purpose does not constitute sexual or other unlawful harassment, discrimination or retaliation. Those participating in the educational setting bear a responsibility to balance their rights of free expression with a consideration

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of the reasonable sensitivities of other participants.

Nothing contained in this Policy shall be construed either to (1) limit the legitimate exercise of free speech including, but not limited to, written, graphic or verbal expression that can reasonably be demonstrated to service legitimate educational, artistic or political purposes, or (2) infringe upon the academic freedom of any member of the College community. Routine differences of opinion that arise but are not based upon legally impermissible criteria are not covered under this Policy.

Complaints Filed by the Director of Human Resources

The Director of HR may file a complaint of unlawful sexual or other harassment, discrimination or retaliation against an individual believed to have engaged in such conduct, based on the number of complaints filed against the individual. In the event of a complaint under this section, the Director of HR shall function as the Complainant. The President or designee shall assign the functions of the Director of HR delineated in this policy to a member of the Executive Staff.

Appeal

A Claimed Offender who is found to have violated this Policy may appeal the decision by submitting a written letter of appeal to the President within 30 days of receipt of the President's letter of disposition. The President or designee will decide if an appeal should be heard. This decision will be based on new evidence or a failure to observe due process. Appeals will not be heard to reconsider penalties.

If the President or designee decides that an appeal should be heard, the President or designee will review the information, decide and issue a letter of disposition of appeal within 30 business days from receipt of the letter of appeal.

This appeal procedure applies to all violations of this Policy with the exception of those cases wherein an appeals procedure contained in the College Constitution is applicable in which case the appeals procedure contained in the Constitution shall apply.

False Accusations

Once a complaint of unlawful sexual or other harassment, discrimination and/or retaliation has been made and it is determined that a faculty member, staff member/employee or student knowingly made a false or dishonest accusation of unlawful sexual or other harassment, discrimination and/or retaliation, or knowingly provided false information in the course of an investigation of such a complaint, such conduct *will be grounds for disciplinary action up to and including discharge in the case of a staff member/employee, expulsion in the case of a student and dismissal for cause in the case of a faculty member governed by Article IX of the Constitution.*

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Monitoring

Subsequent to the resolution of a substantiated, reported incident of claimed unlawful sexual or other unlawful harassment, discrimination and/or retaliation, the Director of HR shall follow up with the Complainant within an appropriate period of time to ensure that the conduct covered by this Policy has ceased, that corrective action has been complied with, and that retaliation has not occurred.

Record Keeping

Any investigatory records of a complaint against a faculty member, staff member/employee or student under this Policy are confidential and shall be maintained in the office of the Director of HR, separate

from faculty or staff/employee personnel files and/or student files, as the case may be. A copy of any Letter of Disposition will, however, be maintained in the faculty or staff member/employee personnel file or student file, as the case may be, of both the Complainant and Claimed Offender, respectively. The College's release, if any, of confidential investigatory records shall be consistent with applicable state and federal law.

EMPLOYMENT AT-WILL

While this Policy is intended to provide for the prompt and equitable resolution of complaints regarding unlawful sexual or other harassment, discrimination and/or retaliation, this Policy is not intended to abrogate or limit in any way the status of any at-will staff member/employee and/or agent of the College. This Policy does not create an employment contract or a guarantee of continued employment for any staff member/employee and/or agent. Nor does this Policy abrogate or limit the College's authority or discretion to make all lawful employment decisions, including decisions about discipline, suspension without pay, discharge, corrective action concerning conduct that the College deems unacceptable, improper or inappropriate regardless of whether that conduct constitutes sexual or other harassment, discrimination or retaliation. Nor does it limit the College's authority or discretion to impose a non-disciplinary suspension without pay pending the results of an investigation subject to the provisions set forth in the College Constitution, to the extent the same may be applicable.

This Policy is a product of the law as it currently exists. The College reserves the right to revise, modify, amend or terminate any part or all of this Policy at any time in the College's sole discretion without prior notice.

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EMPLOYMENT POLICIES AND PROCEDURES

Centenary College seeks to hire those individuals best qualified to fulfill the requirements of a position. It is the policy of Centenary College, in its goal of achieving equal employment and educational opportunities for all and prohibiting discrimination, to make decisions regarding recruitment, employment, promotions and other personnel actions without discrimination on the basis of race, color, creed, age, sex, gender, affectional or sexual orientation, marital or family status, military or veteran status, national origin, disability, ancestry, religious belief or any other protected trait or class.

EMPLOYMENT AT-WILL

Please note that employment at Centenary College is based on the premise of employment at-will. This means that the employment relationship may be terminated with or without cause on two weeks notice, or pay in lieu of notice, except in cases of gross misconduct, where the employment relationship may be terminated immediately. Centenary College has the right to change wages and all other working agreements and conditions. Nothing in this Handbook is to be construed as a contract. Employment is at the will of Centenary College and either the employer or the employee may, at any time, terminate the employment relationship with or without cause. Written or oral statements made by Supervisors to employees are not to be interpreted in any way that alters the at-will relationship. Supervisors do not have the authority to change or modify the premise of employment at-will. Disciplinary procedures in the Handbook are advisory and not binding on the employer. Disciplinary procedures may be adjusted or modified at the discretion of the employer, up to and including discharge. The employer may change any terms or conditions of employment, whether these are stated in the Staff Handbook or are established through employment practices. These terms and conditions may be altered only in writing, signed by specified officers of the organization, e.g., the President.

CENTENARY COLLEGE

STAFF HANDBOOK

DRUG-FREE WORKPLACE POLICY

Centenary's employees are one of the College's most valuable assets. Therefore, your safety, health and well being are of paramount importance to the College.

Centenary College policy is to maintain a drug-free work place. In conformance with that policy, the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the work place or while in the conduct of College business. For this purpose the term controlled substance includes all forms of narcotics, hallucinogens, depressants, stimulants and other drugs which use, possession or transfer is restricted or prohibited by law. Drugs prescribed by a physician, dentist or other person licensed by the state or federal government to prescribe or dispense controlled substances and used in accordance with their instructions are not subject to the restrictions of this policy.

An employee who is found to have engaged in any of the above prohibited activities will be subject to disciplinary action which may include suspension, with or without pay, or in appropriate circumstance, dismissal, in compliance with Federal and State laws.

The above penalties notwithstanding, Centenary recognizes that many people who abuse alcohol or drugs are in need of counseling and assistance. Recognizing this, Centenary offers assistance in coping and overcoming problems of substance abuse through the College Health Office. Centenary invites and encourages all employees who have questions or need assistance to contact the Health Office for confidential referrals to agencies or facilities providing appropriate treatment. Any employee who enters a treatment facility will be placed on a medical leave of absence and may return to work immediately following the successful completion of that treatment program. The employee will continue to receive his/ her full pay as long as accrued sick and vacation time are available and used during the disability period. When accrued time has been exhausted, the employee may choose to apply for New Jersey State Disability benefits. Depending upon individual circumstances, some of the costs for such treatment may be covered under the employee's medical benefit plan.

