

Employee Handbook
Skidmore College
For Exempt (Administrative/Professional, A/P)
and
Non Exempt (Support Staff, SS) Employees

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Acknowledgment & Agreement

I. INTRODUCTION

A. WELCOME STATEMENT

I am very pleased, on behalf of all your new colleagues at Skidmore, to welcome you to our campus community. Every employee has an important role at the College and we value the abilities, experience, and background you bring to our educational mission. Each of us contributes to the success of our educational enterprise, to the teamwork and high standards of which we are so proud, and to Skidmore's growing strength and opportunities for the future.

The College is committed to providing you with the support and resources you will need to perform your job effectively. If, at any time, you need assistance or guidance, please do not hesitate to ask your supervisor, who is here to help you perform to the best of your abilities.

Once again, welcome to Skidmore College. We are glad to have you with us, and hope you find your work here satisfying.

Jamienne S. Studley
President of Skidmore College

B. DESCRIPTION OF HANDBOOK

This Employee Handbook contains information about the employment policies and practices of Skidmore College and applies to all Exempt (Administrative Professional, A/P) and Nonexempt (Support Staff, SS) Employees (referred to "Employees" in this handbook). We expect each Employee to read this Employee Handbook carefully as it is a valuable reference for understanding policies that affect your employment while at Skidmore College. This Employee Handbook supersedes all previously issued Employee Handbooks and inconsistent verbal or written policy statements. Skidmore College will try to continually improve its handbook, therefore, the College reserves the right to revise, delete, and add to the provisions of this Employee Handbook.

None of Skidmore College's personnel documents and benefit plans, including this Employee Handbook, constitutes, or is intended to constitute, an express or implied contract guaranteeing continued employment for any Employee. No Supervisor has any authority to enter into a contract of employment--express or implied--that changes or alters the at-will employment relationship. Only the Director of Human Resources or designee has the authority to enter into an employment agreement that alters the at-will employment relationship and any such agreement must be in writing.

Not all Skidmore College policies and procedures are set forth in this Employee Handbook. We have summarized only some of the more important ones. If you have any questions or concerns about this Employee Handbook or any other policy or procedure, please ask your Supervisor or Human Resources.

C. SKIDMORE COLLEGE

Skidmore is an independent, liberal arts College with an enrollment of approximately 2,100 men and women. The College employs approximately 750 full- and part-time faculty and staff, including 160 service Employees who are union members.

Skidmore was founded in 1903 as the Young Women's Industrial Club of Saratoga. In 1911 it became the Skidmore School of Arts and in 1922 was chartered as a four-year, liberal arts

College by the New York State Board of Regents. The College's history includes a number of milestones marking bold decisions that have helped define the Skidmore of today. These include the decision in the early 1960s to build an entirely new campus, and the move to coeducation in 1971. In 1970 Skidmore established University Without Walls, one of the earliest nontraditional degree programs in the nation. The next year, Skidmore was granted the privilege of forming a chapter of Phi Beta Kappa. In 1991 Skidmore implemented its first graduate degree program, an external, nonresidential program offering the master of arts in liberal studies (M.A.L.S.) degree.

The building of a new physical plant has had a profound effect on Skidmore, enabling it to move from its charming but antiquated collection of buildings in downtown Saratoga Springs to an expansive wooded campus. The move was made possible through the generosity and leadership of J. Erik Jonsson, a Skidmore trustee during 1961-77, and his wife, Margaret. Today, the Jonsson campus encompasses some 49 buildings and has expanded to 800 acres with the acquisition of nearby open space for additional athletic fields and other uses.

One of Skidmore's most distinguishing features is its Liberal Studies curriculum which emphasizes an interdisciplinary approach to all areas of study and offers a revitalized look at the arts and sciences and their place in the contemporary world. The cornerstone of the curriculum is the belief that a liberal arts education, in its broadest sense, is the best preparation both for a life of continued learning and for a career.

Skidmore has a commitment to the local community and to the greater Capital District and is an important resource for education, cultural activities, entertainment, and community service. Skidmore students, faculty, and staff are encouraged to play active roles in the community and many contribute their time and energy as volunteers.

D. HUMAN RESOURCES (HR)

Human Resources is a resource available to all Employees in the Skidmore Community. The HR team is capable of handling the diverse issues that arise for Individual Contributors, Supervisors and Managers in the course of their employment. Cognizant of both "the big picture", as well as the details, HR seeks to provide four necessary roles to Skidmore College: 1. Strategic Partner; 2. Employee Advocate; 3. HR Administrative Expert; and 4. Change Agent. As a Strategic Partner, HR understands the functions of the College, is present in decision making processes, strategizes execution of actions, represents Employee views in organization decisions, thinks independently while working collaboratively and assists with inter & intra organizational dynamics. As an Employee Advocate, HR listens to Employees' concerns, issues & ideas, ensures Employee voices are heard, ensures Employees are treated fairly, with dignity and respect, acts as an Employee champion and advocate, ensures resources are available to meet the needs of Employees and helps Employees understand strategic decisions. As an HR Administrative Expert, HR confronts and solves problems knowledgeably, creatively and ethically, delivers competitive benefit packages, administers fair and equitable employment practices, administers labor contracts, manages HR data/records effectively, provides valued training opportunities, and administers fair, equitable and consistent total compensation practices. As a Change Agent, HR helps the institution work positive change, builds capacity for change, helps with renewal and transformation, helps individuals and organizations "cope" with change, and builds flexibility into people, organizations and processes. HR is available to you to provide assistance in any of these categories. Please feel free to contact any HR team member for the assistance you need.

II. EMPLOYMENT RELATIONSHIP

A. EMPLOYMENT AT WILL

While we hope that your employment will prove mutually satisfactory, please understand that continued employment cannot be guaranteed for any Employee. In accordance with New York State Law, Employment at Skidmore College is employment at will. This means that you are free to leave your employment at any time, with or without cause or notice, and Skidmore College retains the same right to terminate your employment at any time, with or without cause or notice. This policy of at-will employment may be changed only by a written employment agreement signed by the Director of Human Resources or designee that expressly changes the policy of at-will employment. Unless your employment is covered by a written employment agreement indicating a non-continuing appointment, this policy of at-will employment is the sole and entire agreement between you and Skidmore College as to the duration of employment and the circumstances under which employment may be terminated.

B. EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Skidmore College is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, creed, gender, age, national origin or ancestry, physical or mental disability, veteran status, marital status, sexual orientation as well as any other category protected by federal, state, or local laws. All such discrimination is unlawful and all persons involved in the operations of Skidmore College are prohibited from engaging in this type of conduct.

In accordance with applicable federal and state law protecting qualified individuals with known disabilities, Skidmore College will attempt to reasonably accommodate those individuals unless doing so would create an undue hardship on Skidmore College. Any qualified applicant or Employee with a disability who requires an accommodation in order to perform the essential functions of the job should contact the Director of Human Resources or designee and request an accommodation.

You should report every instance of unlawful discrimination to your Supervisor, or the Director of Human Resources or the Director of Diversity & Affirmative Action of Skidmore College, regardless of whether you or someone else is the subject of the discrimination. Detailed reports--including names, descriptions, and actual events or statements made--will greatly enhance Skidmore College's ability to investigate. Any documents supporting the allegations should also be submitted. Based on your report, Skidmore College will conduct an investigation. Skidmore College prohibits any and all retaliation for submitting a report of unlawful discrimination and for cooperating in any investigation. Any Supervisor or Employee who retaliates against the accuser or those involved in the investigation will be disciplined, up to and including discharge from employment.

If the investigation determines that prohibited discrimination or other conduct violative of Skidmore College policy has occurred, Skidmore College will take disciplinary action, up to and including termination of employment, against those who engaged in the misconduct. Skidmore College will also evaluate whether other employment practices should be added or modified in order to deter and prevent that conduct in the future. You will be informed of whatever action(s) Skidmore College takes to resolve and remedy the situation. For further information, please see Skidmore's Equal Opportunity, Affirmative Action and Diversity Policy (the policy can be located at the following web site: <http://www.skidmore.edu/administration/daao/>).

III. COMMENCING EMPLOYMENT

A. BACKGROUND CHECKS

Skidmore College recognizes the importance of maintaining a safe workplace with Employees who are honest, trustworthy, qualified, reliable, and nonviolent, and do not present a risk of serious harm to their co-workers or others. For purposes of furthering these concerns and interests, Skidmore College reserves the right to investigate an individual's prior employment history, personal references, and educational background, as well as other relevant information that is reasonably available to Skidmore College. In the event that a background check is conducted, the College will comply with the Federal Fair Credit Reporting Act and applicable state laws, including providing the job applicant or Employee with any required notices and forms. Consistent with these practices, job applicants or Employees may be asked to sign certain authorization and release forms. Consistent with legal requirements, Skidmore College reserves the right to require job applicants or Employees to sign the forms as requested as a condition of employment.

B. IMMIGRATION COMPLIANCE

Skidmore College will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States through a completed and verified I-9 form. The most common forms of identification are a driver's license and social security card; however, other documents can be used.

If you have any questions or need more information on immigration law issues, please contact Human Resources.

C. HIRING RELATIVES

Relatives may be employed at the College provided they do not work under the direction of one another, have no responsibility for performance appraisals, do not provide input to one another's work and provided that no relative controls the budget from which the pay of another is drawn. Specific cases involving staff will be considered by Human Resources. A Supervisor who wishes to hire a relative as described above must first get approval to do so.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the Employee is similar to that of persons who are related by blood or marriage.

D. IDENTIFICATION CARDS

Identification cards are supplied to all Employees. At the time of your hire, Human Resources will authorize the issuance of your identification card through the Card Office. If you lose your card, report it to Human Resources immediately. A replacement fee will be charged. Your identification card is to be returned to your Supervisor or to Human Resources upon separation of employment.

E. EMPLOYMENT STATUS

Employees at Skidmore College are classified into the following 2 broad categories:
Exempt Employees (Administrative/Professional, A/P) and Non Exempt (Support Staff, SS)
Employees

Exempt (Administrative/Professional, A/P) Employees are those whose job assignments meet the federal and state requirements for overtime Exemption as defined by the Fair Labor Standards Act (FLSA) of 1938 that allowed for Exemptions from minimum wage and overtime pay requirements for executive, administrative, professional and outside sales staff. Exempt Employees are compensated on a salary basis and are not eligible for overtime pay. Generally, executive, administrative, and professional positions are overtime Exempt. Your employment letter will inform you if your status is Exempt (A/P).

(Please note: Board Appointed Officers are also Exempt Employees. Board Appointed Officers are individuals whose positions are appointed by the Skidmore College Board of Trustees, and include the President, Vice President for Advancement, Vice President for Business Affairs and Treasurer, and Vice President for Academic Affairs and Dean of the Faculty. Faculty are also Exempt Employees who are not covered by this handbook. The Faculty Handbook establishes Faculty terms and conditions of employment.)

Nonexempt (Support Staff, SS) Employees are covered by the overtime provisions of the FLSA and are therefore compensated on an hourly basis for actual hours worked in the performance of the job. Non **Exempt** Employees will be paid time and one half compensation for all hours worked in excess of 40 in one workweek and as otherwise required by state and federal law. Your employment letter will inform you if your status is Non Exempt (SS).

(Please note: Service and Trade Employees are also Non Exempt Employees who are not covered by this handbook. Service and Trade Employees are individuals for whom the terms and conditions of employment are established by formal collective bargaining agreements between a third-Party representative and Skidmore. Such agreements currently exist with a service union and several trades unions.)

Types of Appointments –

Employees at Skidmore College will have one of the following types of appointments:

Regular, Full-Time Appointment

A Regular, Full-time Employee is appointed to an authorized position and is scheduled to work at least a 35-hour normal workweek on a continuing basis for a minimum of nine consecutive months (39 weeks) or more.

Regular Part-Time Appointment

A Regular, Part-time Employee is appointed to an authorized position and is scheduled to work a normal workweek of fewer than 35 hours on a continuing basis, normally for nine months or more.

Temporary, Full-Time Appointment

A Temporary, Full-time Employee is appointed to a non-continuing position scheduled to work at least a 35-hour normal workweek for a specific, short-term, limited period of time, normally not to exceed one year.

Temporary, Part-Time Appointment

A Temporary, Part-time Employee is appointed to a non-continuing position scheduled to work

less than 35-hour normal workweek for a specific, short-term, limited period of time, normally not to exceed one year.

On-Call Appointments

On-call Employees are called in to work on an as needed basis.

