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Dear Employee:

This handbook will tell you about working at Bloomfield College and help you understand its policies and employee benefits.

Please read it carefully and keep it handy for future reference. If you should have any questions or feel the need at any time for more detailed information, do not hesitate to contact the Human Resources office, ext 1201.

Please understand that this booklet only highlights College policies and benefits for your personal information and should not be construed as a contract of employment. The College reserves the right to amend, rescind, discontinue or modify any of the College’s policies, practices and benefits at any time, with or without notice. As policies and benefits are revised, updated pages will be distributed. Please keep this handbook readily available and insert the updated material promptly so that it is current at all times.

Office of Human Resources
EMPLOYMENT AT WILL

YOUR EMPLOYMENT AT BLOOMFIELD COLLEGE IS AT WILL. THIS MEANS THAT EITHER BLOOMFIELD COLLEGE OR YOU MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, OR NO REASON AT ALL.

THE EMPLOYMENT AT WILL RELATIONSHIP MAY NOT BE CHANGED BY ANYONE AT BLOOMFIELD COLLEGE, EITHER ORALLY OR IN WRITING, EXCEPT BY A WRITTEN CONTRACT OF EMPLOYMENT, SIGNED BY AN AUTHORIZED OFFICER OF THE COLLEGE.

RESERVATION OF RIGHTS

THE STAFF HANDBOOK IS NOT INTENDED TO CREATE NOR DOES IT CREATE ANY CONTRACTUAL OBLIGATIONS WITH RESPECT TO ANY MATTER IT COVERS. THE STAFF HANDBOOK IS NOT INTENDED TO CREATE NOR DOES IT CREATE A CONTRACT GUARANTEEING THAT YOU WILL BE EMPLOYED FOR A SPECIFIC TIME PERIOD.

BLOOMFIELD COLLEGE RESERVES THE RIGHT TO CHANGE, ALTER, MODIFY, OR TERMINATE ANY OF THE PROVISIONS OF THIS STAFF HANDBOOK AND ANY OTHER EMPLOYMENT POLICIES OR BENEFITS, AT ANY TIME, WITHOUT NOTICE, IN ITS SOLE DISCRETION.
STATEMENT OF SHARED VALUES

We, the members of the Bloomfield College Community, take pride in ourselves and in our Institution. To that end, we are committed to upholding the highest standards of ethics, integrity, and professionalism in all that we do. We recognize that excellence in teaching and learning flourishes in an environment where each of us is free to express our ideas in ways that recognize and respect our differences and the rights of others. We are committed to celebrating the rich diversity of all members of the campus community and the community at large.

Therefore, in an effort to attract and retain exceptional students, faculty, staff, administrators, and trustees who will continue the wonderful tradition of the College, we actively support behavior that is consistent with the values shared by the Bloomfield College Community.

HONESTY

The College promotes an intellectually stimulating environment where all interactions are open, honest and free of bias, where the responsibility for all individuals is to be straightforward and trustworthy.

RESPECT

for Person
The College embraces the rich diversity and culture of its faculty, staff, students’ race, national origin, gender, religion, sexual orientation, ability, and socio-economic status.

for Property
The College seeks to provide an environment that is safe, one in which individual and institutional property and respected and protected. The College also values the integrity of intellectual work that is creative, resourceful and innovative and, therefore, enforces strict policies against plagiarism, cheating and the misuse of traditionally published and/or Internet resources.

COMMITMENT TO ACHIEVING EXCELLENCE

The College encourages excellence in intellectual, personal, professional and social development, and an appreciation for spiritual wellness while fostering a commitment to excellence in teaching, learning, and all aspects of work.
HISTORICAL BACKGROUND

The roots of Bloomfield College can be traced to 1868. With the influx of nearly two million German immigrants following the European Revolution of 1848, it became necessary to establish a training school for German-speaking ministers. As the immigrants assimilated into American society, the need for a special theological school diminished.