As a condition of employment with Centenary College, all employees are required to abide by the terms of this Policy as well as Federal and State laws. Accordingly, any employee convicted of a criminal drug statute violation for conduct occurring in the workplace must notify the Director of Human Resources no later than 5 days after such conviction. Within 30 days of receiving a notice of conviction, Centenary will take appropriate action against the employee up to and including termination or requiring that the employee satisfactorily participate in an approved drug abuse assistance or rehabilitation program.

This notification is made in response to, and in compliance with, the Drug-Free Workplace Act of 1988, USC 5152-59 (Issued & posted 8/89) and the Drug-Free Schools and Communities Act Amendments of 1989.

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HIV VIRUS POLICY

Centenary College regards the human immunodeficiency virus (HIV) as an important public health issue. Centenary College does not discriminate on the basis of the HIV virus. Fundamental to the College's response to the HIV virus is the commitment to respect the rights and reasonable concerns of everyone, including those individuals living with this condition. Centenary College expects people who are aware that they have the HIV virus to take precautions against knowingly infecting others. It is the responsibility of every individual to prevent the transmission of the infection.

In compliance with Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the New Jersey Law Against Discrimination, people living with the HIV virus are accorded rights of access to every aspect of Centenary College life, including but not limited to regular academic, employment, social, cultural, spiritual, athletic activities, student support and Human Resources services. Centenary College makes reasonable accommodations for people living with the HIV virus.

Respect for the confidentiality of any person with the HIV virus is of importance. Given the current medical information about the HIV virus, there is no justification to warn others of the presence on campus of someone with the HIV virus or a positive HIV antibody test. It is the right of any person with the HIV virus to decide with whom and how this personal information is or is not shared. Non-consensual disclosure of another person's HIV virus status is strongly discouraged. In accordance with the American College Health Association guidelines and in compliance with federal and state laws, regulations and policies that protect the confidentiality of student and employee medical records and student educational records, no person, agency, insurer, employer, or institution will be provided with any medical information without the prior written consent of the individual or court order requiring such production. Confidential HIV testing is provided periodically on the College campus, free of charge, through the services of the Public Health Department of Warren County.

Any form of discrimination against any person or groups of people who have or who are perceived to have the HIV virus is unlawful. Any person with the HIV virus is guaranteed equal accessibility to any campus facility or activity. Such individuals retain all rights described in this policy. Discrimination or harassment of any kind against any person or groups of people who have or who are perceived to have the HIV virus violates College policy and will not be tolerated.

The primary center with current HIV virus-related information on this campus is the Health Services Office located in the Seay Building. The College makes available timely and current HIV prevention educational material to members of the Centenary community. This information is disseminated throughout the Centenary community through the Health Services Office and the Office of the Vice President of Student Services.

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STAFF HANDBOOK

HIV VIRUS POLICY

(continued)

Any violation of this Policy should be reported to the Director of Human Resources who is the Equal Opportunity Employment Officer of the College. Violation of this Policy or failure to cooperate with investigations pursuant to this Policy may result in disciplinary action up to and including termination for employees and expulsion for students.

This Policy is a product of the law as it currently exists. The College reserves the right to revise, modify, amend or terminate any part or all of this Policy at any time in the College's sole discretion without prior notice.

Handbook Folder: HIV Virus Policy July 2005

CENTENARY COLLEGE

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WORKPLACE VIOLENCE PREVENTION POLICY

Consistent with Centenary College's commitment to its employees' and students' ability to pursue their educational, scholarly and career interests in an environment which does not illegally or inappropriately hamper those interests, Centenary College has adopted an Anti- Violence Policy. Actions including, but not limited to the following, that threaten or endanger in any way, the personal safety or security of others will be regarded as serious offenses and will not be tolerated.

- Intimidation or coercion by violence, threat or veiled threat of violence, or property damage which seeks to interfere with or punish free expression of ideas
- Willful or deliberate participation in a general disturbance or a riot that threatens the safety or property of members of the College community or others;
- On campus possession, storing or use of firearms or ammunition, or of any explosive or incendiary device (including but not limited to firecrackers and other fireworks) that might threaten human safety or life;
- Possession of a weapon or the use or threatened use of a weapon or object capable of being used as a weapon;
- Any physical assault committed in the course of any College function or activity, or on any College premises;
- Any other act that seriously endangers human safety, life or threatens serious physical or psychological injury to another.

This policy applies to all individuals including but not limited to staff, faculty, students, visitors and vendors. Violation of the College's Anti-Violence Policy may result in disciplinary action up to and including termination in the case of employees, or expulsion in the case of students. Any violation of this policy by any individual on College premises will may also include legal action, as deemed appropriate by College Management.

Each individual is expected to refrain from engaging in any act or threat of workplace violence and each individual is responsible for maintaining a work environment free from any act or threat of violence. While the College cannot guarantee against acts or threats of workplace violence, this policy is to require that all individuals exercise their best efforts to prevent such acts and threats of violence in the workplace. Should you wish to report any concerns related to possible workplace violence, dial "0" on the campus telephone and ask the Centenary College Telephone Operator to connect you with the Security Department; and contact the Human Resources Department, extension 2268.

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SMOKING POLICY

In accordance with New Jersey State law, smoking is not permitted in any building on the Centenary College campus. In accordance with the New Jersey Smoke Free Air Act, there is no smoking within 25 feet of any building. When smoking outdoors, smoking must take place beyond 25 feet of any building. Use caution when smoking as lit cigarettes, cigars, etc., when improperly disposed, can result in unintended fires.

Enforcement of the Smoking Policy is the responsibility of all of us. Any member of the community observing an infraction of the smoking policy is encouraged to remind violators of our Policy. Centenary community members are also responsible for their guests respecting all regulations. Infractions may be documented. Complaints may be addressed to the Office of Students Affairs or to the Human Resources Department.

DRESS CODE POLICY

Centenary College has made great strides in broadening its educational scope and beautifying its buildings and grounds to project a favorable impression on students, faculty, staff, alumni and all those individuals within our community who interact with Centenary for a variety of reasons.

The impression that we, as employees of the College, present to others is equally important as is our role modeling to students regarding "professionalism in the workplace." As part of this effort, the College has adopted a dress code policy utilizing the terms "traditional business attire", "business casual" and "dress down" to arrive at guidelines regarding acceptable and unacceptable attire at Centenary College.

The trend in business attire has moved towards a "business casual" look; certain theories imply that it may foster an environment where employees feel more relaxed, creative, productive and comfortable. However, there are situations when "traditional business attire" is required and more appropriate, such as when having direct contact with parents, students, customers, vendors, etc. We are, therefore, establishing that "traditional business" and "business casual" attires are acceptable. "Dress down" is not. The following are examples of what is considered *unacceptable attire*:

Blue jeans/ jean material
Cut-off jeans
Sweatpants/ Leggings/Tights
Shorts
Mini-skirts
Clothing revealing cleavage
T-shirts
Sneakers

All of us are expected to act responsibly to create a professional atmosphere and not misunderstand the intent of "business casual". If you should have any questions regarding appropriate attire, please ask your supervisor for clarification.

Each Department Head has the responsibility to establish departmental guidelines for their employees in order to comply with this policy and applicable laws.