F. INTRODUCTORY PERIOD

The first six months of continuous employment at Skidmore College will no doubt be a learning experience. You will learn your job duties and responsibilities, get acquainted with your Supervisor(s) and fellow Employees, and familiarize yourself with Skidmore College in general. We refer to this initial period of employment as your introductory period. While we understand that you will be learning a lot about your new job, you are still expected to perform satisfactorily and your performance will be reviewed closely. Also, please understand that completion of the introductory period does not guarantee continued employment and does not change the at-will nature of the employment relationship.

G. JOB DUTIES

As part of your initial orientation, you will learn the various duties and responsibilities of your job. You will be provided with a copy of the written Position Questionnaire (PQ), a job description, for your individual position. Skidmore College maintains certain expectations and standards applicable to your position. Your Supervisor should review these with you and provide you with your PQ.

At times, Employees will be asked to perform additional duties and assume additional responsibilities as needed by their Supervisor for the efficient operation of the department. While Skidmore endeavors to work closely with its Employees to find mutually beneficial work, it may become necessary to revise your job duties in order to adjust to changing conditions happening at the college.

IV. PAYROLL

A. WORKING HOURS, SCHEDULE AND BREAKS

Skidmore College is normally open for business from 8:30 a.m. to 4:30 p.m., Monday through Friday. You will be assigned a work schedule and you will be expected to begin and end work according to the schedule. In order to accommodate the needs of the College, it may be necessary to change individual work schedules on either a short-term or long-term basis.

In accordance with New York State Law, Employees who work more than 6 hours per day are entitled to a 30 minute unpaid meal break daily. Skidmore allows an additional unpaid 30 minutes to these Employees.

Therefore, Skidmore Employees who minimally work 6 hours per day receive in total a one-hour break period daily at which time Employees are completely relieved from their job duties.

Employees shall be allowed an additional twenty-minute meal period between 5:00 p.m. and 7:00 p.m. in the unusual circumstance where an Employee has begun work before 11:00 a.m. and is required to work later than 7:00 p.m.

At times, emergencies such as power failures, road closings, fires, or severe weather may interfere with Skidmore College's operations. In such an event, Skidmore College may order a temporary shutdown of part or all of its operations. Depending on the circumstances, time off due to a temporary shutdown may or may not be paid. For more information, please see Skidmore's Inclement Weather Policy in Section VI. - R. of this handbook.

B. TIMEKEEPING PROCEDURES

Non Exempt Employees must record their actual time worked for payroll and benefit purposes. Non Exempt Employees should record either the time work begins and ends or the total hours worked in a day. Non Exempt Employees must also record any departure from work for any non-work-related reason. Failure to report hours worked will result in a delay of payment of wages.

Altering, falsifying, and tampering with time records, or recording time on another Employee's time record is prohibited and subject to disciplinary action, up to and including termination of employment.

Exempt Employees may also be required to record their time worked and report full days of absence from work for reasons such as vacation, leaves of absence, sick leave, or personal business. Please see your Supervisor for further clarification. For more information regarding vacation reporting, please refer to the Vacation Leave information in Section VII-AA of this handbook.

It is your responsibility to ensure the accuracy of all time recorded. Any errors in time recorded should be reported immediately to your Supervisor, who will attempt to correct legitimate errors.

C. OVERTIME

When operating requirements or other needs cannot be met during regular working hours, you may be scheduled to work overtime. Your Supervisor must authorize all overtime work in advance. Working overtime without prior authorization may result in disciplinary action. Non Exempt Employees will be paid time and one-half compensation for all hours worked in excess of

40 in one workweek and as otherwise required by state and federal law. For the purposes of calculating overtime for Non Exempt Employees, the workweek begins at 12:01 a.m. Saturday and ends at midnight on Friday. Exempt Employees are expected to work as much of each workday as is necessary to complete their job responsibilities. No overtime or additional compensation is provided to **Exempt** Employees.

D. PAYMENT OF WAGES

Paydays are on Friday of every other week for work performed during the previous two-week pay period. If a regular payday falls on a holiday, Employees will be paid on the preceding workday.

Paychecks are normally available by 8:30 a.m. on a payday. If there is an error in your check, please report it immediately to your Supervisor.

E. CALL-IN PAY

A Non Exempt Employee who is requested to report to work (called-in), but is sent home early, may be entitled to call-in pay in accordance with state law.

F. SALARY PAY POLICY

Exempt (Administrative/Professional) Employees will be paid a salary in accordance with applicable law. Although Exempt Employees are generally entitled to their salary for any week in which work is performed, deductions can and will be made when permitted by law. For example, an **Exempt** Employee's salary may be reduced for complete days of absence for personal reasons and incomplete initial or final weeks of work. There may also be other occasions when an **Exempt** Employee's salary may be reduced. Please contact your Supervisor or Human Resources for more information.

G. AUTOMATIC DEPOSIT

Employees may designate one bank account for automatic deposit of their paychecks.

H. CREDIT UNION

The Skidmore Employees Federal Credit Union is a federally Chartered organization, totally independent from Skidmore College, and administered by a member elected board of directors. All Employees, retired personnel, and their families are eligible for membership in the credit union. Membership provides opportunities to participate in savings, share drafts (checking accounts) and/or loan programs.

I. WAGE GARNISHMENTS

Skidmore College would like to avoid incurring the administrative costs of garnishments and wage assignments for Employees. Accordingly, Skidmore College encourages all Employees to meet their financial obligations without involving Skidmore College. Nonetheless, Skidmore College will adhere to legally imposed wage assignments and garnishments, and will not modify the terms of those legal arrangements unless ordered to by a court. Skidmore College will deduct the administrative costs of complying with wage assignment and garnishment orders from the Employee's pay, to the amount allowed by law.

J. BUSINESS EXPENSE REIMBURSEMENT

Employees may be reimbursed for reasonable expenses necessarily incurred in the course of business and approved by a Supervisor. These expenses may include air travel, hotels, motels, meals, cab fare, rental vehicles, and gas or car mileage for personal vehicles. All proper expenses incurred should be submitted to Accounts Payable along with the receipts within 30 days of the date of the expenditure.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their Supervisor in advance if they have any question about whether an expense will be reimbursed. For more information, please see Skidmore's Travel and Entertainment Policies (Section VI-BB).

V. POLICIES & PRACTICES

A. OPEN-DOOR POLICY

Skidmore College recognizes that Employees will have suggestions for improving the workplace, as well as concerns about the workplace. The most satisfactory solution to a job-related problem or concern is usually reached through a prompt discussion with your Supervisor. Please feel free to contact your Supervisor with any suggestions and/or concerns.

If you do not feel comfortable contacting your Supervisor or are not satisfied with your Supervisor's response, please contact either your Supervisor's Supervisor or Human Resources regarding your suggestion or concern. They will work with you to help find a final resolution.

While Skidmore College provides you with this opportunity to communicate your views, please understand that not every concern can be resolved to your satisfaction. Even so, Skidmore College believes that open communication is essential to a successful work environment and all Employees should feel free to raise issues of concern without fear of reprisal.

B. UNLAWFUL HARASSMENT

In accordance with applicable law, Skidmore College prohibits sexual harassment and harassment because of race, color, national origin, ancestry, religion, creed, physical or mental disability, marital status, age, or any other basis protected by federal, state, or local law. Any such harassment may violate the law and will not be tolerated.

1. Sexual Harassment Defined

Applicable state and federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to the conduct is made either explicitly or implicitly a term or condition of employment; or (2) submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of unreasonably interfering with the Employee's work performance or creating an intimidating, hostile, or offensive working environment. This definition includes many forms of offensive behavior. The following is a partial list:

- a. Unwanted sexual advances;
- b. Offering employment benefits in exchange for sexual favors;
- c. Making or threatening reprisals after a negative response to sexual advances;
- d. Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters;
- e. Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any Employee's body or dress;
- f. Verbal sexual advances or propositions;
- g. Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations;

- h. Physical conduct such as touching, assault, or impeding or blocking movements; and
- i. Retaliation for reporting harassment or threatening to report harassment.

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a Supervisor, or harassment by persons doing business with or for Skidmore College.

2. Other Types Of Harassment

Prohibited harassment on the basis of race, color, national origin, ancestry, religion, physical or mental disability, marital status, age, or any other protected basis, includes behavior similar to sexual harassment, such as:

- j. Verbal conduct such as threats, epithets, derogatory comments, or slurs;
- k. Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
- l. Physical conduct such as assault, unwanted touching, or blocking normal movement; and
- m. Retaliation for reporting harassment or threatening to report harassment.

3. Skidmore College's Complaint Procedure

Skidmore College's complaint procedure provides for an immediate, thorough, and objective investigation of any claim of unlawful or prohibited harassment, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies for any victim of harassment. A claim of harassment may exist even if the Employee has not lost a job or some economic benefit.

Any members of the College community who believe they have been the victims of unlawful or prohibited harassment at the College are encouraged to disclose the conduct and to talk candidly to any individual listed below. Disclosure provides the complainant (the person seeking help) an opportunity for consultation regarding the respondent (the person exhibiting harassing behavior) with College personnel educated in handling such matters. These individuals include the Director of Diversity and Affirmative Action (DDAA), Director of Human Resources, any member of the Diversity and Affirmative Action Committee (a list of members is available in Human Resources), the Dean of Student Affairs, and any member of the Sexual Harassment Resource Network (a list of members is available in Human Resources).

Applicable law also prohibits retaliation against any Employee by another Employee or by Skidmore College for using this complaint procedure or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by a governmental enforcement agency. Additionally, Skidmore College will not knowingly permit any retaliation against any Employee who complains of prohibited harassment or who participates in an investigation. The College will not tolerate false accusations of unlawful or prohibited harassment. Such allegations constitute Employee misconduct, and any Employee who knowingly, maliciously, or frivolously makes a false allegation of unlawful or prohibited harassment will be subject to discipline up to, and including, termination of employment.

All incidents of prohibited harassment that are reported will be investigated. Skidmore College will immediately undertake or direct an effective, thorough, and objective investigation of the

harassment allegations. The investigation will be completed and a determination regarding the reported harassment will be made and communicated to the Employee who complained and to the accused harasser(s).

If Skidmore College determines that prohibited harassment has occurred, Skidmore College will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of prohibited harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken. Whatever action is taken against the harasser will be communicated to the Employee who complained.

4. Liability For Harassment

Any Employee of Skidmore College, whether a coworker or Supervisor, who is found to have engaged in prohibited harassment is subject to disciplinary action, up to and including discharge from employment. Any Employee who engages in prohibited harassment, including any Supervisor or manager who knew about the harassment but took no action to stop it, may be held personally liable. Any Supervisor or manager who knew about harassment and took no action to stop it or failed to report the harassment to the Director of Human Resources or designee or the Director of Diversity & Affirmative Action may also be subject to discipline up to and including discharge. Skidmore College does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, Skidmore College reserves the right not to provide a defense or pay damages assessed against Employees for conduct in violation of this policy.

5. Additional Information

For more information, contact the Director of Diversity & Affirmative Action or review Skidmore's Sexual Harassment Policy and Information Guide (the guide can be located at the following web site: <http://www.skidmore.edu/administration/daao/>). You may also contact the nearest office of the EEOC or the State Division of Human Rights, as listed in the telephone directory.

C. PUNCTUALITY & ATTENDANCE

Skidmore College expects you to report to work on a reliable and punctual basis. Absenteeism, early departures from work, and late arrivals burden your fellow Employees and Skidmore College. If you cannot avoid being late to work or are unable to work as scheduled, you must call your Supervisor as soon as possible.

Every time you are absent or late, or leave early, you must provide your Supervisor with an honest reason or explanation. You must also inform your Supervisor of the expected duration of any absence. Skidmore College will comply with applicable laws relating to time off from work, but it is your responsibility to provide sufficient information to enable Skidmore College to make a determination. You must notify your Supervisor of any change in your status as soon as possible.

Excessive absenteeism may lead to disciplinary action, up to and including termination of employment. Continuing patterns of absences, early departures, or tardiness--regardless of the exact number of days--may warrant disciplinary action.

If you fail to report for work without any notification to your Supervisor, you may be considered to have abandoned your employment.

Individuals with disabilities may be granted reasonable accommodation in complying with these policies if undue hardship does not result to Skidmore College's operations. However, regular attendance and promptness are considered part of each Employee's essential job functions.