The institution became Bloomfield Theological Seminary in 1913. By 1926, Bloomfield College was established as an independent division, offering a diversified liberal arts program. In 1958, the College came under the sponsorship of the United Presbyterian Church through its New Jersey Synod, which was recently reformed into the Synod of the Northeast.

Bloomfield College is dedicated to serving the larger community by cultivating the ideals of liberal learning in a contemporary context. The College offers programs leading to the Bachelor of Arts and Bachelor of Science degrees in the liberal arts and the sciences, and in such career-oriented disciplines as business and nursing.

We believe that a liberal education contributes significantly to a worthwhile personal life and a productive professional career. We seek to give students the skills and knowledge they need, not just for success in their careers, but also for becoming thoughtful, confident, and competent human beings.

Bloomfield College seeks to encourage its students, and indeed all members of its community toward cultural diversity, to recognize their social responsibilities and to seek tangible ways to improve the quality of human life.

Bloomfield College is chartered by the State of New Jersey and accredited by the Middle States Association of Colleges and Secondary Schools. Its academic programs are approved by the New Jersey Department of Higher Education.

The nursing program at Bloomfield is accredited by the National League for Nursing.

Bloomfield College is related to the Presbyterian Church (USA) through the Synod of the Northeast.
EQUAL OPPORTUNITY AND HARASSMENT

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY

Bloomfield College is committed to a policy of equal opportunity in employment and affirmative action. This means that Bloomfield will not discriminate with regard to race, color, religion, gender, affectational or sexual orientation, marital status, domestic partnership status, age, national origin, ancestry, disability, genetic information, atypical hereditary cellular or blood trait of any individual, or because of the liability for service in the Armed Forces of the United States, or because of the refusal to submit to a genetic test or make available the results of a genetic test in any matters pertaining to employment with the College as prescribed by law.

DISCRIMINATION AND HARASSMENT POLICY – See Appendix XI

Bloomfield College is committed to providing a work environment that is free from discrimination and harassment. For this reason, the College will not tolerate harassment of any kind of its faculty, employees or students by any member of the College Community. A full copy of the College’s harassment policy is attached as Appendix XI.

SEXUAL HARASSMENT – See Appendix IV

The College has a policy to ensure that all employees of Bloomfield College have a work environment free of any type of discrimination, including freedom from sexual harassment. A full copy of the College’s sexual harassment policy is attached as Appendix V.

EMPLOYMENT

ORIENTATION PERIOD

Your first three months of employment are recognized as an orientation period, both for you and for your supervisor. You will be given every opportunity to learn your job, and your performance will be carefully observed. If, during this period, it appears that you have not been placed properly in the position or that you will be unable to meet its requirements, your employment may be terminated without notice. If you are performing satisfactorily at the conclusion of the three-month period, you will acquire regular status. Remember that regular status does not guarantee employment, and successful completion of your orientation period does not change or alter your status as an employee at will that can be terminated at any time for any reason with or without notice.
The College does not compensate absences which occur during the orientation period. However, after the successful completion of the orientation period and continuation of employment, you will receive compensation for absences due to illness, which occurred during the probationary period as set forth under fringe benefits.

During the orientation period you will receive compensation for holidays, providing you work and are in pay status on the full workday immediately preceding the holiday and the full workday immediately following the holiday.

PERFORMANCE APPRAISAL

The performance of each administrative and staff employee is formally evaluated each year. Your supervisor will discuss with you both your strengths and any areas which may need improvement. The evaluation process is an excellent opportunity to establish goals along with criteria for accomplishment. The review is made a part of your permanent record and will be taken into account when personnel decisions are made.

PROMOTIONS AND TRANSFERS

Qualified employees will be encouraged to apply for position vacancies commensurate with their skills.

Should a position become available, a transfer may occur from one department to another. The supervisors should arrange the transfer with minimal disruption for either department. All such transfers must receive final approval by the Human Resources Office. To give all employees ample opportunity to apply for promotions and/or transfers, vacancies will be posted on our Web site, public folders, email and normal advertising.