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STAFF HANDBOOK

APPOINTMENTS

All Officers of the College shall be appointed by the President of the College with the approval of the Board of Trustees and shall serve at the discretion of the President of the College.

All Administrative Officials of the College shall be appointed by the Vice President of their respective Division with the approval of the Vice President for Finance/ CFO of the College and shall continue employment at the convenience of the College.

All Administrative Employees shall be appointed by the appropriate Administrative Official with the approval of the Vice President for Finance/CFO of the College and shall continue employment at the convenience of the College.

Faculty members shall be appointed by the Vice President for Academic Affairs & Chief Academic Officer of the College and shall continue employment in accordance with the "Centenary College Constitution: Governance Procedures and Faculty Personnel Policy" adopted by the Board of Trustees.

APPLICATION AND SELECTION FOR EMPLOYMENT

An individual seeking employment at Centenary College must complete, date, and sign an Application for Employment and submit a current resume, if applicable, noting the position for which s/he is applying. Information on the application/resume is subject to verification including a comprehensive background check. Any application providing false or incorrect information shall not be considered for any position, and her/his application for employment will be voided. Furthermore, if at any point during an employee's period of employment it is discovered that false or incorrect information was provided on an application/resume, and it is deemed to be significant information by the College, s/he will be subject to immediate termination without recourse.

After selection of the final candidate, two(2) employment references from prior supervisors must be conducted by the Centenary College immediate supervisor or designee on the appropriate Centenary College Telephone Reference Form. In certain circumstances, as defined by the Director of Human Resources, a minimum of one telephone reference is acceptable. These forms are available through the Human Resources Department and on the Human Resources Department Web Site. When a satisfactory comprehensive background check, including employment references, has been concluded, the Director of Human Resources or authorized College designee will officially extend the offer of employment to the candidate. The Human Resources Department will schedule an appointment with the new hire to conduct New Hire Orientation which includes a benefits orientation, as applicable. In addition, the individual's supervisor or designee will conduct a departmental orientation. Employees are encouraged to ask questions during these sessions.

Candidates who have not been selected for an administrative position will be notified of non-selection by the Human Resources Department providing the hiring supervisor completes and forwards the "Procedure to Request Rejection Notices to Candidates" form to the Human Resources Department. This form is available through the Human Resources Department and on the Human Resources Department Web Site. Applications for Employment/ resumes will be maintained for one month from date of receipt in the event a similar vacancy occurs for which they may be considered. All applications/resumes including unsolicited applications/resumes are maintained for the time period required by law.

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NEPOTISM POLICY

Centenary College does not prohibit the employment of spouses or other relatives in the same department or administrative unit, provided that neither spouse or other relative participates in a Supervisor/Subordinate relationship or in a decision making process affecting the appointment, retention, tenure, work assignments, promotion, demotion or salary of the other spouse or relative, and provided no preferential policy toward spouses or relatives shall be used to deny equal opportunity.

For purposes of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, grandparent, grandchild, members of household.

This policy does not apply to "close relatives" who are already employed by Centenary College as of the effective date of this policy. This waiver, however, may not be used as a basis for further exceptions subsequent to the effective date of this policy.

EMPLOYEE REFERRAL POLICY

Centenary College has an Employee Referral Policy in place whereby we encourage all employees, full-time/part-time staff and faculty, to direct potential employment candidates to our Human Resources Department. Referrals apply to all part-time and full-time regular positions (9, 10, 11, 12 months) but not to other short-term or temporary assignments.

If an employee is aware of an individual who is interested in employment with Centenary College, the employee should submit an email or written note to the Director of Human Resources indicating the date, the name of the candidate, the position/department the candidate is interested in, your name, department and telephone extension. Likewise, if an employee knows of a particular opening at the College, mention it to a friend or acquaintance - s/he might be interested. Ask the candidate to view our position openings on www.higheredjobs.com and search by institution, or they may want to fax their information to the Human Resources Department at 908-850-8716, or stop by the Human Resources Department and complete an Application for Employment.

Providing that the Human Resources Department has received the written notice from the employee, and that that candidate is subsequently hired by the College and that that candidate successfully completes the Introductory Evaluation Period, the referring employee will then receive fifty-dollars (\$50.00) as a "Thank You" for assisting with recruitment. All employees are encouraged not only to use the Employee Referral Policy but also to stay informed of available positions which are posted on the Job Posting board which is located next to the Business Office on the lower level, Seay Building.

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INTRODUCTORY EVALUATION PERIOD

The first three (3) months of employment serve as an Introductory Evaluation Period. During this time, the Staff member's performance will be carefully observed and evaluated, and the supervisor will keep the Staff member informed about those aspects of job performance which may need improvement. Questions are especially encouraged during this period to ensure that College policies, procedures, and expectations are fully understood.

At the completion of the Introductory Evaluation Period for a regular Staff member (not temporary), the Staff member's performance will be formally evaluated, and, providing that overall performance has been acceptable, regular employment status will be granted. Regular employment status confers certain benefits, but does not extend, or provide for contractual rights which would in any way alter the at-will nature of employment. The supervisor, with the approval of the Director of Human Resources, also has the option of extending the Introductory Evaluation Period beyond the initial three month period, if it is deemed necessary for proper evaluation.

In keeping with the premise of employment at-will, employment within the Introductory Evaluation Period may be terminated with or without cause and with or without notice. Temporary employees are not subject to the 90 day introductory evaluation period. By nature of their temporary employment status, employment may be terminated with or without cause and with or without notice.

Even though vacation, sick and personal time is being accrued; employees are eligible to schedule and take paid vacation, personal and sick days only after successful completion of the Introductory Evaluation Period. Accrued time will not be paid if the employee terminates employment within the Introductory Evaluation Period or within the extended Introductory Evaluation Period.

Exception:

When an employee is promoted/ transferred, depending upon the new position responsibilities, the employee is subject to a performance evaluation period of three (3) months in the new position. Accrued vacation, personal and sick days may, in this situation, be used during the new evaluation period in accordance with departmental staffing needs.

PERFORMANCE APPRAISALS, ANNUAL & INTERIM

At the completion of the three-month Introductory Evaluation Period and annually thereafter, the department head or immediate supervisor will conduct an evaluation of each Staff member's job performance. The Staff member will be requested to sign the Performance Appraisal form and discuss his/her job performance with the supervisor. The Staff member's signature indicates that the Performance Appraisal was issued and does not necessarily imply that the Staff member agrees with all of the contents. Supervisors may also issue Interim Performance Appraisals at any time during the performance year as one way of providing performance feedback.

At-will employment exists during the course of an employee's length of service.

Each employee should feel free to communicate with his/her immediate supervisor at any time during the year regarding work performance. It is good practice for supervisors to meet with employees during the year to provide performance feedback. In addition, the Director of Human Resources is available to answer questions and discuss concerns of either the Staff member or the supervisor regarding the evaluation process, work performance, or specific areas of the employee's job description. Annual Performance Appraisal Forms are provided and distributed to Department Heads for all Staff members by the Human Resources Department. They are to be completed and returned to the Human Resources Department by the date indicated.