D. INVESTIGATIONS OF CURRENT EMPLOYEES

Skidmore College may occasionally find it necessary to investigate current Employees where behavior or other relevant circumstances raise questions (For example, work performance, honesty, trustworthiness, or potential threat to the safety of coworkers or others). In the event that an investigation is necessary, the College will comply with all applicable federal and state laws. Employees subject to an investigation are required to cooperate with Skidmore College's lawful efforts to obtain relevant information, and may be disciplined up to and including termination for failure to do so.

E. PERFORMANCE EVALUATIONS

Performance evaluations are conducted on a regular basis to provide both you and your Supervisor with the opportunity to discuss your job tasks, goals and objectives, accomplishments, strengths/growths, identify improvement/development needs and plans to address them as well as to discuss your career goals. In addition to these more formal performance evaluations, Skidmore College encourages you and your Supervisor to discuss your job performance on an ongoing basis. Further information regarding Skidmore's Performance Evaluation process is available on Human Resource's web site: <http://www.skidmore.edu/administration/hr/index.htm>.

Skidmore College believes in the principle that Employees should be given the opportunity to demonstrate their abilities and continually improve their job performance. Where performance problems exist, Employees should be told about these deficiencies and, in many instances, given an opportunity to improve. When Skidmore College determines that an Employee requires improvement, Skidmore College will attempt to help the Employee meet the College's expectations. However, any effort to work with Employees to overcome performance problems should not be deemed as changing Skidmore College's policy of at-will employment.

F. HUMAN RESOURCE RECORDS

Employee's personnel files are College files. The information recorded in your personnel file is extremely important. Make sure that the personal data in the file is accurate and up to date. Please report any change of address, phone number, et cetera, to Human Resources.

Employees may review their personnel file in the presence of a representative of Skidmore College. Please contact Human Resources to schedule an appointment. You may request copies from your file of any documents. If you desire, you may add a written statement to your file explaining any disputed item.

Outside of Human Resources staff, only your current Supervisor will have access to your personnel file. However, Skidmore College will cooperate with--and provide access to your personnel file to--law enforcement officials or local, state, or federal agencies in accordance with applicable law. All requests to review an Employee's personnel file should be referred to Human Resources.

Confidential health/medical records are not included in your personnel file. Skidmore College will safeguard them from disclosure and will share information only as required by law. The College reserves the right to charge a nominal fee for administrative costs associated with these records.

G. STUDENTS RELATIONS

Skidmore College's success depends on satisfying our students. Employees of Skidmore College are expected to treat students courteously and with the utmost respect at all times. You must attend to our students' questions and concerns promptly and professionally. If you need assistance, please contact your Supervisor or another Employee who you know will be able to assist you and/or the students.

H. CONFIDENTIALITY

All records and files maintained by Skidmore College are confidential and remain the property of Skidmore College. Records and files are not to be disclosed to any outside party without appropriate permission. Confidential information includes, but is in no way limited to: financial records; personnel and payroll records regarding current and former Employees; as well as student records. Confidential information may not be removed from Skidmore College premises without express authorization.

Information about Skidmore College, its Employees, students, suppliers, and vendors is to be kept confidential and divulged only to individuals within Skidmore College with both a need and authorization to receive the information. If in doubt as to whether information should be divulged, do not divulge the information and discuss the situation with your Supervisor.

I. EMPLOYEE CONDUCT

Skidmore College expects Employees to follow rules of conduct that will protect the interests of the College and safety of its Employees. This policy will outline how the college handles performance or work-related problems that do not meet these standards. Supervisors are directly responsible for administering Employee conduct and disciplinary actions as well as initiating appropriate corrective action. Human Resources provides assistance to Supervisors regarding these matters.

Skidmore's Employee Conduct policy attempts to correct problem situations in an atmosphere in which an Employee is allowed every reasonable opportunity for improving levels of performance in a consistent and sustained way. The procedure generally will be progressive involving counseling, verbal warning, written warning (which may include suspension without pay), and termination. However, it should be understood that these procedures are intended as guidelines. As a result, Skidmore may determine that the nature of the offense, the Employee's performance record, or other circumstances warrant immediate suspension or termination. Serious misconduct may result in immediate discharge.

The counseling and warnings will include a private conversation with your Supervisor outlining the work-related problems and concerns. Employees may submit a written response to any action taken that will be placed in the Employee's file in Human Resources.

The following examples of misconduct are examples only and are not intended to be inclusive:

- Continual record of poor attendance or tardiness
- Violation of any departmental work rule or procedure
- Unwillingness or inability to work in harmony with others, discourtesy, or conduct creating disharmony, irritation, or friction

- Disclosure of information considered confidential and private by Skidmore College
- Neglect of assigned duties (unsatisfactory performance on the job)
- Insubordination

Illustrations of serious types of misconduct, subject to immediate dismissal, include but are not limited to:

- Gross insubordination; refusal to obey orders from an immediate Supervisor
- Deliberate destruction or misuse of Skidmore College resources
- Dishonesty or theft, including falsification of records, including Employee time records
- Illegal use or possession of controlled substances
- Fighting or other disorderly conduct on Skidmore premises; threatening, intimidating, coercing, or disrupting the work of other Employees
- Violation of Skidmore's harassment policy
- Absence from work without approval (for three consecutive work days)
- Sleeping on the job
- Conviction of a crime involving dishonesty or violence that impairs suitability for employment
- Being under the influence of alcohol

This statement of misconduct does not alter or limit Skidmore College's policy of employment at-will. Either you or Skidmore College may terminate the employment relationship at any time for any reason, with or without cause or without notice.

J. EMPLOYEE RESPONSIBILITIES

Skidmore seeks to attract and retain capable and motivated individuals who recognize the need to meet certain basic responsibilities. Your responsibilities include, but are not limited to, those listed below. Some or all of these responsibilities may seem like common sense to you, but they are listed to help ensure that no one misunderstands what is expected from Skidmore staff members. It is your responsibility to:

1. Comply with the policies and practices of Skidmore College.

2. Spend the workday efficiently - by performing each task quickly, safely and well. To be at work when you are scheduled to be working (to attend work regularly, arrive on time and remain until the end of the workday) and to work when you are supposed to be working (for example, keeping personal phone calls to a minimum and attending to personal matters during your non-work hours).
3. Attend department meetings, staff meetings, and training programs and apply new information learned.
4. Respect the rights of others and cooperate with reasonable requests from co-workers.
5. Work in safe conditions using safe practices.
6. Ask for your Supervisor's standards and expectations of your performance.
7. Be prepared to discuss your performance during the Performance Review discussion.
8. Ask for, listen to, and act on performance feedback.
9. Review your Position Questionnaire (PQ) with your Supervisor.
10. Respect the confidentiality of sensitive information. Such information should not be repeated, discussed, or removed from your work area except for legitimate work reasons.
11. Respect the property of others and of Skidmore College and to use Skidmore property only for legitimate work purposes, unless specific authorization has been received.

Additionally, Skidmore encourages Employees to serve on College committees and attend College meetings with the approval of their Supervisor.

K. SUPERVISORY RESPONSIBILITIES

In order for Skidmore to operate effectively, it is essential that Supervisors carry out their delegated responsibilities in accordance with the College's goals and objectives. Responsibilities of an effective Supervisor include:

1. Comply with the policies and practices of Skidmore College and ensure that those who work in the department or area comply as well.
2. Assign and review work; ensure the proper completion of day-to-day work in his or her area of responsibility.
3. Ensure appropriate training and Employee orientation to the department and work area; Provide Employees with the appropriate tools and resources to perform the work.
4. Actively promote equal opportunity and diversity.
5. Promote safe work practices and conditions
6. Establish standards and expectations for work performance; Meet with Employees to discuss and clearly communicate.

7. Evaluate Employee's job performance regularly according to the College's Performance Review Process.
8. Advise and counsel Employees regarding their performance; Suggest or effect disciplinary action consistent with Skidmore's Employee Conduct policy.
9. Recommend Employees for Position Questionnaire (PQ) reviews as appropriate.
10. Recommend or select applicants or Employees to fill vacant positions.
11. Serve as the primary resources for Employees, as well as assist with their work-related problems, whenever appropriate.

Additionally, Skidmore asks Supervisors to encourage Employees to serve on College committees and attend College meetings.

Almost any action taken concerning an Employee begins with the recommendation of the Supervisor. The responsibilities listed here cover the essential part of a Supervisor's duties, but is not intended to be a complete list.

L. CAREER OPPORTUNITIES/JOB POSTINGS

Skidmore is committed to the personal and professional development of its Employees.

Vacancies are announced internally in the "Job Opportunities" bulletin, published weekly and posted in Barrett Center and Case Center. Position listings are also available through the Skidmore web site (<http://www.skidmore.edu/administration/hr/jobs/index.html>). Positions will not be filled for a minimum of five days from initial date of publication.

Employees are encouraged to apply for positions for which they qualify. All applications will be confidentially. The College's hiring, transfer, and promotion procedures do not discriminate on the basis of race, color, creed, gender, age, national origin or ancestry, physical or mental disability, veteran status, marital status, sexual orientation or any other category protected by federal, state, or local laws. Skidmore encourages applications from women and men of diverse racial, ethnic and cultural backgrounds. If you wish to apply for any position listed, please submit an up-to-date resume and/or application to Human Resources.

Any Employee selected for a posted position is expected to give the present Supervisor the usual two weeks' notice. Compensation decisions for those Employees who make a job move within the College will be based on the salary grade and range of the new position as well as internal equity.

M. DRUG-FREE CAMPUS

Skidmore College seeks to maintain a work and educational environment that is safe for our Employees and students as well as conducive to work standards that support an effective work force. To that end, and in accordance with appropriate legislation (the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act Amendments of 1989), Skidmore prohibits the unlawful manufacture, distribution, possession, sale or use of illegal drugs, designer and synthetic drugs, prohibited drugs and drug-related paraphernalia. Skidmore College also prohibits the possession or consumption of alcoholic beverages by any person under the age of 21.

Skidmore stands willing to assist in the resolution of problems associated with the use of alcohol and drugs and encourages employees to see medical help by contacting their private physician or the Employee Assistance Program (EAP). Conscientious efforts to seek such help will not jeopardize any employee's job, and will not be noted in personnel records.

As applicable, Skidmore will notify the designated federal agency within 10 days after receiving notice from an employee, student, or law enforcement agency of a criminal drug statute conviction for a violation occurring at Skidmore. Any person convicted for the use, possession, or sale of illegal drugs on or off Skidmore premises may be subject to discipline up to and including discharge. For more information, please see Skidmore's Policy on Drug & Alcohol Use/Abuse available on Human Resource's web site: <http://www.skidmore.edu/administration/hr/index.htm>.

N. EMPLOYEE ASSISTANCE PROGRAM (EAP)

Skidmore College provides confidential counseling services to Employees and members of their families through its Employee Assistance Program when personal concerns interfere with work performance, personal happiness, or good family relations. Use of EAP's services is confidential to the fullest extent allowable by law. EAP provides up to three consultations per incident or situation to help define the problem and plan a course of action. If the Employee or family members need further assistance, EAP will help find additional resources best suited for the need. If referral for treatment is required, any financial obligation for treatment will be assumed by the Employee in conjunction with his or her health insurance plan. Where circumstances warrant, sick leave, short-term disability or unpaid leaves of absence may be granted for treatment or rehabilitation on the same basis it is granted for other medical reasons.

Employees may participate in the program through self-referral, Supervisory referral, or referral through Human Resources. Employees may be referred to the EAP if it appears that their performance is being adversely affected by a problem. The Employee may decline the offer of assistance. However, a referral to the program may be considered a positive step in improving job performance.

Employees wishing to contact Skidmore's EAP may call 1-800-734-6072 or 518-793-9768.

O. OBJECTIVES OF THE TOTAL COMPENSATION PHILOSOPHY

Key objectives of the Skidmore College total compensation (salary and benefits) philosophy include the desire to recruit, retain and promote highly qualified individuals. The College develops, administers and monitors practices that are internally equitable and competitively attractive as influenced by external markets in an effort to attain these objectives. This total compensation philosophy for non-faculty Employees will be managed in a fair, equitable and fiscally responsible manner and will be aligned with available institutional financial resources.

P. POSITION DESCRIPTIONS AND EVALUATIONS

Skidmore College has a position description review process designed to systematically compare jobs on the basis of 5 common factors that represent what the College considers to be of value. These are called "compensable factors" and include 1. responsibility for results, 2. complexity, 3. relationships, 4. application of knowledge, and 5. resource management (considered for Exempt positions) and environmental elements (considered for Non Exempt positions).