Finally, arrangements for transfer to another position within the College must permit adequate time to obtain a satisfactory replacement.

EMPLOYEE STATUS

Full-Time Employee

If you are scheduled to work at least 32 hours per week (the normal schedule is 35 or 40 hours per week) 52 weeks per year, and work for more than twelve continuous months, you are entitled to participate in the full range of College fringe benefits as specified in this handbook.
Part-Time Employee
If you are scheduled to work less than 32 hours per week you are a part-time employee. You are not entitled to be paid for vacations, sick time, or holidays, and are not eligible for College benefits except those mandated by law. Unless a fringe benefit specifically states that it is applicable to part-time employees, part-time employees are not eligible for that benefit.

Temporary Employee
If your job is expected to last for less than six months, either full or part-time, you are a temporary employee and are not entitled to be paid for vacations, sick time or holidays and are not eligible for College benefits except those mandated by law.
GENERAL REGULATIONS

ACCIDENTS/INJURIES - JOB RELATED

If you have an accident at work, even though you do not have to go to a doctor or lose time from work, you should report it immediately. Claim forms are available in the Physical Plant Office, extension 1263. For your protection, the College is required by law to file an accident report with Worker's Compensation for any work-related accident or illness. Failure to report the injury within 48 hours may result in a possible claim being denied by the insurance company.

ALCOHOL RELATED EVENTS - See Appendix V

APPEARANCE

Bloomfield College employees are required to maintain a neat and clean appearance and appropriate dress, avoiding extremes. Unacceptable attire at any time are jeans, shorts, t-shirts, belly shirts, sneakers, tank tops, short skirts, cut-offs. We ask that you also maintain your office space in a professional manner.

ATTENDANCE

Regular and punctual attendance of all employees is essential for efficient College operations. If you are unable to report to work for any reason, contact your supervisor immediately. In the event you cannot reach your supervisor, please leave a voice mail message, or a message with the switchboard. Repeated or frequent absence or tardiness is subject to disciplinary action up to and including termination of employment.

BULLETIN BOARDS

Various bulletin boards are located throughout the campus for your attention and information. Please keep informed of what is happening at Bloomfield by checking these bulletin boards frequently. The Student Affairs Office must approve all notices, etc. prior to posting. Information is also posted on our web site and public folders.

EMERGENCY CLOSING

Weather-Based delays/closings are posted on our website – www.bloomfield.edu. Alerts are on TV- WNBC, & NEWS 12 NJ, Radio 101.5 and a text message is provided to all cell phone users.

In the event the College closes due to weather conditions and you are on vacation or out ill, you will be charged for this time accordingly.
EMERGENCY COMMUNICATION PROCEDURES AND PUBLIC INFORMATION

Staff is welcome to use the College name and stationery for professional purposes. The College also is eager to publicize staff successes in their fields. Please contact the Office of College Relations x780 with your news about staff awards, publications or other accomplishments, or news about events you wish to promote.

Public Information Procedures

In order to disseminate information about the College that is accurate and consistent, the College has established the following procedure for responding to media requests for information. If the media contacts you, please notify the Office of College Relations, x1293 prior to being interviewed by the reporter.

Emergency Communication Procedures

To ensure the well being of the College Community, please refer to the following procedures.

1. In case of any emergency at any time of the day, dial the College Operator at 0 if you are on campus. Off campus, dial 748-9000. The College operators have radio contact with Security at all times. The operator will contact Security and the appropriate administrator on campus.

2. If there is no emergency but you wish to talk with someone in Security, dial ext. 1366, 1367 or 1368 if you are on campus.

3. If it is an emergency for which you would call 911, dial 911. Immediately after calling 911, notify the College operator, who will then contact Security and the appropriate administrator on campus.

4. Refer all non-media calls from local, state and federal agencies, officials or emergency services, or from members of the legal community to the Human Resources Office x201.

5. In case of an accident, be sure to obtain names, addresses, and phone numbers of all witnesses and a written statement of what happened if a witness must leave before police arrive.