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PROMOTIONS AND TRANSFERS

Centenary College believes that every employee should be encouraged to seek advancement at the College. Qualified employees are encouraged to apply for position vacancies applicable to their training, skills, education, and experience. When appropriate, job openings will be posted on a bulletin board outside the Business Office on the lower level, Seay Building. Employees may make application to the Human Resources Department, if interested. External advertisements may run concurrently with internal job postings. Candidates will be evaluated on skills, work experience, job performance, appropriate educational training, other relevant work factors and attendance/ punctuality.

Employees are required to remain in one position for a minimum of six (6) months before becoming eligible to apply for an internal job posting. Exceptions to this requirement may be made by written request to the Director of Human Resources who, in consultation with the Vice President for Finance/CFO, will review each case on an individual basis. In addition, employees still on the Introductory Evaluation Period are not eligible to apply for internal job postings. Exceptions to this may be granted only in extreme circumstances by the Vice President for Finance/CFO.

As in all employment decisions, final selection of candidates will be made on the basis of qualifications regardless of race, creed, color, sex, gender, affectional or sexual orientation, age, marital or family status, disability, national origin, military or veteran status, religious belief, ancestry or any other protected trait or class as established by law.

Transfers will be considered on a case by case basis taking into account the benefits and potential disruptions to the respective departments. Arrangements for transfer or promotion to another position within the College must permit adequate time to obtain a satisfactory replacement. The amount of time for release of the employee will be determined between the releasing and receiving department heads, or in consultation with the Director of Human Resources, and may be extended, depending upon circumstances and/or business need.

A job posting is not required when the vacancy can be filled by a qualified employee who already works in the department where the vacancy exists.

JOB CLASSIFICATIONS

Employees of Centenary College are classified on the basis of their position responsibility as defined in their Job Descriptions. The categories are as follows:

Officers of the College

Those employees whose positions are defined as Officers in the College's By-laws and those who normally serve on the President's Executive Staff.

Faculty

All employees of the College whose primary duties are to teach courses for which academic credit is given. This category is sub divided into full-time faculty and adjunct (part-time) faculty.

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JOB CLASSIFICATIONS (continued)

Administrative Officials

Those employees of the College whose responsibilities are primarily executive, administrative, or professional as recognized by the National Labor Relations Act and who are considered Administrative Officials. They are expected to work the number of hours necessary to properly accomplish their duties and are exempt from compensatory time and any form of overtime remuneration.

Administrative Employees

Those staff members not meeting the conditions set forth for Administrative Officials are considered Administrative Employees. Such employees are eligible for compensatory and/or overtime remuneration when prior approval has been granted by an authorized supervisor.

Part-time Staff

Those employees who work less than the full-time work week for their job title are considered part-time employees. Part-time employees may be considered in the above Classification System categories as determined by their assigned duties.

Adjunct Instructors

Those part-time faculty members whose employment is stipulated in contractual agreements each semester.

Service Staff

Barn Workers and other similar non-office staff are considered Service Staff.

Temporary Staff:

Those employees who are hired to fill a position on a temporary basis which is vacant due to an approved leave of absence or for a pre-authorized short-term work project.

ATTENDANCE

Regular attendance and punctuality are critical to efficient College operations. Because every position directly affects the flow of work, proper procedures must be followed if you must be absent from work.

If you are unable to report to work for any reason, you must contact your immediate supervisor with the reason for your absence by no later than the time you would be expected to report to work or as soon as possible, whichever is earlier. Service Staff are expected to contact their immediate supervisor with the reason for their absence at least one hour prior to starting time. This lead time is needed in order to make arrangements to cover your assignments during your absence. Each department head is responsible for establishing a call-in time, if different from these guidelines.

If you cannot come to work and are unable to reach your supervisor, you should leave a voicemail or email message for your supervisor. If you are ill, you must provide proper notice, as outlined above, in order to be eligible for paid sick time.

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ATTENDANCE (continued)

If you do not report to work and do not call your supervisor with a reason for your absence for a period of three (3) consecutive workdays, you have, in effect, voluntarily resigned your employment with Centenary College.

Employees who choose not to come to work due to inclement weather should contact their immediate supervisor by 10:00 a.m. declaring the absence to be either a personal day, a vacation day, or compensatory time, if available. You may leave a voicemail or email message for your supervisor. In the event that the employee has no available personal, vacation and compensatory time, the employee's paycheck is subject to a reduction in pay.

All absences, as indicated on the Time Sheet and Absence Report must be reported for all employees and sent to the Payroll and Benefits Coordinator in the Human Resources Department by the Supervisor of the absent employee. Administrative Officials should use the "Weekly Absence Report" when absent, Administrative Employees (salaried and hourly) the "Weekly Time Sheet" and Faculty the "Faculty Absence Report."

The "Weekly Time Sheet" is due in accordance with published schedule of dates and is issued by the Human Resources Department.

The official pay week is Monday through Sunday.

HOURS OF OPERATION

Thirty-five (35) hours and forty (40) hours are the basic workweeks at Centenary College. The standard office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. However, supervisors may adjust hours and schedules in order to meet the needs of their department.

Lunch and dinner breaks are considered unpaid time.

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IDENTIFICATION CARD

An employee who is regularly scheduled to work 1,000 hours or more per year is eligible to obtain a Centenary College Identification Card (ID Card). The ID card is required in order to:

- enter the Dining Hall for breakfast, lunch or dinner
- borrow items from the Library
- receive discounts on books and other items such as cards, clothing, etc., in the Follett Bookstore (located on the lower level of the Seay Building).

The Dining Hall staff is responsible for issuing photo ID cards to eligible employees. There are designated dates and times to report for a photo ID. This information is communicated by Management of the Dining Hall. Once the employee has received their ID card, s/he needs to visit the Business Office (lower level, Seay Building) to deposit money into a personal "Meal Account" in order to use the Dining Hall benefit.

PAYROLL DATES & SALARY PAYMENT

Salary and wage payments are made in semi-monthly installments on the working day closest to the 15th and on the last working day of the month (24 pay periods per calendar year). These semi-monthly payments are deposited directly into the employee's checking and/or savings account as designated by the employee on the "Direct Payroll Deposit Authorization" form. This form is available during the employees' New Hire Orientation, by visiting the Human Resources Department or by visiting the Human Resources Department Web Site. Participation in direct payroll deposit is optional for employees.

Salary Deductions/ Reductions

Deductions from salary required by any law of the United States and/or the appropriate State now or hereafter enacted, in addition to any employee-elected retirement or insurance reductions/deductions, will be made by the College from the bi-monthly salary paid to the employee.

OVERTIME PAY POLICY

Officers of the College, Administrative Officials and any other Exempt employees are not eligible for overtime compensation.

Administrative Employees and Service Staff who work more than 40 hours per week at the request of their supervisor in any given week will be paid at the rate of time and one-half their base hourly rate of pay for the hours worked in excess of 40. The expectation is that employees will be available to work weekends and/or evenings, when necessary. Employees are also expected to be flexible and adjust to changes in schedules or working schedules when communicated by the Supervisor. Holiday hours are considered hours worked in computing overtime.