Job facts are usually obtained by descriptions provided through the completion of Position Questionnaires (PQ) and, at times, by direct interviews with Employees and Supervisors. The PQ

is the source document utilized to re-evaluate a position. Two PQ committees (Administrative/Professional and Support Staff) have been appointed to review PQs submitted for re-evaluation. These peer advisory committees are made up of Employees representing a cross section of the relevant College community. Further information regarding the PQ review process is available on the HR web site (<http://www.skidmore.edu/administration/hr/campus-only/PQProcess.htm>).

Q. REASONABLE ACCOMMODATION

Skidmore College is committed to complying with the Americans with Disabilities Act (ADA), the New York State Human Rights Law (NYHRL), and all applicable laws providing nondiscrimination in employment against qualified individuals with disabilities. Skidmore will work with Employees who have disabilities to develop reasonable accommodations that allow an individual the opportunity to perform the essential functions of his or her job in a safe and efficient manner. Employees are encouraged to inform their Supervisor of any physical or mental disability and to suggest appropriate methods of reasonable accommodation. Volunteering this information will not subject an Employee to any adverse treatment or penalty. All information concerning disabilities will be considered confidential and will be released only in accordance with the requirements of the ADA and the NYHRL.

R. SALARY GRADES AND PAY/SALARY RANGES

Skidmore has established a salary grade structure for classifying positions in Exempt and Non-Exempt employment categories. Each salary grade has a pay/salary range identified by a minimum and midpoint of the range. The pay plan is reviewed regularly by Human Resources to reflect the goals of internal equity and external competitiveness. Periodic salary surveys are conducted/completed as a part of this process.

S. TRAINING AND DEVELOPMENT

Whenever possible, Skidmore provides opportunities for the education, training and development of Employees. Emphasis is placed on courses and programs that have been determined to be necessary and of general or specific benefit to an individual or a group of Employees. For example, CITS provides training classes and programs in various computer applications. Other specially designed training programs tailored specifically for Skidmore Employees are provided periodically. Employees are encouraged to speak with their Supervisors directly regarding training that would be of most assistance to them.

VI. SKIDMORE COLLEGE FACILITIES

A. POLICIES AGAINST WORKPLACE VIOLENCE

1. Statement of Policy

Acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect Skidmore College or that occur on Skidmore College property or in the conduct of Skidmore College business off Skidmore College property, will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in Skidmore College operations, including, but not limited to, Skidmore College personnel, contract workers, temporary Employees, and anyone else on Skidmore College property or conducting Skidmore College business off Skidmore College property. Violations of this policy, by any individual, may lead to disciplinary and/or legal action as appropriate.

This policy is intended to provide a safe workplace; it is not intended to create any obligations beyond those required by existing law.

2. Definitions

Workplace violence is any intentional conduct that is sufficiently severe, offensive, or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends, and/or property such that employment conditions are altered or a hostile, abusive, or intimidating work environment is created for one or more Skidmore College Employees.

Workplace violence may involve any threats or acts of violence occurring on Skidmore College premises, regardless of the relationship between Skidmore College and the parties involved in the incident. It also includes threats or acts of violence that affect the business interests of Skidmore College or that may lead to an incident of violence on Skidmore College premises. Threats or acts of violence occurring off Skidmore College premises that involve Employees, agents, or individuals acting as a representative of Skidmore College, whether as victims of or active participants in the conduct, may also constitute workplace violence. Specific examples of conduct that may constitute threats or acts of violence under this policy include, but are not limited to, the following:

- a. Threats or acts of physical or aggressive contact directed toward another individual;
- b. Threats or acts of physical harm directed toward an individual or his/her family, friends, associates, or property;
- c. The intentional destruction or threat of destruction of Skidmore College property or another Employee's property;
- d. Harassing or threatening phone calls;
- e. Surveillance;
- f. Stalking;
- g. Veiled threats of physical harm or similar intimidation; and
- h. Any conduct resulting in the conviction under any criminal code provision relating to violence or threats of violence that adversely affects Skidmore College's legitimate business interests.

Workplace violence does not refer to occasional comments of a socially acceptable nature. These comments may include references to legitimate sporting activities, popular entertainment, or current events. Rather, it refers to behavior that is personally offensive, threatening, or intimidating.

3. Enforcement

Any person who engages in a threat or violent action on Skidmore College property may be removed from the premises as quickly as safety permits and may be required, at Skidmore College's discretion, to remain off Skidmore College premises pending the outcome of an investigation of the incident.

When threats are made or acts of violence are committed by an Employee, a judgment will be made by Skidmore College as to what actions are appropriate with respect to that Employee, including potential medical evaluation and/or disciplinary action up to and including discharge.

Important Note: Skidmore College will make the sole determination of whether, and to what extent, threats or acts of violence will be acted upon by Skidmore College. In making this determination, Skidmore College may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred. **No provision of this policy alters the at-will nature of employment at Skidmore College.**

B. OPERATION OF VEHICLES

Employees driving on Skidmore College business--whether in a College-owned or leased vehicle, a rented vehicle, an Employee's own vehicle, or any other vehicle---are not permitted to engage in unauthorized activity or travel. The use of Skidmore College-owned, leased, and rental vehicles for Skidmore College business are limited to authorized Employees. These vehicles must only be used in work-related activities and may not be used for personal business or activities without the express prior approval of management. All Employees authorized to drive Skidmore College-owned, leased, or rented vehicles must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to their Supervisor immediately. From time to time, Skidmore College and its insurance carrier may request reports from the Department of Motor Vehicles regarding the license status and driving record of Employees whose job responsibilities include driving. A valid driver's license must be in your possession while operating a vehicle off or on Skidmore College property. It is the responsibility of every Employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe-driving habits at all times. Certain Employees may drive their own personal vehicles while conducting Skidmore College business. These Employees must maintain adequate personal automobile liability insurance, as this will be the primary insurance coverage. Employees driving their own vehicle should promptly submit an expense report detailing the number of miles driven on Skidmore College business. Skidmore College will pay mileage reimbursement in accordance with applicable reimbursement rates. Employees are expected to observe these policies while driving on Skidmore College business, even if operating personal vehicles.

C. SAFETY & SECURITY

All members of the Skidmore community are responsible for helping to maintain a safe and secure campus environment. Although Skidmore is a very safe place to work and obtain a quality education, we are not immune from issues that affect our personal safety and belongings. However, there are many simple precautions you can take to minimize the chances of becoming a victim of crime.

- Become familiar with your workplace. Keep your doors locked when you leave your work site, don't lend out your keys, and learn the fire escape routes.
- Secure valuables and other important materials to reduce the possibility of theft. Report any theft immediately to the Department of Campus Safety.
- Be aware of safety regulations in the workplace and wear appropriate safety equipment as dictated by your work environment. Report any unsafe conditions to your Supervisor.
- Be alert for suspicious activity or persons and report them immediately to the Department of Campus Safety.
- As you travel on the campus familiarize yourself with the location of the blue light emergency phones, which put you in direct contact with the Campus Safety Department.

The Department of Campus Safety, which is located in the basement of Jonsson Tower, provides security and services twenty-four hours a day year around. The officers are state certified security guards that have extensive training in first aid, investigation and fire safety procedures. The department also provides many services to members of the Skidmore community including:

- Personal escorts
- Battery jump start service
- Vehicle lock-out service
- Operation ID
- Bike registration
- Confidential TIPS line (X8477)
- SNOW line (X7669) - for snow plowing schedule

D. SOLICITATION & DISTRIBUTION OF LITERATURE

Solicitation or distribution of solicitation material by Employees of Skidmore College during working time is prohibited. As used in this policy, "working time" includes all time for which an Employee is paid and/or is scheduled to be performing services for Skidmore College; it does not include meal periods, or periods in which either Employee is not, and is not scheduled to be, performing services or work for Skidmore College. The general public and campus visitors are not allowed to solicit or distribute literature on Skidmore property without prior written authorization from a President's Staff member.

Exceptions to this solicitation rule are made for the annual campus United Way campaign and Skidmore institutional solicitations in accordance with past practice.

E. SMOKING POLICY

In accordance with state law, smoking is prohibited in all campus buildings except in designated areas and times (such as the Spa). Please be especially attentive to the sensitivities of fellow Employees who may object to smoking. Any Employee working in an area in which smoking is permitted who has a sensitivity to smoke or is otherwise affected by smoking should contact his or her Supervisor.

F. HEALTH & SAFETY

The health and safety of Employees and others on Skidmore College property are of critical concern to Skidmore College. Skidmore College intends to comply with all health and safety laws applicable to the College.

To this end, Skidmore College must rely upon Employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace

safety, including proper operating methods and known dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to a Supervisor immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on Skidmore College's premises, or in a product, facility, piece of equipment, process, or business practice for which Skidmore College is responsible should be brought to the attention of a Supervisor immediately.

Periodically, Skidmore College may issue rules and guidelines governing workplace safety and health as well as the handling and disposal of hazardous substances and waste. All Employees should familiarize themselves with these rules and guidelines, as strict compliance will be required. Contact your Supervisor for copies of current rules and guidelines. Failure to comply strictly with rules and guidelines regarding health and safety or negligent work performance that endangers health and safety will not be tolerated.

G. USE OF EQUIPMENT

Skidmore College provides access to resources such as telephones, voice mail systems, e-mail systems, and computer systems to support Employees in their assigned job duties. The Center for Information Technology Services (CITS) will create an individual user account for each appropriate employee upon request by the Employee, department head, or Supervisor. Sharing of user codes is unacceptable. All Skidmore property should be used properly and maintained in good working order.

These resources should not contain content that may reasonably be considered offensive or disruptive to an Employee. Offensive content includes, but is not limited, to sexual comments or images, racial slurs, gender-specific comments, or any comments or images offensive on the basis of age, religious or political beliefs, national origin, or disability.

Employees are permitted to use this equipment for occasional, non-work purposes with permission from their direct Supervisor provided that such use does not in any way impede the work related activities of others or in any way affects the Employee's own performance of their work related duties. Additionally, Employees are permitted to make personal local calls on a limited, as-needed basis. Employees are assigned a personal authorization code for personal long distance calling by the Office of Telecommunications. All long distance calls charged to an individual's personal authorization code would be detailed to the individual on a confidential monthly bill. The Employee is responsible for payment of the personal charges by the due date. Failure to pay by the due date will result in suspension of personal long-distance calling privileges.

For further information regarding these resources, please refer to the CITS web site.

H. CAMPUS DIRECTORY

Skidmore publishes an internal campus directory of Employees and retirees in order to facilitate communications within the College community. The directory listings include: home addresses and telephone numbers unless an Employee requests that this information not be published. The directory is considered confidential to Skidmore Employees and should not be released to any external person or group. The directory may not be used for non-Skidmore related business or marketing by Employees who have outside business interests. The directory is published by the Office of College Relations, which works in cooperation with Human Resources on data gathering.

I. AUTOMATED BANK TELLER MACHINE (ATM)

An Automated Bank Teller Machine (ATM) is located in Case Center for the convenience of Employees and students.

J. CHILD CARE CENTER

Skidmore, in conjunction with the Greenberg Child Care Center, provides on-campus child care services to full- and part-time Employees on an as-available basis. Payment for services may be handled as a payroll deduction. Information about this facility is available through the Center and its web site (<http://www.skidmore.edu/administration/business/greenberg/>).

K. COMPUTER LOAN PROGRAM

The Skidmore College Computer Ownership Assistance Place (SCOAP) is a no-interest computer loan program available to all regular, full-time and part-time staff. The purpose of the program is to help make personal computers more affordable for our employees. The program is administered by the Financial Services Office, and more detailed information is available on the web at <http://www.skidmore.edu/irc/depot/netcape4up/home.html>.

L. CONSERVATION

Please do your part to conserve energy, supplies and equipment. Turn off lights when they are not needed, and use only those supplies needed to do the job. Also, be sure to report promptly to your Supervisor or Facilities Services any leaky faucets, machinery that needs repair, or any other matter that requires maintenance.

M. CULTURAL, SOCIAL AND ATHLETIC EVENTS

As an Employee of Skidmore College, you may take advantage of many of the same extracurricular opportunities available to students. Each year Skidmore offers a large variety of special events that you can attend free of charge or at reduced rates. Previous events have included music concerts, guest speakers, art exhibits, films, and plays performed by students.

N. EMERGENCY PROCEDURES

In the event of an emergency requiring fire, police or EMS, contact the Campus Safety Department immediately at X5566. The dispatcher has direct contact with the Saratoga Springs Police Department, Fire Department and EMS.