6. In case of an emergency or crisis, please refer all media requests for information to the Vice President for College Relations or another designee, who will serve as the College's media Spokesperson.

Note: The College's Crisis Management Team, composed of College officers and staff, has developed an extensive Crisis Management Plan. A copy of the plan is available for your review in the Office of College Relations.
ID'S

College employees are required to have ID pictures taken. This card must be carried at all times while on College property and must be shown to College security personnel upon request. It may also be used as identification when cashing paychecks at Provident Bank. Please call x245 (Student Affairs Dept.) to make an appointment.

NO DISTRIBUTION

Distribution of advertising material, handbills or other literature in working areas of the College at any time is prohibited.

NO SOLICITATION

Solicitation by an employee of another employee is prohibited while either person is on working time. Email forms of solicitation are not allowed as well. Break periods, mealtimes and similar periods are not considered working time.

PARKING

If you expect to drive your car to work, you must obtain a parking permit on line and then pick up the decal in the Bursar’s Office with a copy of the parking rules and regulations. Parking is provided free of charge and a valid permit must be displayed at all times. You are expected to abide by all parking rules and regulations.

PERSONAL INFORMATION

In order to maintain accurate and up-to-date personnel and payroll records, it is requested that you notify the Human Resources Office in the event there is any change in your name, marital status, address, telephone number, withholding tax exemptions, dependents, or other information relative to your employment. Personal information will be held in the strictest confidence.

SAFETY

The College provides safe and sanitary working facilities. All employees are required to follow safety rules and to use safe working methods. If you are aware of an unsafe condition, please help us by reporting it to the Physical Plant Office, extension 263.

SERVICE CENTER (Duplicating/Mailroom)

The printing and duplicating department is located in Richards Hall x1264. Hours are from 8:30am to 6:00pm Monday through Thursday; 8:30am to 4:30pm on Fridays. Supplies may be obtained on Tuesdays and Thursdays and requests for duplicating are done on a "first-come, first-serve" basis.
STAFF WITH DISABILITIES

The College does not discriminate against qualified individuals with regard to any terms or conditions of employment because of such individual’s disability or perceived disability so long as the employee can perform the essential functions of the job. The College recognizes that some individuals may require accommodations to work. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of the job should contact the Coordinator of Services for Disabilities.

TELEPHONES

College phones are to be used for College business only. You are asked to avoid personal calls. Please notify the switchboard operator of time and charges immediately should an emergency require you to make a toll call. You are responsible for reimbursement to the College for any long distance calls that are not work related. Work related calls made from your personal phone are reimbursable.

TRAVEL

Vehicles owned or leased by Bloomfield College to transport Bloomfield College students anywhere off campus must be driven only by designated faculty, staff or professional drivers employed by a bus company.

USE OF COLLEGE FACILITIES - See Appendix I and II

A room reservation is necessary for other than a regularly scheduled class. Reservation forms are available in the Physical Plant Office. Specific policies and procedures are in Appendix I and II. Guidelines for the use of The Robert V. Van Fossan Theater are in Appendix III.

WORK ORDERS

Please call the Physical Plant Office at extension 1263 to place a request for maintenance or custodial services.

ATTENDING OFF CAMPUS MEETINGS/CONFERENCES

Employees who attend conferences and/or meetings off campus are asked to attach conference details, i.e. registration form, etc. on the monthly attendance report.
COMPENSATION

The College provides fair and equitable compensation. In return, the College expects that each employee will do his or her utmost to perform the assigned job. Salaries are normally reviewed annually at the end of each fiscal year - June 30th, and adjustments are made based upon individual merit, the market rates in the area and the financial condition of the College.

OVERTIME

Administration (Exempt): Exempt employees are not entitled to overtime by law.

Staff (Non-exempt): Overtime is paid at the normal hourly rate from 35 to 40 hours. Over 40 hours is paid at time and one-half.

Service (Non-exempt): Overtime paid at time and one-half of the hourly rates for work in excess of 40 hours per week.