Paid sick leave, personal days, compensatory time, vacation, bereavement and jury duty are not considered hours worked in computing overtime.

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COMPENSATORY TIME POLICY

Officers of the College, Administrative Officials and any other Exempt employees are not eligible for compensatory time.

Administrative Employees who work beyond 35 hours per week up to and including 40 hours per week, with prior authorization from their Supervisor, are eligible to receive compensatory time equal to the extra hours worked (one hour of compensatory time for one hour worked). The expectation is that employees will be available to work additional time which may include weekends and/or evenings, when necessary. Employees are also expected to be flexible and adjust to changes in schedules or working schedules when communicated by the Supervisor. Time worked beyond 35 hours per week without the Supervisor's prior approval is not authorized and does not qualify for compensatory time.

Compensatory time will only be granted in units of 30 minutes for hours worked between 35 and 40 hours per week, in accordance with staffing needs and appropriate prior authorization.

Accumulated compensatory time should be taken at a time convenient to the employee and staffing needs as per the immediate Supervisor, preferably within one month of earning the compensatory time. A total of 35 hours of compensatory time will be the maximum amount of hours permitted to be banked. There will be no accumulation of hours beyond 35 hours.

Compensatory time used is not considered hours worked in computing overtime.

Earned or used compensatory time must be reflected on time/attendance sheets. The employee's Supervisor is required to review the timesheet and, by signature, approve compensatory time indicated. The Department Head is required also to review and initial time/attendance sheets for budgetary impact.

Compensatory time information is maintained by the Human Resources Department. On a periodic basis, the Payroll and Benefits Coordinator will issue a report to each Department Head detailing compensatory time accruals.

Upon termination, the employee will be paid for accrued compensatory time at the rate of the employee's base rate of pay applicable at the time of such accrual up to the maximum of 35 hours.

JURY DUTY POLICY

When an employee is summoned to Jury Duty, the employee is expected to immediately notify their supervisor and present proof of summons; a copy must also be sent to the Human Resources Department. While on Jury Duty, the employee will be paid his/her regular salary. However, once the employee receives the Jury Duty fee (minus the travel expense incurred), the employee must provide the amount paid for Jury Duty service to the Business Office.

If Jury Duty is not held during a normally scheduled workday, or the employee is released and approximately half the work day remains, the employee is expected to report back to work. This policy applies to all employees (full-time and part-time) as long as Jury Duty coincides with the employee's designated work schedule at Centenary College. Jury duty is not considered hours worked in the computation of overtime.

CENTENARY COLLEGE

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MILITARY LEAVE OF ABSENCE POLICY

It is the policy of Centenary College to grant leave of absence as necessary for uniformed service in compliance with all applicable federal and state laws. The employee may opt to use accrued vacation time, at the employee's choice.

Upon completion of military service, the employee may be entitled to re-employment with Centenary College and to certain other benefits, in accordance with applicable federal and state laws.

An employee who needs time off for uniformed service is to immediately notify his/ her supervisor of the need for leave. The supervisor will contact the Human Resources Department to provide details regarding the leave. If an employee is unable to provide notice prior to leaving for service, then a family member should notify the employee's supervisor as soon as possible.

BEREAVEMENT POLICY

A maximum of three (3) days of leave with pay may be granted in the event of a death within the Staff member's immediate family. Eligible Staff members are Staff who are regularly scheduled to work a minimum of 1,000 hours per year. Immediate family includes spouse, parents, children, siblings, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparents and grandchildren. Bereavement Leave is available for use around the time of the death. Vacation and/or personal days, if available, may be used in conjunction with Bereavement Leave, with supervisory approval. Bereavement is not considered time worked for purposes of computing overtime.

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OPEN DOOR POLICY

Centenary College promotes an atmosphere whereby Staff members talk freely with members of the management staff. Staff members are encouraged to openly discuss with their supervisor issues and problems so that appropriate action may be taken. In the event that an issue cannot be resolved informally between a Staff member and their supervisor, the Director of Human Resources is available for consultation and guidance. Centenary College is interested in maintaining an open door policy so that issues may be heard and resolved. The willingness of our Staff to communicate their concerns and complaints is important to us. We, therefore, welcome the opportunity to assist in resolving issues whenever feasible.

Note: In instances of claimed discrimination, harassment and/or retaliation, please refer to the Anti-Harassment, Discrimination and Retaliation Policy, specifically regarding Complaint Procedures, which may be found elsewhere in this Staff Handbook.

RULES AND REGULATIONS

In any community where large numbers of people work together, each one must be aware of his/her responsibilities to the organization as a whole and to the safety and welfare of others. Most people will adhere to acceptable standards of behavior without rules or reminders.

Following are examples of behaviors that cause an employee to be subject to disciplinary action, which may include oral or written warning/reprimand, formal censure or suspension, or discharge, taking into consideration the seriousness of the offense, the employee's previous discipline, other documented behaviors and length of service with the College.

1. Habitual absence or lateness from work.
2. Repeated failure to properly notify supervisor of absence and/or lateness within Departmental guidelines.
3. Neglect of duty or failure to maintain performance standards.
4. Dishonesty, including falsification of time records.
5. Discourteous treatment of students, faculty, staff, other personnel or visitors.
6. Insubordination.
7. Refusal to comply with one or more College rules.
8. Failure to perform assigned duties and/or willful failure to carry out a supervisor's instruction.
9. Failure to comply with standards, produce efficient service or competent work.

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RULES AND REGULATIONS (continued)

10. Misconduct (violation of stated rules or rules of the institution or department)
11. Gambling.
12. Assault.
13. Behavior of any kind that may negatively reflect on the reputation of Centenary College.
14. Misuse of College property.
15. Sleeping or being less than fully alert while on duty.
16. Being under the influence of alcohol, and/or controlled substances while on duty.
17. Use of alcohol and/or controlled substances on the College campus.

The above list is **not** exhaustive. Centenary expressly reserves the right to discipline in any given situation up to and including termination of employment.

CORRECTIVE AND DISCIPLINARY ACTIONS

If employee performance is unsatisfactory or there are violations of College rules and regulations, corrective disciplinary measures may be taken by the Supervisor. **However, corrective measures for Staff must be taken with the concurrence of the Director of Human Resources.**

Corrective actions include oral and written memoranda, oral and written warnings/reprimands, memoranda of formal censure which are primarily intended to correct and improve an employee's job performance /professionalism. Corrective actions do not adversely affect the faculty or staff member's current pay, status, and/or tenure. However, such actions can be administered concurrently with disciplinary actions that do have a negative effect on the person's current pay, status, and/ or tenure. Corrective actions, in addition to being in writing, must indicate to the employee the nature of his/ her offense, the corrective actions the person needs to take, and the consequences the person will face if s/ he fails to follow the instructions for correction. A copy of each corrective action must be forwarded to the Director of Human Resources for inclusion in the employee's personnel file.

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POLICY ON EMERGENCIES

FIRE alarm stations and smoke detectors are located throughout all the facilities on campus. They are directly connected to the Hackettstown Fire Department and upon activation will automatically initiate a response from the Fire Department. Familiarize yourself with the location of the pull station nearest you in the event a fire emergency should occur. If this action is needed, please also immediately contact the Main Reception Desk by dialing "0" and alert the Telephone Operator about the situation.