O. FACILITIES USE

Skidmore Sports and Recreation Center offers basketball, tennis, squash, racquetball, and volleyball courts, along with a swimming pool for use by Employees and their families. Children of Employees may use the facilities, but their parent must accompany them at all times in the activity areas. A current, valid ID must be presented. Guidelines for availability and use of the facilities are available through the Sports Center.

Other Skidmore facilities are available on a rental basis for private gatherings such as weddings, meetings, or catered events. Facilities are available to Employees at a reduced rate. Information regarding all types of room reservations can be found the following web site: (<http://www.skidmore.edu/administration/registrar/roomres.htm>).

P. FOOD SERVICE

Food items not sold in the Spa (located in Case Center) may be ordered through Food Service. All items are sold in bulk institutional sizes. Catering for private functions is also available through Food Service. For complete information, contact Food Service or visit its web site (<http://www.skidmore.edu/administration/food/>).

Q. HEALTH SERVICES

Health Services provides first aid to Skidmore Employees in case of accident or illness during work hours.

R. INCLEMENT WEATHER PROCEDURE

As a residential institution, Skidmore operates on a continuous 24-hour, 12-month basis. There may be occasions, however, when the College suspends some operations due to severe inclement weather or other emergencies.

Decisions for delayed campus openings, early releases, or campus closure due to inclement weather will be made by Human Resources in conjunction with the College administration based on the National Weather Service advisories and/or the State or local police bulletins.

In instances of delayed openings, early releases, or campus closures, only Employees essential to the operation of the College will be required to work. As a general guideline, this will include the staff in Campus Safety, Boiler Operations, Grounds and Transportation, and Maintenance. When the students are in residence, the Food Service staff is also designated as essential. This list is not all-inclusive and in the event that other departments are deemed necessary, department directors will notify personnel in those areas.

Campus Closure or Delayed Openings

In the event of campus closure or delayed openings, announcements will be sent to the following media and internal communications:

- Radio Stations: WGY, WROW, AND STAR
- Television Stations: WNYT (13), WRGB (6) AND WTEN (10)
- Electronic email messages to Employees and students
- Automated telephone message on 580-SNOW through Campus Safety.

Early Release

In the event of an early release, Human Resources will use the voice mail system to relay information to Employees. Employees are required to confirm that they are released from work with their Supervisor prior to leaving campus.

Leave Time

In the event the College designates campus closures, late openings or early releases, regular and temporary Faculty, Administrative-Professional Staff, and Support Staff who were scheduled to work will be paid their regular salary or wage. (Note: Information for Union Employees who are not covered by this handbook is available in their Bargaining Unit Agreement.)

Other Options

If Skidmore has not officially delayed the opening or closed the campus, but an Employee is

unable to come to work because of adverse weather conditions or other emergency conditions, the following options are available:

- The Supervisor may allow late arrival or early release not to exceed two hours of paid time for non-union staff.
- The Employee may request time off charged to existing paid leave: absence leave for union staff; personal hours, vacation, or floating holiday for non-union staff.

S. LIBRARY

Any person is welcome to use the resources of the Scribner Library, though there are restrictions on borrowing materials. Skidmore Employees may borrow materials with a valid Skidmore ID. Besides the extensive research and reference collections, the library has a collection of popular fiction and non-fiction as well as video and audio collections. Reference assistance is available most of the hours the library is open.

T. LOST AND FOUND

Items found on the Skidmore campus should be turned in to the Department of Campus Safety where they will be stored in accordance with state law.

U. MEMORIAL GIFTS/DONATIONS

In the interest of creating and building a spirit of caring and concern at Skidmore, the College contributes a cash gift to charity or flowers when there has been a death in an Employee's family. For purposes of this procedure, family includes the following relationships: spouse, child, parent, brother, sister, mother-in-law, and father-in-law. If you or one of your colleagues experience the loss of a family member, please notify Human Resources or ask your Supervisor to make the contact so arrangements can be made on a timely basis.

Once notified, the College also sends flowers to Employees when they are admitted to a hospital overnight. When Employees experience the birth or adoption of a child, a savings bond is presented in the child's name.

V. MOTOR VEHICLE POLICY

Parking at Skidmore College is free, but all Employees are required to register their vehicle with the Department of Campus Safety. To register, bring your vehicle registration and identification card (form) to the Campus Safety office located in the basement of Jonsson Tower to obtain a registration sticker that must be displayed on your vehicle. You are required to comply with the parking restrictions that are contained in the Skidmore Motor Vehicle Policy, a copy of which can be obtained at the Campus Safety office or on the Skidmore web site (http://www.skidmore.edu/administration/business/security/motor_vehicle_policies.htm). The following is a list of parking restrictions you should be familiar with:

Parking is permitted ONLY in parking areas that are clearly marked by striping. Parking in any other area is subject to sanctions.

1. Parking an unregistered vehicle on the campus is a violation.
2. Parking in fire lanes, handicapped zones, and loading zones is a violation.
3. Parking on roadways and grass is a violation.

Roadway - is defined as the portion of the highway designed and ordinarily used for vehicular travel.

Grass - includes areas of the campus that are not paved including dirt areas. Any portion of the vehicle that is parked on grass is in violation.

4. Vehicles parked in designated parking spots on the perimeter road must be parked FACING the direction of traffic (north). Parking the opposite way is a violation.

5. Vehicles registered to student who reside in Scribner Village may only be parked in the Village between the hours of 8am and 4pm Monday through Friday. Parking elsewhere on the campus during these hours is a violation.

6. Vehicles registered to students in residence halls other than Scribner Village or registered to commuters may NOT park in Scribner Village between the hours of 8am and 4pm Monday through Friday. Parking in the Village during these hours is a violation.

7. Parking on the Barrett Loop is limited to one hour for conducting business in Barrett Center between the hours of 8am and 4pm Monday through Friday. Parking in excess of one hour is a violation.

8. Case Lot, Tower Lot, Palamountain Lot are "commuter lots". These lots should be available to students, faculty and staff commuting to campus each morning. Therefore, no parking is permitted in these lots between the hours of 3am and 6am Monday through Friday. Parking in these locations during these hours is a violation.

All Perimeter Road parallel parking spaces are "commuter spaces". These spaces should be available to students, faculty and staff who commute to campus daily. Therefore, no parking is permitted in these spaces between 3am and 6am every day of the week including Saturday and Sunday. Parking in these locations during these hours is a violation.

W. NOTARY PUBLIC

Notary public services are available to Skidmore Employees through Human Resources, the Office of the Vice President for Business Affairs and Treasurer, as well as other campus locations. Please contact Human Resources for an up-to-date notary listing.

X. PERSONAL PURCHASES

Some Skidmore vendors extend discounts to Employees for personal purchases. Refer to the Preferred Vendor page, which is found on the Purchasing Services web site for a list of these vendors (<http://www.skidmore.edu/administration/purchasing/>).

Y. POST OFFICE

Skidmore's Post Office is located in Case Center and provides services that include stamp sales, insured, certified, registered, express mail, UPS ground, overnight and 2 day service. Hours are 8:45 a.m. to 4:45 p.m. Monday through Friday. Hours are subject to change during holidays and semester breaks. Summer hours are posted. For more detailed information of services provided by the Skidmore Post Office, please visit its web site (<http://www.skidmore.edu/administration/business/postoff/po.html>).

Z. PUBLICATIONS

Several news publications and calendars are produced on a regular basis at Skidmore. INTERCOM is a campus newsletter published every two weeks during the academic year and monthly during the summer. SCAN, the calendar of campus events, is published every two weeks during the academic year. Skidmore's summer calendar of campus events, SPARC, is published monthly during the summer. SCOPE is the College's quarterly magazine containing news and feature articles of interest about Skidmore and its faculty, staff, students and alumni. Most of these publications can also be found on the Skidmore web site.

Employees are encouraged to contribute items of interest to the Office of College Relations for possible publication.

AA. SKIDMORE SHOP

A wide selection of merchandise can be found at The Shop. A selection of general and reference books, art and school supplies, gifts, clothing, candy and tobacco products, toiletries, magazines, greeting cards, prints, and many other items are available. Textbooks and merchandise are also available online.

Services provided by The Shop include special orders for general reading books and class rings. The Shop also offers film processing plus a selection of film, and a check cashing service. MasterCard, Discover, and Visa are accepted in addition to personal checks (with College ID), traveler's checks, debit cards and cash.

Throughout the year The Shop offers a variety of sales/discounts such as:

- Holiday Sales
- Discount Coupons
- Web Site Incentives
- Free Raffles

As a regular Employee of Skidmore College, Employees receive a 15% discount on in stock general books and textbooks when Employees present their Skidmore ID.

For further information, please visit the web site (<http://www.skidmore.edu/bookstore>).

BB. TRAVEL AND ENTERTAINMENT

Employees should become familiar with the Travel & Entertainment Policies of the College (The policies are located at the following web site:

<http://www.skidmore.edu/administration/finserv/trav&entertainpolicies.html>). Employees may contact Financial Services directly regarding specific questions or issues.

CC. WORKPLACE INJURIES

In the event an Employee is injured while working, the accident or injury should be reported to his or her Supervisor as soon as possible. If immediate medical attention is required, the Supervisor will assist the Employee in obtaining medical care, after which the details of the accident or injury must be reported on an Accident Report form. All accidents or injuries must be reported regardless of the severity of the accident or injury.

Accident Report forms can be obtained from your Supervisor or downloaded directly from the Human Resources' web site (<http://www.skidmore.edu/administration/hr>). Once completed,

please provide the original to your Supervisor, who will complete their portion of the form, sign it, and then fax a copy to Human Resources at 580-5805. A letter will then be mailed to the Employee outlining the College's Workers' Compensation Program.

VII. EMPLOYEE BENEFITS

A. INTRODUCTION TO BENEFITS

Your Skidmore compensation does not consist of salary alone; benefits also play an important role in your total compensation. The following is a summary of the comprehensive benefit plans Skidmore College offers to Exempt Employees (Administrative/Professional Staff) and Non-Exempt Employees (Support Staff).

Every attempt has been made to ensure that the following information is clear and accurate. However, this summary is not a legal document. Benefits may be changed or revised at the sole discretion of the College. An individual Summary Plan Description governs many benefit plans available through Skidmore's benefits programs and can be obtained in Human Resources.

B. BENEFIT SUMMARIES

The Skidmore College Employee Benefit Plans booklet summarizes the benefits available to both Exempt and non-exempt staff and is available on the Human Resources' web page at <http://www.skidmore.edu/administration/hr/>.

Please refer to the benefit eligibility outline on the following four pages to determine full- and part-time Employee eligibility for most benefits. Detailed descriptions of the various health, life, and retirement programs offered by Skidmore can be obtained in Human Resources.