For the purposes of calculating overtime, only hours actually worked are considered. Time not worked, including vacation, holidays, sick days, etc., is not considered.

Compensation time in lieu of overtime pay must be used within the pay period in which it is accrued.

NOTE: Non-exempt employees who work on official holidays will be paid double time.

ALL OVERTIME MUST BE APPROVED IN ADVANCE BY YOUR SUPERVISOR AND THE HUMAN RESOURCES OFFICE.

PAY DAYS

Administration/Staff personnel are paid semi-monthly on the 15th and last working day of the month. Should pay day fall on a weekend or holiday, payment will be made on the last working day prior to the weekend or holiday.

Part time personnel who record their hours by using time cards are paid every other Friday. Time cards are due in the Payroll office by 9:00 a.m. on Monday.

Note: Part time employees, recording their hours using time cards, who work over 5 hours (straight), must take an unpaid 30 minute break period.

All paychecks are distributed after 12:00 noon in the Payroll Office, Knox Hall. The College offers Direct Deposit and encourages enrollment in ADP I-Pay. (Contact payroll department x1203 for information).
All employees are required to have a W-4 IRS form on file in the Human Resources Office. Please be sure to make any necessary changes on the W-4 IRS Form immediately as they occur.

Your paycheck may be cashed anywhere you normally bank or directly deposited. We also have an agreement with Provident Bank to cash payroll checks with proper identification. For more information regarding direct deposit, contact the payroll department x1203.

It is against College policy to make salary advances.

**HOLIDAYS**

The College issues a holiday schedule during April for the coming academic year. Normally, fifteen (15) holidays are observed, however, the administration reserves the right to change or designate alternatives when necessary.

You will receive compensation for a holiday, providing you are in pay status on the full workday immediately preceding the holiday and the full workday immediately following the holiday.

**VACATIONS**

Vacation with full compensation is granted only to regular, full-time employees. All earned vacations will be computed from June 1st.

- **Administration** - receive four weeks vacation. Administrators whose service exceeds 25 years will receive an additional week. Those who have worked less than one year as of June 1 will receive vacation prorated for each month of service, not to exceed twenty working days.

- **Staff** - employees who have worked one year or more as of June 1 are entitled to an annual vacation in accordance with the following schedule. Employees who have worked less than one year as of June 1 will be granted vacation prorated for each month of service, not to exceed ten working days.

<table>
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<th>Length of Service</th>
<th>Vacation</th>
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<tr>
<td>1 - 3 years</td>
<td>2 weeks</td>
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<tr>
<td>4 - 10 years</td>
<td>3 weeks</td>
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<tr>
<td>10 - 25 years</td>
<td>4 weeks</td>
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<tr>
<td>25 years or more</td>
<td>5 weeks</td>
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Administrative Assistants - are granted an additional week of vacation per the above schedule during first ten years of service.

Vacations are normally scheduled within the period June 1 through August 31. Your supervisor must approve all vacations in advance.
Vacations are not cumulative and must be taken by June 30th of the following year. Unused vacation time may not be carried to the upcoming year. Compensation in lieu of vacation is not permitted. Vacation time does not accrue during unpaid leaves or periods of disability.

For purposes of calculating vacation time, those employed on or before the 15th day of the month will be treated as if employed on the 1st day of the month.

**PAID SICK LEAVE**

It is recognized that illness may arise which will necessitate absence from work. In such instances it is your responsibility to notify your supervisor immediately and to be prepared to substantiate the reason for absence. The College pays full salary for up to ten (10) sick days a year (January through December). Two of these days may be used as personal days. Those with less than a year's service will accrue one day per month up to ten days. Sick leave is cumulative up to 30 days. No more than 30 days of accrued sick leave may be carried from year to year. The College does not compensate for unused sick leave.

A record of employee attendance is maintained in the Human Resources Office, and in the event of frequent absences, the supervisor will review the matter with you. If an employee becomes ill and has to leave work prior to the end of their workday, they will be charged sick time for the remaining work hours.

The College reserves the right to require an employee returning to work from an illness to consult with a physician and submit a certificate indicating that recovery is complete.