In case of emergencies related to FLOODS, PLUMBING, POWER FAILURE, LEAKS, SPILLS, TELEPHONE OUTAGE, etc., contact Facilities as follows:

Daytime: Facilities, ext 2301 or 2302

Nighttime: Boiler Room ext. 2304

For Emergency Calls, if you hear a telephone recording, hang up and Dial "O" for Operator.

For non-emergencies, please leave a message specifying the nature of the problem and the exact location. Facilities Department personnel will respond quickly.

In the event of HEALTH emergencies, immediately contact our Health Office ext. 2206 and your Supervisor, if feasible. The Health Office is open: Monday through Friday 8:30 a. m. - 4:00 p. m. ext 2206. Should a health emergency occur when the Health Office is closed, contact the Main Reception Desk by dialing "0" and explain the situation to the Telephone Operator. The Telephone Operator will contact Security (ext. 2260) on campus and the local Rescue Squad (852-3300). The Rescue Squad will be met by Security and guided to the employee who is in need of help.

NOTE: While staff and faculty are encouraged to visit their personal physician with medical ailments other than emergencies, the Health Office will be of assistance if a problem occurs that cannot wait until the workday is over. The Health Office is also available to discuss different health issues and provide employees with informational material.

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ACCIDENT/INJURY POLICY, WORK-RELATED

An injury on the job must be reported immediately to the Supervisor, regardless of how minor. **WITHIN 24 HOURS OF THE REPORTED INJURY**, the Supervisor is required to complete an Accident/ Injury Report, a copy of which must be faxed to the Human Resources Department as soon as it is completed. Human Resources Department fax # is 908-850-8716.

Without delay, the Human Resources Department must report the incident to the College's Workers' Compensation insurance carrier. The list of authorized Workers' Compensation doctors will be provided to you by our Workers' Compensation insurance carrier. Bills generated from the accident or injury should be forwarded directly to the Workers' Compensation insurance carrier. (Medical expenses related to a Workers' Compensation injury must not be processed through the employees' group health insurance.)

The Human Resources Department must be notified immediately if an employee will lose time from work because of a work-related injury. The employee will be compensated, not by Centenary College, but through Workers' Compensation insurance. Because of the turnaround time needed by the insurance company to trigger the payment to the injured employee, timeliness in reporting a lost time accident is crucial in order to minimize the impact of loss of pay to the employee.

The employee is responsible for keeping the Supervisor and the Human Resources Director informed about the status of the injury and to provide medical documentation on a timely basis. Medical status reports must be mailed to the Supervisor and the Director of Human Resources while the employee is absent to keep the College informed of the employee's status and expected return to work. The employee is responsible for providing a status report from their treating practitioner releasing the employee to return to work. This must be provided on or immediately prior to the employee's first day back at work.

If there are work-related restrictions or limitations of any kind, the note must clearly state the specific nature of the restrictions/limitations along with the expected duration and this must be submitted to the Supervisor and the Director of Human Resources at least one week prior to the return to work date, if possible.

While an employee is on leave of absence without pay due to a work-related accident/injury, sick leave and vacation days do not accrue, nor does Holiday pay apply. If the employee is participating in the Centenary health plan, the Human Resources Department will bill the employee for any health payments normally paid through payroll deductions and coverage will continue as long as the employee pays the premium in a timely manner by the due date noted on the invoice.

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PURCHASE REQUISITIONS

Requisitions for all necessary purchases should be submitted to the appropriate budget manager for screening and approval. Completed requisition forms should then be forwarded to the Business Office for approval by the Controller and the Vice President for Finance/CFO. If the purchase is under \$100, the Controller may authorize a petty cash fund purchase. All other requisitions will be assigned a Purchase Order number (PO #), if necessary. The individual requesting the purchase will be given a PO # to provide to the vendor when s/he places the order. If the employee is requesting that the Business Office place the order with the vendor, this must be noted on the requisition.

The College is responsible only for purchases and commitments made with appropriate prior approval. Purchases made without appropriate prior approval become the personal financial responsibility of the individual who made the purchase(s).

WORK ORDERS to FACILITIES DEPARTMENT

Work Orders are required for tasks to be performed by the College's maintenance and housekeeping staffs through the Facilities Department. They must be filed with as much advance notice as possible. Forms may be obtained from and submitted directly to the Facilities Department at ext.2301.

TELEPHONE POLICY **for Personal Use**

We recognize there are occasional needs for phone calls that can only be made during business hours. We rely on everyone's sense of professionalism to keep these calls to a minimum. The College reserves the right to request that employees reimburse the College for personal toll, regional and long distance calls if they are incurred. To facilitate identifying the cost of personal telephone calls, a listing of such calls may be distributed periodically, by Department, to employees.

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This page in hard copy contains a print out of the web site for the Human Resources Department at Centenary College.

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WEATHER POLICY FOR INCLEMENT WEATHER

As of October, 2005

Centenary College normally does not close; however, in extreme situations including inclement weather, there may be a closing of academic and/or administrative offices, a delayed opening or an afternoon early closing. In the event of extremely inclement weather, you may access this information as follows:

- Check the College website for information at <http://www.centenarycollege.edu>
- Call 908-852-1400, which is the Main Telephone Reception Desk in the Seay Building. There will be a telephone recording regarding this information, or you may press "0" to speak with a Telephone Receptionist.
- A telephone chain may be activated in your department to notify employees of this information.
- You may also check with the following radio and television stations which will be notified of a closing or a delayed opening:

Radio Stations

AM 1510	WRNJ	Hackettstown, NJ
AM 1360	WNNJ	Newton, NJ
AM 790	WAEB	Allentown, PA
FM 91.9	WNTI	(After 7:00am)
FM 95.1	WZZO	
FM 99.1	WAWZ	
FM NJ 101.5	WKXW	
FM 103.7	WNNJ	
FM 104.1B104		
FM 96.7	WTEX	
FM 96.7	WSUS	Sussex County

Television Stations

Channel 12, News 12 New Jersey
Channel 4, NBC News
Comcast Channel 18 WFMZ TV 69

The College will make every effort to reach a decision within a reasonable amount of time regarding inclement weather situations. When and how weather becomes inclement often makes this a challenge.

If the College closes, operates under a delayed opening schedule or an afternoon early closing, employees who are scheduled to work during that time will be paid for the time that the College is closed.

If the College has not announced a closing, delayed opening or afternoon early closing, those Staff employees who choose not to report to work due to inclement weather are required to charge the absence to available vacation time, personal time or accrued compensatory time, if available. If no banked time is available, a salary deduction will be made.

Faculty should refer to the Inclement Weather Policy in the Faculty Handbook or, prior to an inclement weather announcement, contact the Office of Academic Affairs regarding academic responsibilities in the event of a closing, delayed opening or afternoon early closing due to inclement weather.

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MILEAGE REIMBURSEMENT POLICY

As of 8/1/2005

Mileage reimbursement for the use of personally owned vehicles is allowed at \$0.405 per mile for business-related trips which have been previously approved by the Supervisor. You may obtain a copy of the Centenary College Expense Report, and return the completed, signed form to the Business Office for approval. If the business-related trip is normally part of an employee's daily commute, only the incremental unit would be reimbursed by the College.