C. EXEMPT EMPLOYEES (ADMINISTRATIVE/PROFESSIONAL) BENEFIT ELIGIBILITY

	Employment Category	Description	Healthcare	Dental Plan	Group Term Life Ins.	Flexible Spending Accts.	Short-Term Disability	Supplemental Disability	Long Term Disability	Workers' Compensation	Business Travel	Basic Retirement Plan	Suppl Retirement Account	Phased Employment	Internal Tuition	External Tuition	Tuition Exchange Program	Administrative Leave	Accrued Vacation Leave	Paid Holiday Leave
1	Regular Full Time	1365 - 1820 hrs/yr and 9-10-11-12 month appt; must work 35 hrs/wk	yes - 100% EMPLOYER paid for college funded plan	yes-100% EMPLOYEE paid	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
2	Regular Part Time	1365+ hrs/yr and 12 month appt; works<35 hrs/wk (min 26.25 hrs/wk)	yes - 100% EMPLOYER paid for college funded plan	yes-100% EMPLOYEE paid	yes	yes	yes	yes	yes	yes	yes	yes	yes	no	yes	yes	yes	yes	yes - pro-rated after 1 yr continuous employment	yes - pro-rated after 1 yr continuous employment
3	Shared Appointments	Designated Shared Appointment for 9-12 months working half time (1/2 time for full year or full time for 1/2 year)	yes - 50% EMPLOYER paid for college funded plan	yes - 100% EMPLOYEE paid	yes	yes	yes	yes	yes	yes	yes	yes	yes	no	yes - pro-rated	yes - pro-rated	yes - 100%	yes	yes - pro-rated after 1 yr continuous employment	yes - pro-rated after 1 yr continuous employment
4	Regular Part Time	1000-1364 hrs/yr and 9-10-11-12 month appts; (min 25.65 hrs/wk for 9 months)	yes- open enrollment period following 1 yr continuous employment - 100% EMPLOYEE paid	yes- open enrollment period following 1 yr continuous employment - 100% EMPLOYEE paid	no	no	yes	yes	no	yes	yes	yes	yes	no	no	no	no	no	yes - pro-rated after 1 yr continuous employment	yes - pro-rated after 1 yr continuous employment
5	Regular Part Time	<1,000 hrs/yr	yes- open enrollment period following 1 yr continuous employment - 100% EMPLOYEE paid	yes- open enrollment period following 1 yr continuous employment - 100% EMPLOYEE paid	no	no	yes	yes	no	yes	yes	no	yes	no	no	no	no	no	yes - pro-rated after 1 yr continuous employment	yes - pro-rated after 1 yr continuous employment
6	Temporary Full Time	1365-1820 hrs/yr and 9-10-11-12 month appt; must work 35 hrs/wk	yes - 100% EMPLOYER paid for college funded plan	yes-100% EMPLOYEE paid	yes	yes	yes	yes	yes	yes	yes	yes	yes	no	yes	yes	yes	no	yes	yes
7	Temporary Full Time	1,000 - 1364 hrs/yr and < 9 month appts; must work 35 hrs/wk (min 28.6 weeks)	yes- open enrollment period following 1 yr continuous employment - 100% EMPLOYEE paid	yes- open enrollment period following 1 yr continuous employment - 100% EMPLOYEE paid	no	no	yes	yes	no	yes	yes	yes	yes	no	no	no	no	no	yes - after 1 yr continuous employment	yes - after 1 yr continuous employment
8	Temporary Full Time	<1,000 hrs/yr and works 35 hrs/wk (works <28.6 weeks)	yes- open enrollment period following 1 yr continuous employment - 100% EMPLOYEE paid	yes- open enrollment period following 1 yr continuous employment - 100% EMPLOYEE paid	no	no	yes	yes	no	yes	yes	no	yes	no	no	no	no	no	yes - after 1 yr continuous employment	yes - after 1 yr continuous employment
9	Temporary Part Time	1,000 - 1820 hrs/yr	yes- open enrollment period following 1 yr continuous employment - 100% EMPLOYEE paid	yes- open enrollment period following 1 yr continuous employment - 100% EMPLOYEE paid	no	no	yes	yes	no	yes	yes	yes	yes	no	no	no	no	no	yes - pro-rated after 1 yr continuous employment	yes - pro-rated after 1 yr continuous employment
10	Temporary Part Time	<1,000 hrs/yr	yes- open enrollment period following 1 yr continuous employment - 100% EMPLOYEE paid	yes- open enrollment period following 1 yr continuous employment - 100% EMPLOYEE paid	no	no	yes	yes	no	yes	yes	no	yes	no	no	no	no	no	yes - pro-rated after 1 yr continuous employment	yes - pro-rated after 1 yr continuous employment

NOTE: Regular positions are anticipated ongoing appointments; Temporary positions have END DATES

NOTE: Most Full Time employees work 35 hrs/wk, 1820 hrs/yr; HOWEVER, if assigned to work 40 hours/wk then they work 2080 hrs/yr

EXEMPT EMPLOYEES (ADMINISTRATIVE/PROFESSIONAL) BENEFIT ELIGIBILITY continued

Benefit	Benefit Begins
Healthcare Coverage	1st of month following date of hire (if hired on 1st, benefit begins on the 1st)
Dental Coverage	1st of month following date of hire (if hired on 1st, benefit begins on the 1st)
Group Life Insurance Coverage	1st of month following date of hire (if hired on 1st, benefit begins on the 1st)
FSA (Flexible Spending Account)	1st of month following date of hire (if hired on 1st, benefit begins on the 1st)
Basic STD (Short Term Disability)	Following 4 weeks of continuous employment
Supplemental STD (Short Term Disability)	Following 1 year of continuous employment
LTD (Long Term Disability Coverage)	Following 1 year of continuous employment
WC (Workers Compensation)	Date of hire
Business Travel	Date of hire
Basic Retirement Plan	1st Payroll Period following 1 year continuous employment; waiting period waived if employee worked at least 1,000 hours in a consecutive 12 month period for any post secondary degree granting institution eligible to maintain a 403B plan provided previous institution forwards letter certifying the appropriate information
SRA (Supplemental Retirement Account)	Date of hire
Phased Employment Plan	Minimum Age 50; employee's age+service must = 70 or above
Internal Tuition Plan	Date of hire
External Tuition Assistance Plan	Following 3 years of full-time continuous employment
Tuition Exchange Program	Following 3 years of full-time continuous employment
Administrative Leave of Absence Policy	Following 6 years of full-time continuous employment
Accrued Vacation Leave	Date of hire (accrual for full-time employees working 12 month appointment = 20 days per year; all other accruals are prorated)
Paid Holiday Leave	Date of hire for full-time employees; after 1 year continuous employment for others

D. NONEXEMPT EMPLOYEES (SUPPORT STAFF, SS) BENEFIT ELIGIBILITY

Employment Category	Description	Healthcare	Dental Plan	Group Term Life Ins.	Flexible Spending Accts.	Short-Term Disability	Supplemental Disability	Long Term Disability	Workers' Compensation	Business Travel	Basic Retirement	Suppl Retirement Account	Phased Employment	Internal Tuition	External Tuition	Tuition Exchange Program	Accrued Vacation Leave and Personal Leave	Paid Holiday Leave
1 Regular Full Time	1365 - 1820 hrs/yr and 9-10-11-12 month appt; must work 35 hrs/wk	yes - 100% EMPLOYER paid for college funded plan	yes-100% EMPLOYEE paid	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
2 Regular Part Time	1365+ hrs/yr and 12 month appt; works<35 hrs/wk (min 26.25 hrs/wk)	yes - 100% EMPLOYER paid for college funded plan	yes-100% EMPLOYEE paid	yes	yes	yes	yes	yes	yes	yes	yes	yes	no	yes	yes	yes	yes - pro-rated after 1 yr continuous employment	yes - pro-rated after 1 yr continuous employment
3 Shared Appointments	Designated Shared Appointment for 9-12 months working half time (1/2 time for full year or full time for 1/2 year)	yes - 50% EMPLOYER paid for college funded plan	yes - 100% EMPLOYEE paid	yes	yes	yes	yes	yes	yes	yes	yes	yes	no	yes - pro-rated	yes - pro-rated	yes - 100%	yes - pro-rated after 1 yr continuous employment	yes - pro-rated after 1 yr continuous employment
4 Regular Part Time	1000-1364 hrs/yr and 9-10-11-12 month appts (min 25.65 hrs/wk for 9 mo)	yes - open enrollment period following 1 yr continuous employment 100% EMPLOYEE paid	yes - open enrollment period following 1 yr continuous employment 100% EMPLOYEE paid	no	no	yes	yes	no	yes	yes	yes	yes	no	no	no	no	yes - pro-rated after 1 yr continuous employment	yes - pro-rated after 1 yr continuous employment
5 Regular Part Time	<1,000 hrs/yr	yes - open enrollment period following 1 yr continuous employment 100% EMPLOYEE paid	yes - open enrollment period following 1 yr continuous employment 100% EMPLOYEE paid	no	no	yes	yes	no	yes	yes	no	yes	no	no	no	no	yes - pro-rated after 1 yr continuous employment	yes - pro-rated after 1 yr continuous employment
6 Temporary Full Time	1365-1820 hrs/yr and 9-10-11-12 month app; must work 35 hrs/wk	yes - 100% EMPLOYER paid for college funded plan	yes-100% EMPLOYEE paid	yes	yes	yes	yes	yes	yes	yes	yes	yes	no	yes	yes	yes	yes	yes
7 Temporary Full Time	1,000 - 1364 hrs/yr and < 9 months- must work 35 hrs/wk (min 28.6 weeks)	yes - open enrollment period following 1 yr continuous employment 100% EMPLOYEE paid	yes - open enrollment period following 1 yr continuous employment 100% EMPLOYEE paid	no	no	yes	yes	no	yes	yes	yes	yes	no	no	no	no	yes - after 1 yr continuous employment	yes - after 1 yr continuous employment
8 Temporary Full Time	<1,000 hrs and works 35 hrs/wk (works <28.6 weeks)	yes - open enrollment period following 1 yr continuous employment 100% EMPLOYEE paid	yes - open enrollment period following 1 yr continuous employment 100% EMPLOYEE paid	no	no	yes	yes	no	yes	yes	no	yes	no	no	no	no	yes - after 1 yr continuous employment	yes - after 1 yr continuous employment
9 Temporary Part Time	1,000 - 1820 hrs/yr	yes - open enrollment period following 1 yr continuous employment 100% EMPLOYEE paid	yes - open enrollment period following 1 yr continuous employment 100% EMPLOYEE paid	no	no	yes	yes	no	yes	yes	yes	yes	no	no	no	no	yes - pro-rated after 1 yr continuous employment	yes - pro-rated after 1 yr continuous employment
10 Temporary Part Time	<1,000 hrs/yr	yes - open enrollment period following 1 yr continuous employment 100% EMPLOYEE paid	yes - open enrollment period following 1 yr continuous employment 100% EMPLOYEE paid	no	no	yes	yes	no	yes	yes	no	yes	no	no	no	no	yes - pro-rated after 1 yr continuous employment	yes - pro-rated after 1 yr continuous employment

NOTE: Regular positions are anticipated ongoing appointments; Temporary positions have END DATES

NOTE: Most Full Time employees work 35 hrs/wk, 1820 hrs/yr; HOWEVER, if assigned to work 40 hours/wk then they work 2080 hrs/yr

NONEXEMPT EMPLOYEES (SUPPORT STAFF, SS) BENEFIT ELIGIBILITY continued

Benefit	Benefit Begins
Healthcare Coverage	1st of month following date of hire (if hired on 1st, benefit begins on the 1st)
Dental Coverage	1st of month following date of hire (if hired on 1st, benefit begins on the 1st)
Group Life Insurance Coverage	1st of month following date of hire (if hired on 1st, benefit begins on the 1st)
FSA (Flexible Spending Account)	1st of month following date of hire (if hired on 1st, benefit begins on the 1st)
Basic STD (Short Term Disability)	Following 4 weeks of continuous employment
Supplemental STD (Short Term Disability)	Progressive banking system; after 5 yrs receive 6 months full pay
LTD (Long Term Disability Coverage)	Following 1 year of continuous employment
WC (Workers Compensation)	Date of hire
Basic Retirement Plan	1st Payroll Period following 1 year of continuous employment; waiting period waived if employee has worked at least 1,000 hrs. in a consecutive 12 month period for any post secondary degree granting institution eligible to maintain a 403B plan provided previous institution forwards letter certifying the appropriate information
SRA (Supplemental Retirement Annuity)	Date of hire
Phased Employment	Minimum Age 50; employee's age+service must = 70 or above
Internal Tuition Plan	Date of hire
External Tuition Assistance Plan	Following 3 years of full-time continuous employment
Tuition Exchange Program	Following 3 years of full-time continuous employment
Accrued Vacation Leave	Date of hire (1-3 years receive 10 days/yr.; 4-6 years receive 15 days/yr.; 7+years receive 20 days/yr.)
Personal Leave	Date of hire (or 1 year waiting period) - 21 hours for 35 hour work week; 24 hours for 40 hour work week
Paid Holiday Leave	Date of hire for full-time employees; after 1 year of continuous employment for others

E. FLEXIBLE BENEFITS PROGRAM

The Skidmore College Flexible Benefits Program is a cafeteria plan whereby Employees can choose from a "menu" of one or more qualified benefits and cash, including nontaxable benefits. Please refer to the *Skidmore College Flexible Benefits Program* brochure for full benefit details at <http://www.skidmore.edu/administration/hr/>.

Under the Flexible Benefits Program you will have choices in the benefit options you elect and tax-free money in the form of "flexible credits" to spend on your benefit choices. If the credits are not enough to pay for the benefits you want, you can make up the cost difference for coverage with tax-free dollars from your annual salary. On the other hand, if Skidmore's contributions are more than you need to obtain your benefit choices, you can take the money as an addition to your pay. The program also allows you to have a portion of your pay set aside before any taxes have been deducted to be applied to "Spending Accounts" to pay for certain expenses not covered elsewhere in the Program.

The plans that are included in the Flexible Benefits program are:

Three health care plans (2 HMOs and a self-insured indemnity plan) plus the choice to waive coverage (if you have health care coverage elsewhere);

Dental coverage;

Six levels of life insurance for yourself; and

Two separate Spending Accounts. One that reimburses you for certain healthcare related expenses, including dental and vision expenses and another that reimburses you for dependent care expenses.