The Human Resources Office must be notified immediately regarding any extended illness or disability since the College provides short and long-term disability benefits. Details are described under medical benefits in this booklet.

**FAMILY AND MEDICAL LEAVE (FMLA)**

The College will provide leaves of absence consistent with the provisions of the Federal Family and Medical Leave Act and the New Jersey Family Leave Act. See Appendix IX and Appendix XVII.

**PERSONAL LEAVES OF ABSENCE NOT COVERED BY FAMILY AND MEDICAL LEAVE**

The College may grant leaves of absence for compelling personal reasons other than those provided for in the Family and Medical Leave Section above. All such leaves are without pay.

Full-time employees may be granted a leave of absence for compelling personal reasons for a period not to exceed six months. A person taking a leave of absence in whole or in part for personal reasons must first utilize and exhaust vacation and sick time as part of the
leave period.
Requests for all leaves of absence, including the reasons therefore, must be made in writing to the employee's department head as far in advance as practical.

During the term of a leave of absence for compelling personal reasons, the employee will not accrue vacation or sick time, seniority or receive benefits, except health and life insurance. During the leave, the individual must make contributory payments to the Human Resources Office for health and life insurance.

An employee who engages in gainful employment during a leave of absence without the prior approval of the Human Resources Office, or who fails to return to work upon the expiration of a leave of absence, shall conclusively be deemed to have resigned. An employee shall be subject to dismissal for falsifying any reason given to the College for the leave of absence.

The College cannot guarantee that a position will be available upon return from a leave of absence. If there is no position available at the expiration of a leave of absence, the person may, upon request, be considered for reemployment for another available position for which he or she is qualified.

MILITARY LEAVE

A person who is leaving the employer to perform military service with the United States will be granted a leave of absence in accordance with law. Upon timely application for re-employment after discharge from military service, the employee will receive all rights and benefits provided by law.

DEATH IN THE IMMEDIATE FAMILY

In the event of a death in your immediate family, you may be excused, with pay, for up to three days. If necessary, longer periods may be taken by using vacation, personal days, or leave without pay. Immediate family is defined as, your spouse, parent, spouse's parent, son, daughter, sister, brother, son-in-law, daughter-in-law, or grandchild.

JURY DUTY

Full time employees who have completed their probationary period and who are called to serve on state or federal juries will be paid for each regularly scheduled day of work they perform jury service to a maximum of ten work days per year for petit jury or twenty work days for grand jury. During this period you are expected to report for work all or part of any day you are not engaged in jury duty. **Proof of attendance is required.**
FRINGE BENEFITS

To provide a measure of protection for yourself and your family, Bloomfield College offers insurance and health benefits. The terms and conditions under which benefits are provided may change from time to time, i.e. type of coverage, percentage of payment by the College or employee, deductibles, and the specific benefits. When the College changes benefit plans, your benefits will be changed in accordance with those plans.

The following is a brief summary of the benefit plans. The College is not an insurer. All claims must be processed in accordance with the rules and regulations of the company providing the insurance to the College. Unless otherwise stated, these benefits are available only to full-time, permanent employees. The College offers health, dental and tuition benefits to same sex partners provided the appropriate forms are completed and notarized.

HEALTH PLANS

OXFORD LIBERTY PLAN

The Oxford Liberty Plan combines a Health Maintenance Organization (HMO) with the conventional indemnity insurance. This health insurance lets you decide to stay "in-plan" with the money saving benefits of an HMO or go "out-of-plan" to your favorite doctor and still receive partial coverage.

**ELIGIBILITY:** First of the month following three months of continuous employment. If you are not a new employee and wish to join, you may do so only at an open enrollment period (currently December for January 1 effective date) or at such a time as you become ineligible for your prior coverage.

**COST:** After three months of employment, you pay 25% of the cost of the plan selected and the College pays 75%.

**HOW TO APPLY FOR BENEFITS:** "In-plan" through Oxford Health Plan "Out-of-plan" forms are available in the Human Resources Office.