MAIL ROOM SERVICES

The Centenary Mail Room is open from 8:30 am to 4:30 pm and closes for lunch between 11:30 and 12:30. In addition to processing the business mail for Centenary College, our in-house Mail Room also offers a variety of personal services to all staff and students. These include receiving/sending out first class mail, book and library rate items; packages; certified mail; stamps of many denominations and books of stamps, in accordance with U.S. Post Office regulations.

BUSINESS OFFICE SERVICES AND PROCEDURES

The Business Office, located on the lower level, Seay Building, is open Monday through Friday, 8:30 am to 4:30 pm. When there is a change of hours, a sign is posted at the entrance to the Business Office. The Business Office provides the following personal services:

- Acceptance of payments for Faculty/Staff Personal Meal Accounts
- Notary services (see Notary Public below)
- Check cashing within the following guidelines:
 - \$100.00 limit per paycheck (minimum \$5.00)
 - No second party checks accepted
 - Employee or student ID required
 - A person will be charged a fee of \$15.00 if his/her check is returned.

CREDIT UNION

Centenary College is a member of the Tri-Co Federal Credit Union. Tri-Co Federal Credit Union has offices in Warren, Sussex and Morris Counties and offers a variety of services. Some of the services offered are: direct deposit, regular savings account, checking account, money market savings, club accounts, Certificates of Deposit, IRA's, financial planning, 24-hour loan center, telephone banking/internet banking, first mortgages, home equity loans as well as other services.

If you have any questions regarding the Credit Union, please contact Tri-Co at 1-888-391-7991 or visit their web site at www.tricofcu.com. In order to apply for direct deposit, please contact the Human Resources Department to complete a Tri-Co direct deposit form. A new enrollment form must be accompanied by a copy of one of the following documents: Centenary College Identification Card (with photo), valid current Driver's License, Government Issued Identification Card.

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BOOKSTORE

The Follett Bookstore is located in the Seay Building, lower level, opposite the Sunken Lounge. The Bookstore is available to Faculty, Staff, Students and guests. Employees who present Centenary College Identification Badges may be eligible for an employee discount on selected store items. The Bookstore sells general office supplies, gift items, cards, candies, party balloons and other items.

"LOST AND FOUND" PERSONAL BELONGINGS

The Vice President for Student Engagement and Service is the repository for lost and found articles. The office is located on the lower level, Seay Building. You may contact this office at extension 4291. Any article found should be taken to this area. Articles will be kept for 30 days. PLEASE NOTE THAT CENTENARY COLLEGE IS NOT RESPONSIBLE FOR ANY PERSONAL BELONGINGS OF EMPLOYEES.

THEATRE

CENTENARY COLLEGE PERFORMING ARTS GUILD (CPAG)

The Centenary Performing Arts Guild presents excellent theatre productions throughout the year. Actors include Equity Actors and Centenary College student actors. Reduced prices are usually available to Centenary employees and their guests who wish to attend the cultural performances of the Centenary College Performing Arts Guild. The scheduled Series of Events is emailed to the Centenary community and is also posted on various College Bulletin Boards. More information is available by calling the Box Office at ext. 2203 or 908-979-0900.

RADIO STATION, WNTI, 91.9 FM

WNTI is a member-supported public radio station providing non-commercial FM broadcast service for northern New Jersey and northeast Pennsylvania, with a coverage area encompassing an estimated population of over 1 million people. WNTI supports the arts and cultural richness of the region as well as Centenary College's role of community service and outreach.

WNTI's programming is AAA (Adult Album Alternative) with a variety of specialty music, arts, and entertainment programs on weeknights and weekends. WNTI also provides NPR news on the hour & local news produced by Centenary College's journalism department and regional public affairs programming through programs such as Contours. The dedicated staff is committed to providing and creating a quality public radio service for the region. Our programming is produced locally, regionally and nationally. National Public Radio (NPR) and independent producers are the main source of national programs.

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FACILITY USAGE

All of Centenary's facilities, such as the library, swimming pool, rooms, are available for employee use, provided the general College regulations are followed. During designated times the swimming pool is scheduled for the College Community. For information, please contact Student Affairs, extension 2290.

NOTARY PUBLIC

An employee may request that a document be notarized on campus at no charge. Please contact the Business Office for the Notary Public. This is a courtesy service extended to our employees and a call-ahead is required to set up a mutually agreeable appointment time.

LIBRARY

The Taylor Learning Resource Center offers many services to employees who have Identification Badges, which include Library lending of various materials, reference assistance, inter-library loans, full access to Library databases, digital and audio books, and various other services. Please stop by the Taylor Learning Resource Center to take advantage of these services.

CAFÉ—TILLIE'S

Tillie's Café is open to Faculty, Staff, Students and guests for breakfast, lunch and snacks most week days, usually starting at 8:00am. Tillie's is located on the lower level of the Seay Building, near the entrance doors from the quadrangle. Please check with Tillie's Café for hours of operation. Do you know the legend of Tillie?

WEIGHT ROOM / FITNESS CENTER

The Weight Room/ Fitness Center is available for use by Faculty and Staff during operating hours of the facility. The Weight Room/ Fitness Center is located in the Reeves Student Center. Since hours vary by semester, please check the posted hours on the door of the Weight Room/ Fitness Center for hours of operation for Faculty and Staff. To utilize this facility, you must have a valid Centenary College Identification Card, proper workout attire to gain access to the facility and provide your own towel.

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SWIMMING POOL

The Centenary College Swimming Pool is available to Faculty and Staff on designated days and times. Please check with the Pool Staff or the Student Affairs Office for Pool hours of operation for Faculty and Staff.

PARKING

Employees who wish to park on campus must register their cars with the Business Office. They will receive an identification parking decal that must be displayed in the designated area in the vehicle. Improper display of parking decal, unregistered vehicle or illegally parked vehicle(s) will be ticketed. The employee will be responsible for payment of any tickets issued. Repeat violations may result in vehicle(s) being towed at the owners' expense.

The College cannot be held responsible for the safety and security of vehicles or their contents while parked on College property.

***** CHANGE OF ADDRESS, ETC., PLEASE KEEP US INFORMED *****

Please keep the Human Resources Department informed regarding any changes of name, address, phone numbers, family status including marital, child(ren) and/or dependent status that might affect your benefits or withholding exemptions.

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SEPARATION FROM EMPLOYMENT

An employee resigning from employment with Centenary College is required to submit a dated and signed note/letter of voluntary resignation to their supervisor. Required notice time is detailed below under "Resignation." It is addressed to the Supervisor and to the Director of Human Resources and must state the last date the employee will work. *Unused, earned vacation days and personal days may not be taken during the notice period and may not be added to the last date worked when giving notice of voluntary resignation.* The employee is responsible for contacting the Human Resources Department prior to leaving for a review of items on the Exit Checklist.