Under IRS regulations, plan elections may be made only during open enrollment. If an Employee has a "life event change" during the plan year (i.e. adding or losing a dependent), they may elect to change their benefit elections within 30 days from the qualifying event through Human Resources. (NOTE: Please refer to the Benefit Eligibility information, headings C and D of the Benefit Section, to determine if you are eligible for this benefit.)

F. HEALTH CARE COVERAGE

The cost of a health care plan to Employees, if any, will vary depending on the health care plan elected. A cost and credit summary is included in the *Flexible Benefits Program Summary*. (NOTE: Please refer to the Benefit Eligibility information, headings C and D of the Benefit Section, to determine if you are eligible for this benefit.)

G. DENTAL INSURANCE

The College offers a choice of two comprehensive dental plans through The Guardian. The cost of the dental plan is the responsibility of the participating Employee and is purchased with tax-free dollars through the Flexible Benefits Program. The cost of the plan is outlined on individual Flexible Benefits Election Forms. (NOTE: Please refer to the Benefit Eligibility information, headings C and D of the Benefit Section, to determine if you are eligible for this benefit.)

H. GROUP TERM LIFE INSURANCE

Employees must choose from one of the following levels of group term life insurance coverage: \$10,000, \$50,000, one (1), two (2), three (3), or four (4) times their base annual salary to a maximum of \$300,000. Group term life insurance provided to Employees by Skidmore College ceases at separation of employment.

The College provides Employees "flexible credits" toward the purchase of one of the above plans based on their salary and age. Employees can elect to buy a higher plan level than their "flexible credits" cover and pay the cost difference with tax-free dollars. They can also elect a lower plan level. In that case, any unused "flexible credits" can be applied toward other benefits in the Flexible Benefits Program or taken in salary as taxable income.

Employees may be subject to imputed income on their group term life insurance benefit. Under federal guidelines, the value of group term life insurance in excess of \$50,000, referred to as imputed income, is taxable income and, as such, is reported annually on their W2. Please refer to *Flexible Benefits Program Summary* for more detailed information.

Dependent life insurance is also available and covers an Employee's spouse for \$10,000 term life insurance and each unmarried dependent child up to the age of 19, or age 23 if they are a full-time student, for \$4,000. Employees are automatically named as the beneficiary if coverage is elected. (NOTE: Please refer to the Benefit Eligibility information, headings C and D of the Benefit Section, to determine if you are eligible for this benefit.)

I. FLEXIBLE SPENDING ACCOUNTS

Under the Flexible Benefits Program Employees can establish Spending Accounts to help pay for certain uninsured healthcare expenses and dependent care expenses with tax-free dollars incurred after their benefit eligibility date. The Spending Accounts are funded with your tax-free dollars or remaining "flexible credits" provided by Skidmore College. Spending Accounts are composed of two funds -- a Health Care Spending Account and Dependent Care Spending Account.

These Accounts are not interchangeable and are subject to IRS rules and regulations. Services must be incurred in the benefit year (January 1 through December 31) the account was established in order to receive reimbursement. If bills for services are not submitted within the prescribed guidelines, any remaining balance in the account(s) is forfeited. (NOTE: Please refer to the Benefit Eligibility information, headings C and D of the Benefit Section, to determine if you are eligible for this benefit.)

J. SICK LEAVE

If it is necessary for an Employee to be absent from work for up to five consecutive days due to illness or injury (their own or a family member living in their household), they are eligible to receive full paid sick leave benefits. Employees must notify their Supervisor of the illness or injury as soon as possible in advance of their scheduled workday. Except during hospitalization or lengthy convalescence, Employees should inform their Supervisor daily of their progress and expected date of return to work. Regular full- and part-time Exempt (Administrative/Professional Staff) and Non-Exempt (Support Staff) are eligible to participate in this benefit upon date of hire. (NOTE: Please refer to the Benefit Eligibility information, headings C and D of the Benefit Section, to determine if you are eligible for this benefit.)

K. SHORT-TERM DISABILITY INSURANCE

Under NYS Disability coverage, Employees may be eligible for partial salary/wages if they can not return to work after seven consecutive calendar days due to illness or non-work related injury, are under the care of a physician, and have been employed by the College for at least four weeks. Under the NYS Disability Plan, Employees are eligible to receive salary/wage payments equal to 50% of salary up to \$170 per week, for up to 26 weeks in a 12 month period. Please refer to **The Skidmore College Employee Benefit Plans** booklet for additional information on supplemental salary/wage benefits. (NOTE: Please refer to the Benefit Eligibility information, headings C and D of the Benefit Section, to determine if you are eligible for this benefit.)

L. WORKERS' COMPENSATION BENEFITS

If an Employee is injured at work, they will be eligible for NYS Workers' Compensation benefits. All injuries should be reported on the Accident Reporting Form which can be located at <http://www.skidmore.edu/administration/hr> under forms. If an Employee is absent from work due to workplace injury, the Workers' Compensation Plan provides partial salary/wage payments beginning on the eighth calendar day. This program also pays incurred medical expenses. Please refer to **The Skidmore College Employee Benefit Plans** booklet for additional information on supplemental salary/wage benefits. (NOTE: Please refer to the Benefit Eligibility information, headings C and D of the Benefit Section, to determine if you are eligible for this benefit.)

M. LONG-TERM DISABILITY COVERAGE

The long-term disability plan provides financial protection for you by paying a portion of your income while you are disabled. The amount you receive is based on the amount you earned before your disability began. Benefits begin 180 days after you first became disabled and are designed to begin at the end of the 26 weeks Short-Term Disability period. If approved, the Plan will pay a basic monthly income benefit equal to 60% of monthly earnings to a maximum benefit of \$3,000 per month and up to 100% under certain circumstances. Other incomes (i.e. Social Security disability, Workers Compensation payments) are deducted from this payment. This Plan also provides for continued College contributions into your basic retirement plan. Refer to the Long-Term Disability booklet for more detailed information. (NOTE: Please refer to the Benefit

Eligibility information, headings C and D of the Benefit Section, to determine if you are eligible for this benefit.)

N. BUSINESS TRAVEL INSURANCE

The College provides a blanket \$100,000 policy for accidental death or dismemberment while traveling on College related business. This does not include traveling between home and Skidmore. (NOTE: Please refer to the Benefit Eligibility information, headings C and D of the Benefit Section, to determine if you are eligible for this benefit.)

O. BASIC RETIREMENT PLAN

Skidmore College's Retirement Plan is a defined contribution plan as described in section 403(b) of the Internal Revenue Code (IRC). It is designed to provide Employees with flexibility in meeting individual financial objectives at retirement by offering a wide choice of investment alternatives for both the basic and supplemental parts of the retirement plan. Investment choices are offered through two providers: TIAA-CREF and Vanguard Mutual Funds. The College contributes an amount equal to 11% of base annual salary/wage if an Employee is less than age 50, or 12% if age 50 or over, into the basic retirement plan. If eligible, participation in the basic retirement plan is mandatory.

Exempt and Non-Exempt Employees who work at least 1,000 hours per year, or an equivalent of teaching at least 3 courses per year, are eligible to participate in the basic Plan after completing one year of service to the College. The College will recognize time spent previously employed at a post secondary degree granting institution eligible to maintain an IRC 403(b) plan toward the one-year waiting period. The previous employer must certify the term of such employment to the College. (NOTE: Please refer to the Benefit Eligibility information, headings C and D of the Benefit Section, to determine if you are eligible for this benefit.)

P. VOLUNTARY SUPPLEMENTAL RETIREMENT ACCOUNT

Employees have the opportunity to contribute a portion of salary/wages into the retirement plan through TIAA-CREF or Vanguard Mutual Funds on a salary/wage reduction basis as of date of hire. Any money contributed will be deducted from salary/wages before state and federal taxes are computed. Tax liability is deferred until funds are withdrawn. (NOTE: Please refer to the Benefit Eligibility information, headings C and D of the Benefit Section, to determine if you are eligible for this benefit.)

Q. SUPPLEMENTAL RETIREMENT PROGRAM

Full-time Employees, who were hired on or before November 15, 1990, may be eligible for the Supplemental Retirement Program. This program was instituted in the early 1970s as an early retirement incentive program for Employees who were between the ages of 55 and 64 and had at least 12 years of continuous full-time service with Skidmore. Because of changes in the laws regulating the administration of such retirement incentive programs, the College's Board of Trustees voted to freeze the plan in place, with some modifications, as of November 15, 1990. Employees hired after November 15, 1990 are not eligible for any aspect of this plan. Specific benefits available to eligible Employees under the Supplemental Retirement Program are available in Human Resources.

R. PHASED EMPLOYMENT PROGRAM

The Phased Employment Program was designed for Employees who, through a pre-retirement reduction of their full-time working commitment, can gradually phase into retirement over a period

of years. Participation in the program is not an entitlement. The program is voluntary for both the Employee and College, and all terms or arrangements will be mutually agreed upon and documented. Participants must be in active status or on an authorized leave of absence to apply for this benefit. The Employee's age and length of service must combine to equal not less than 70, with a minimum age of 50. All participants must retire at the completion of the agreed upon period. Further detail may be obtained in Human Resources. (NOTE: Please refer to the Benefit Eligibility information, headings C and D of the Benefit Section, to determine if you are eligible for this benefit.)

S. INTERNAL TUITION BENEFITS FOR EMPLOYEES

Upon date of hire, eligible Employees may receive free tuition for undergraduate course work on a credit or non-credit basis at Skidmore College, subject to the following conditions:

Employees are allowed to enroll in one course per semester during work hours. When the course is offered during the Employee's normal work schedule, a written request to take a class during work hours must be submitted to the Supervisor. Courses taken outside of work hours do not require a Supervisor's approval.

Employees who are admitted to the University Without Walls program will receive the tuition benefit for courses taken at Skidmore College or other colleges in the Hudson-Mohawk Consortium. The student is responsible for paying the advisor's part of the enrollment fee.

Employees must complete the appropriate Tuition Request form prior to enrollment in any class. Forms are available in Human Resources.

Employees are admitted into a course on a space-available basis after the regular registration period.

Registration fees, cost of private instruction (for example, music lessons), laboratory fees, activity fees, other special fees, and the advisor's fee through the University Without Walls, are not included in the tuition benefit.

If an Employee transfers to part-time employment or leaves Skidmore's employment before the course is completed, the tuition benefit will terminate upon the completion of the semester. If an Employee retires, the tuition benefit will continue.

Eligible Employees may take courses offered by the Skidmore Continuing Education Program without paying the course fee as long as the course is open after the regular registration period. The Employee is responsible for paying any registration and lab fees. A partial fee may apply for non-credit courses. (NOTE: Please refer to the Benefit Eligibility information, headings C and D of the Benefit Section, to determine if you are eligible for this benefit.)

T. INTERNAL TUITION BENEFITS FOR DEPENDENTS

Skidmore provides a benefit for eligible Employees of up to 100% of tuition costs for dependents (spouses and legally dependent children) enrolled at Skidmore College. This benefit is effective immediately upon hire, and is subject to the following conditions:

At the time the tuition benefit is granted, the recipient must be the spouse or legal dependent of an Employee who meets the criteria for the tuition benefit. For purposes of this policy the term legally dependent children are those who qualify as dependents under the IRS code or are named to receive support for education in either a separation agreement or court-issued divorce decree.

Dependents must apply for admission in the normal sequence and according to published admissions standards and deadlines.

Non-matriculated dependents may take courses on a credit or non-credit basis in any semester without payment of tuition provided that the course is open after the regular registration period. To register for special student status through the Registrar's office, the dependent student must pay registration, applicable lab and activity fees.

Spouses and dependent children who are admitted to the University Without Walls program will receive the tuition benefit for courses taken at Skidmore College or other college in the Hudson-Mohawk Consortium. The student is responsible for paying the advisor's part of the enrollment fee.

Spouses and dependent children may take courses offered by the Skidmore Continuing Education Program without paying the course fee if the course is open after the regular registration period. The student is responsible for paying any registration and lab fees. A partial fee may apply for non-credit courses.

Employees must complete the appropriate Tuition Request form prior to a dependent's enrollment. Forms are available in Human Resources.

Dependents must apply for all eligible financial aid available to the student from state or federal sources through Student Aid and Family Finance in order to receive the Skidmore tuition benefit.