OXFORD FREEDOM PLAN

The Oxford Freedom Plan provides an “in-plan” HMO and an “out-of-plan” indemnity insurance based on the same coverage as the Liberty Plan with a larger network of physicians. You pay 27.5% of the cost of the plan and the College pays 72.5%.
**DENTAL PLAN:**

Provides preventive, basic and major services by paying 100% of covered costs for preventative services, 80% for basic and 50% for major services. While preventative services are not subject to a deductible, a $25 annual deductible applies to basic and/or major services.

**ELIGIBILITY:** First of the month following three months of continuous employment. If you are not a new employee and you wish to participate, you may do so only during open enrollment, December with an effective date of January 1st or at such a time as you are no longer eligible for your prior coverage.

**COST:** After three months of employment, you pay 25% of the cost of the plan selected and the College pays the remainder.

**HOW TO APPLY FOR BENEFITS:** Participating dentists have forms. If your dentist is not participating, forms are available in the Human Resources Office.

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**EYEWEAR PLAN:**

The College offers the V.S.P (Vision Signature Plan) to all full time employees. Single coverage is offered at no cost to the employee. Dependent coverage is available at a modest cost.

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**TEMPORARY DISABILITY BENEFITS:**

The Plan continues two-thirds of your salary up to the State established maximum of up to six months in case of disability due to illness or accident, that is not work related. **Benefits are payable beginning on the first day for accidents, and on the eighth day for illness, retroactive to the first day of disability if the insured employee is disabled for twenty-two (22) or more consecutive days.** Vacation time and/or sick time may be used to supplement the disability compensation. You will not accrue vacation and/or sick time during disability.

**ELIGIBILITY:** Immediately, for all employees, including temporary and part-time employees.

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**LONG TERM DISABILITY BENEFITS:**

The Plan provides benefits beginning on the first day of the month following six (6) consecutive months of total disability. This policy carries a waiver of premiums for the College's Pension Plan and Group Life Insurance Plan for those employees who participate in
those plans. Upon being granted long term disability, you are no longer considered an active employee and all benefits are terminated.

ELIGIBILITY: Permanent, full-time employees after one year of employment.

COST: The College pays all costs.

HOW TO APPLY FOR BENEFITS: Human Resources

GROUP LIFE INSURANCE:

The amount of insurance is your annual base salary rounded to the next multiple of $1,000. Insurance includes double indemnity for accidental death, with accidental dismemberment.

ELIGIBILITY: Same as health, dental, and eyewear plans. Thereafter, No open enrollments.

COST: You pay $.26 per month per $1,000 of insurance. The College contributes the remainder.

TRAVEL ACCIDENT INSURANCE:

Up to $100,000 accidental death and $50,000 for dismemberment while traveling on College business payable to your beneficiary.

ELIGIBILITY: Administrators and Faculty.

COST: The College pays all costs.

UNEMPLOYMENT INSURANCE:

Benefits are paid in accordance with New Jersey State Plan.

ELIGIBILITY: The period of time and earnings specified by New Jersey Unemployment laws. All employees, including part-time and temporary employees are covered.

WORKER'S COMPENSATION INSURANCE:

Covers medical costs and continues two-thirds of your salary, up to the State established maximum while disabled because of work-related illness or injury. On the job accidents must be reported to your Supervisor and Physical Plant Office, ext. 263, immediately.

ELIGIBILITY: Immediately for all employees, including part-time and temporary employees.

COST: The College pays all costs.

HOW TO APPLY FOR BENEFITS: Through the Physical Plant Office.
BLOOMFIELD COLLEGE RETIREMENT PLAN:

The College offers the retirement plan provided by Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF).

ELIGIBILITY: Participation is voluntary upon completion of three months employment.

OPTIONS:  A. The College will contribute 10% of your annual base salary which must be combined with a 5% contribution by you.

B. The College will contribute 5% of your annual base salary if you make no contribution from your salary. This will ensure that you are in the retirement plan, but will not provide the recommended 15%.