A terminating employee is responsible for the timely return of Centenary property before leaving, such as: keys, computer(s), Library books, College ID card, laptop/computer, telephone calling cards, credit cards, parking permit; files, manuals, student grades, and any other College equipment or property, etc. In addition, any financial or legal obligations to the College must be satisfied, such as: submitting final expense reports; clearing and paying any outstanding balances or advances. If the employee and/or family member is enrolled in any course(s) under the Tuition Benefit Program, the employee must inform the Bursar in writing if the course(s) will be continued upon termination. The Business Office will issue the employee an adjusted invoice. Since the Tuition Benefit Program ceases upon termination of employment, the employee and/or member(s) of the employee's family who are enrolled in the Tuition Benefit Program have the following options available at such time:

- 1) Drop the course(s) or
- 2) Become financially responsible for the prorated cost of the course(s).

If the decision is to complete the course, it is the employee's responsibility to inform the Bursar in writing of this decision so that an adjusted invoice is issued.

Unused, accrued vacation days will be paid to the employee in accordance with the vacation policy after separation of employment as long as the employee has successfully completed the Introductory Evaluation Period. This payment will be made separately from the regular paycheck. Vacation entitlement is pro-rated based on the amount of time actually worked during the fiscal year.

Unused compensatory time is calculated based on the number of accrued hours remaining and is paid out after separation of employment. A maximum of 35 hours will be paid at the time of separation

A terminating employee does not receive pay for holidays or recess days unless the employee actually worked on the day before and after the holiday/recess day. There is no remuneration for unused sick days, personal days, or floating Holiday that have not been used.

Employment at Centenary College may be terminated in any of the following manners. Procedures relative to each are discussed below:

Resignation

A minimum of two (2) weeks written notice is required of Centenary College employees who terminate their employment. More than two (2) weeks notice will enable the department to effect a smoother transition and is greatly appreciated. An employee who resigns without honoring the notice policy described above forfeits the right to payout of accrued, unused vacation. Procedures and requirements applicable to separation of employment are outlined above.

Employees at the supervisory level or above are expected to provide as much notice as practicable.

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SEPARATION FROM EMPLOYMENT (continued)

Discharge

Employment at Centenary College is based on the premise of employment-at-will. In keeping with this premise, regular employment at Centenary College may be terminated with or without cause on two weeks notice, or pay in lieu of notice, at the College's option, except in cases of gross misconduct whereby employment may be terminated immediately.

Employment within the Introductory Evaluation Period is also considered employment-at-will and may be terminated with or without cause or notice.

Retirement

In accordance with State and Federal laws, there is no mandatory retirement age, except in those cases permitted by law. However, if an employee plans to retire, s/he should inform his/her Supervisor and the Director of Human Resources in writing well in advance of the actual retirement date so that employee-related issues are addressed and necessary forms are completed and processed in a timely fashion.

The employee should also be aware that the Social Security Office requires a minimum of three (3) months to process Social Security and Medicare benefits.

Faculty members should consult the Faculty Handbook regarding retirement.

EXIT INTERVIEW

Upon separation of employment from the College for any reason, except discharge, the employee has the option to request an exit interview with the Director of Human Resources.

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RESERVATION OF COLLEGE VEHICLES FOR COLLEGE RELATED BUSINESS AND ACTIVITIES

Faculty and Staff members may schedule the use of College vans for authorized and approved institutional business. Drivers of college vehicles must be registered with Centenary's insurance company. This is done by contacting the Van Coordinator at telephone extension 2297, completing the necessary forms and providing a copy of your valid driver's license. These will be kept on file and must be renewed each Fall.

Faculty and Administration Staff may make reservations for the use of a van by calling the extension listed below. A department chair must approve students in order to have driving privileges. A faculty or staff member must supervise student groups using the van by either driving or being present in the van.*

To reserve a vehicle, the following procedure applies:

1. Contact extension 2297 to make a reservation.
 - a. Blue and White Athletic 12 passengers
 - b. Equine 15 passengers
 - c. Community Service/International 15 passengers
 - d. White Athletic 15 passengers

Early reservations are needed as all vehicles are on a first-come, first-served basis. When vans are not available, it is the responsibility of the department needing a van to rent one from a local dealership.

2. Keys can be obtained from the van coordinator's office. Keys should be picked up on the day of the trips or on Friday afternoons in the case of trips on weekends. They will also tell you where the van is parked and to what location it should be returned. Keys must be returned to where they were picked up. **AT NO TIME ARE THE KEYS TO BE RETAINED OR GIVEN TO ANOTHER PERSON.**

3. When you pick up the van keys, you will receive a packet that contains a vehicle maintenance record, a list of emergency telephone numbers, and a gas voucher. The maintenance record must be completed and returned with the keys immediately following the completion of your trip. Drivers who do not follow appropriate college procedures and complete maintenance records may lose driving privileges.

4. If a situation arises in which a key exchange must take place after 4:30 p.m. or on a weekend, this will be arranged by the Van Coordinator. Instructions, along with the keys, will be left at the Main Reception Desk in the Seay Building. You will be required to sign for the keys when you pick them up. Keys packets dropped off after normal business hours must be slid under the door of the Athletic Department in Reeves Student Center.

5. Gas can be purchased locally at the Main Street Sunoco, Main Street, Hackettstown. You may obtain a voucher for the gas purchase from the Van Coordinator.

6. **IT IS THE RESPONSIBILITY OF THE PERSON PICKING UP THE KEYS AND SIGNING FOR THE VEHICLE TO REMOVE TRASH AND PERSONAL BELONGINGS FROM THE VEHICLE PRIOR TO RETURNING IT.**

7. Report any noted mechanical or other problems to the Van Coordinator immediately.

***NOTE: A FULL SET OF USER GUIDELINES IS AVAILABLE FROM THE VAN COORDINATOR. ALL DRIVERS WHO ARE APPROVED TO DRIVE COLLEGE VEHICLES WILL RECEIVE A COPY OF THE VAN DRIVER MANUAL.**

CENTENARY COLLEGE
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ERRATA

Every effort has been made to assure the accuracy of the information contained in this Staff Handbook. However, changes occur and errors are inadvertently made. Therefore, it is the employee's responsibility to independently verify the accuracy and completeness of the information contained in this Staff Handbook.

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Centenary College

“Student Centered Learning...Unparalleled Service”

**ACKNOWLEDGEMENT RECEIPT
OF
STAFF HANDBOOK**

This is to acknowledge my receipt of the Staff Handbook.

The Staff Handbook is designed to introduce you to the College’s expectations, policies and benefits as they relate to employees. It is a guideline to Human Resources policies and practices and supercedes any such guidelines previously published. Centenary College retains the unilateral right to change any and all policies and procedures at any time. The policies and procedures contained in the Staff Handbook will be amended as necessary by the College President, Executive Staff and/or Board of Trustees to insure compliance with all applicable federal and state regulations and College operations.

Since this Staff Handbook is a guideline, it is not intended to address all of the possible questions you may have. After consulting the appropriate section of the Staff Handbook, should you still have questions, please ask your Supervisor or contact the Human Resources Department. Please note that certain policies may be updated from time and time and, therefore, may not be incorporated in the Staff Handbook.

Date of Receipt

Printed Name

Signature