In the event of death of an Employee who held regular full-time employment at Skidmore for at least six years preceding death, the tuition benefit will continue for eligible dependents and/or spouse.

If the Employee terminates or resigns from Skidmore employment while his or her dependent is enrolled, the tuition benefit will terminate upon the completion of the semester.

Cost of private instruction, laboratory fees, activity and other special fees, and room and board are not included under this tuition benefit policy.

Dependents eligible for the tuition benefit may be resident students at their own expense either on a space-available basis (after all other students have been assigned housing) or if they have been selected as head residents or resident assistants. (NOTE: Please refer to the Benefit Eligibility information, headings C and D of the Benefit Section, to determine if you are eligible for this benefit.)

U. EXTERNAL TUITION PROGRAM

Dependent children of eligible Employees who have completed three years of continuous full-time employment are eligible to receive 75 percent of tuition to a maximum of \$975 per semester or \$1,950 per year for undergraduate studies for up to eight semesters when attending an accredited two or four year college other than Skidmore. This benefit ceases upon termination. If an Employee retires, the tuition benefit will continue. Participants requesting benefits under the Tuition Exchange Program can not participate in the External Tuition Program for the same child. (NOTE: Please refer to the Benefit Eligibility information, headings C and D of the Benefit Section, to determine if you are eligible for this benefit.)

V. TUITION EXCHANGE PROGRAM

Over 480 undergraduate colleges nationwide participate in the Tuition Exchange Program. Participating institutions allow other Employees' legally dependent children to attend their institution on a tuition free or prorated basis. Other fees and room and board are the responsibility of the student. Participation in this program is not an Employee entitlement. Information and applications for this Program can be obtained in Student Aid and Family Finance. Information regarding participating schools can also be found at <http://www.tuitionexchange.org/>. The existence and continuation of the Program rests solely with the College and cease at separation of employment. Employees requesting benefits under the External Tuition Program cannot participate in the Tuition Exchange Program for the same child. (NOTE: Please refer to the Benefit Eligibility information, headings C and D of the Benefit Section, to determine if you are eligible for this benefit.)

W. UNPAID LEAVE OF ABSENCE

The College will consider requests for unpaid leaves of absence from Employees for up to twelve (12) months for educational or personal reasons. Approval is not an entitlement and will be based on departmental and budgetary needs.

X. FAMILY MEDICAL LEAVE

In accordance with the Family and Medical Leave Act (FMLA), a request for unpaid leave of absence for up to twelve (12) weeks will be granted for any of the following reasons: (1) birth of a child, adoption, or foster care placement with an Employee; (2) to care for a seriously ill child, spouse, or parent of the Employee; or (3) serious illness of an Employee which causes the Employee to be unable to perform the functions of their position.

Under the FMLA, Employees may be required to provide 30 days advance notice before taking leave for foreseeable events. When this is not practical, notice must be given "as soon as practicable." Ordinarily, this means within one or two business days of learning of the need for leave. Medical certification may be required. Employees are eligible to participate in this program if they have worked for at least one year and for 1,250 hours over the previous 12 months. Benefits provided prior to the leave will continue through the family medical leave period. For further information on the FMLA, please visit the following web site:

<http://www.skidmore.edu/administration/hr/Benefits/FMLA.htm>.

Y. ADMINISTRATIVE LEAVE OF ABSENCE

Regular full- and part-time Exempt Employees (Administrative/Professional) with a minimum of six years of continuous service are eligible to apply for a paid administrative leave of absence. The administrative leave program is designed to encourage professional growth and to provide an opportunity to pursue a professional or education project. The length of the leave may vary from several weeks to 5 months. Normally, no more than four administrative leaves are approved annually by the College. (NOTE: Please refer to the Benefit Eligibility information, headings C and D of the Benefit Section, to determine if you are eligible for this benefit.)

Z. BEREAVEMENT LEAVE

In the case of death in the immediate family, Employees will be permitted a bereavement leave of up to four (4) days with pay. Immediate family includes spouse, child, parent or guardian, brother, sister, mother-in-law, father-in-law, Employee's grandparents, grandchildren or any other related person living in the Employee's home. Regular full- and part-time Exempt and Non-Exempt Employees are eligible for this benefit as of date of hire.

AA. VACATION LEAVE

Vacation leave is accrued on a monthly basis prorated throughout the vacation year (June 1 through May 31) and may be taken in half-day increments after the 6 month introductory period. Use of vacation leave must be approved in advance by your Supervisor and taken at times that will not interfere with the operational needs of the department. Pay in lieu of vacation is prohibited. Upon separation from the College, Employees are eligible to be paid for unused accrued vacation that has been documented and approved by the Supervisor.

Vacation leave can be used in the year it is earned or carried over into the next vacation year. If not taken by the end of that vacation year, remaining vacation carryover is forfeited. Vacation carried over will be used before current year accrued vacation.

The College provides paid vacation leave to full-time Exempt Employees (Administrative/ Professional Staff) as follows:

20 days for 12-month Employees
17 days for 10-month Employees
15 days for 9-month Employees

The College provides paid vacation leave to full-time non-Exempt Employees (Support Staff) appointed to a 12-month position as follows:

<u>Years of Service</u>	<u>Vacation Accrual</u>
1 – 3 years	10 days per year (70 hours)
4 – 6 years	15 days per year (105 hours)
7 years and over	20 days per year (140 hours)

Non-Exempt Employees hired in 9, 10, or 11 month positions accrue a prorated portion of the above vacation accrual each vacation year.

New full-time Employees receive a prorated portion of the above days during their first year of employment. Part-time Employees, and temporary full-time Employees working less than a 9 month appointment, will begin to earn a prorated portion of the above noted vacation accrual after one year of continuous employment.

Unused Vacation hours are reported to Financial Services annually. It is important to report any unused vacation at that time. Otherwise, any remaining hours will not be credited to you as vacation carryover and assumed forfeited. (NOTE: Please refer to the Benefit Eligibility information, headings C and D of the Benefit Section, to determine if you are eligible for this benefit.)

BB. HOLIDAYS

The College provides the following paid holidays to eligible Employees:

Floating Holiday	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Year's Eve Day
Thanksgiving	New Year's Day
Day after Thanksgiving	Memorial Day

Three days between Christmas and New Year's are normally included in the Holidays. If an Employee is required to work on a holiday, they will accrue "floating holiday" hours equivalent to the number of hours worked on the holiday, to a maximum of their normal scheduled work day. Floating holidays must be taken within the fiscal year earned and must be scheduled with your Supervisor's permission.

Full-time Exempt (Administrative/Professional Staff) and Non-Exempt (Support Staff) hired for at least a 9-month appointment are eligible for paid holidays as of date of hire. Part-time staff hired for at least a 9-month appointment are eligible for paid prorated holidays after one year of employment if they are normally scheduled to work on a designated holiday.

When a holiday falls on a Sunday, the following Monday will be considered as the holiday. When a holiday falls on a Saturday, the proceeding Friday will be considered the holiday. (NOTE: Please refer to the Benefit Eligibility information, headings C and D of the Benefit Section, to determine if you are eligible for this benefit.)

CC. MILITARY LEAVE

This policy applies to full- and part-time Employees. If an Employee is a member of a United States Armed Services Reserve or the National Guard, and is required to attend an annual two-week encampment, Skidmore will pay the difference between the normal base salary/wage for the period of time lost and the military pay earned while at the annual encampment. A copy of the military pay voucher should be forwarded to the Payroll Department upon return. Military leaves exclude voluntary enlistment in active military service that occurs after beginning employment with Skidmore College.

Employees called up to active military service are entitled to certain reemployment rights. Employees applying within 90 days of honorable discharge or release from active reserve duty will be reinstated in their former position or a position within the same salary/wage grade. The Employee must remain qualified to perform his/her former job duties. Returning Employees will be given credit for prior years of service with no loss of status or rate of pay.

DD. JURY DUTY

If called for jury duty, Employees must notify their Supervisor immediately. Skidmore will pay the normal base salary/wage while on jury duty. Any jury duty fee paid should be turned in to the Payroll Department. Occasionally, while on jury duty, the jurors may be advised not to report for jury duty at all for a day. If that happens, the Employee is expected to report to work.

EE. PERSONAL LEAVE

Personal Leave is available to Non Exempt Employees only. With the permission of your immediate supervisor, personal leave time is available for those occasions when you must take blocks of time off from work for business or personal reasons without using earned vacation for other than its intended purpose. Examples of appropriate uses of this benefit include such things as doctor appointments, house closings, extended bereavement leave, household moves, and other personal needs (these are examples only and not intended to be exhaustive).

Three (3) personal days to a maximum of 21 hours are credited on June 1 of each year (Those employees working a 40 hour work week will receive a maximum of 24 hours). Full- and Part- time Employees hired after June 1 earn personal days on a prorated basis. Leave not used by May 31 of the following year is forfeited. Personal leave must be used in blocks of not less than one (1) hour. Employees must report personal leave usage on semi-monthly Time and Leave Reports.

Pay in lieu of leave is not permitted. Employees who terminate their employment do not receive payout for any unused personal leave. (NOTE: Please refer to the Benefit Eligibility information, headings C and D of the Benefit Section, to determine if you are eligible for this benefit.)

VIII. SEPARATION

A. VOLUNTARY SEPARATIONS

If you decide to leave your employment with Skidmore College, we ask that you give us at least two weeks written notice. Please inform your Supervisor in writing as soon as possible of your last workday. This will give us the opportunity to make the necessary adjustments in our operation. Your separation date will be your actual last day worked and you will be paid for any properly reported unused accrued vacation leave in accordance with the vacation policy. You are required to return all property owned by Skidmore College (e.g., identification card, keys, credit cards and other Skidmore equipment) to your Supervisor prior to your departure.

B. REDUCTIONS IN FORCE

Skidmore College highly values the contribution of its Employees and attempts to provide continuous, regular employment. However, in the event it becomes necessary for the College to reduce its work force or eliminate work because of economic conditions, programmatic considerations, outsourcing, or other circumstances, there is a Reduction in Force (RIF) Program that sets forth criteria and procedures to guide the fair and equitable treatment of Employees. In keeping with the College's policy as an equal employment opportunity employer, race, color, creed, gender, age, national origin or ancestry, physical or mental disability, veteran status, marital status, sexual orientation as well as any other category protected by federal, state, or local laws are never to be considered in identifying an Employee for reduction or elimination of work. When reductions in force are necessary and multiple Employees perform the same work, the determination will be made on the basis of a comprehensive evaluation of the Employee's work history at the College. Affected Employees will be given at least twelve (12) weeks written notice prior to the termination of employment. Please refer to the Reduction In Force Policy for further specific information available at <http://www.skidmore.edu/administration/hr/index.htm>.

In the event that Skidmore College determines to lay off any Employee or a number of Employees, Skidmore College retains full discretion to select which Employee(s) will be laid off. Please see Human Resources for details of this policy.

C. EXIT INTERVIEWS

Before leaving, you may be asked to participate in a voluntary exit interview. This will provide closure to your employment with Skidmore College and will allow Skidmore College to ensure that it has resolved various administrative matters, answered any questions about continuation of benefits, and listened to any of your comments or ideas about improving Skidmore College's operations.

D. REFERENCES

All reference requests should be directed to Human Resources. No other Supervisor or Employee is authorized or permitted to release references for a current or former Employee.

E. RE-EMPLOYMENT

Skidmore's re-employment policy recognizes the value of prior Skidmore training and experience. Regular full- and part-time Employees who have separated from Skidmore and whose employment was in good standing are eligible for re-employment. If the re-employment occurs within one year from the date of resignation, the Employee's date of continuous service will be adjusted to include time previously spent in continuous regular employment with Skidmore College. Individuals who are re-employed by Skidmore in full- or part-time positions after having

been separated from employment for more than one year will be considered as new Employees subject to all policies and practices. Employees seeking re-employment must make application for announced position openings through Human Resources.

IX. CONCLUSION

IN CLOSING

Many Skidmore College policies and Employee benefits have been treated only briefly in this Employee Handbook. Skidmore encourages you to make your Supervisor your first resource for any questions or concerns you may have related to your job duties, work assignments, job performance, policies, or practices. If you have any questions or want more information, Human Resources is available to help you with questions or concerns.

ACKNOWLEDGMENT AND AGREEMENT

This is to acknowledge that I have received a copy of the Skidmore College Handbook (via a printed version or CD or web access). I agree to read this information carefully and to comply with the policies and procedures therein and as modified from time to time.

Employee Name (Printed)

Employee Signature and Date