BLOOMFIELD COLLEGE SUPPLEMENTAL RETIREMENT ANNUITIES (RAs, SRAs, GSRAs):

The College offers tax-deferred annuities for people who want to set aside extra retirement savings. You can contribute an amount up to the maximum permitted by the Internal Revenue Code. There is no College match.

WEB SITE:
TIAA-CREF maintains a web site at TIAA-CREF.org. In order to set up an account you must first register and use our contract number 103123 for an RA and 103122 for an SRA. Please be sure to provide Human Resources with a copy of your account information.

SOCIAL SECURITY: (FICA)

Retirement, disability and survivors benefits in accordance with Federal law.

ELIGIBILITY: Immediately, for all employees, including part-time and temporary employees.

LONG TERM CARE INSURANCE

This insurance is not a part of the College benefits package, but is provided as a contract between the employee and John Hancock Life Insurance Co. For information you may call John Hancock Customer Service Center at 1-800-711-9407.

NEW JERSEY MANUFACTURERS INSURANCE

The College offers employees the option to obtain car, and/or homeowners insurance through New Jersey Manufacturers Insurance. In addition to paying a lower rate, every policyholder that NJM agrees to insure, is eligible to receive a dividend – a percentage of the premium back each year. To learn more, call NJM customer service – 800-232-6600.
TUITION BENEFITS

FULL TIME STAFF

Bloomfield College encourages any staff member to enroll in Bloomfield College undergraduate classes. Those eligible as stipulated below will be granted full tuition beyond any student financial aid. Eligibility is subject to the four restrictions below:

- The employee must possess the requirements for admission to the College and be admitted as a regular student. The employee must also maintain good standing and satisfactory progress. For the purposes of this program, “satisfactory progress” is interpreted to mean receipt of grades of C or better in earlier courses.

- This benefit applies to tuition only: any and all associated fees are the responsibility of the employee.

- Courses may not be taken during working hours associated with the employment position (including the lunch hour). Exceptions are only possible during the last academic year before graduation (if a course required for graduation is not taught at any alternative time.)

- Courses may only be taken on a space available basis. In order to accommodate our regular students, registration must take place at the end of the normal registration period.

To be eligible for this benefit, the staff member must be employed at the beginning of a term of study. The tuition benefit does not include health insurance fees. This benefit does not include non-credit courses.

Employees need not apply for financial aid to receive this benefit. However the financial aid office is available to help apply for funds which could help pay for books, supplies and fees beyond the cost of tuition up to the amount of 7% of the total semester’s tuition cost. Refunds are not given for unused portions of the benefit.

Independent Studies are available for a reduced rate for full time employees in need of the course for graduation. (Please see Human Resources for details).

This benefit does include courses needed to obtain a teacher’s certificate.
SPOUSE, SAME-SEX DOMESTIC PARTNER OR LEGAL DEPENDENTS

Dependents are also eligible for a full tuition benefit after a staff member has completed one year of full-time employment. (This includes staff members who are on 10-month appointments during the academic year.) A dependent is defined as an individual under the age of 25 who is listed as a deduction on tax form 1040. A copy of the most recent 1040 tax form may be required. Eligible dependents must pay all associated fees. This benefit does not include non-credit courses.

A spouse or dependent who has been admitted to Bloomfield College as a regular full time student seeking a first undergraduate bachelor’s degree may pursue that degree on a tuition-free basis. Such a student is not subject to the “space available” restriction. Dependents must maintain good standing and satisfactory progress. For the purposes of this program, “satisfactory progress” is interpreted to mean receipt of grades of “C” or better in earlier courses.

This benefit applies to tuition only: any and all associated fees are the responsibility of the employee.

Employee dependents need not apply for financial aid to receive this benefit. However the financial aid office is available to help apply for funds which could help pay for books, supplies and fees beyond the cost of tuition up to the amount of 7% of the total semester’s tuition cost. Refunds are not given for unused portions of the benefit.

This benefit does not cover affiliated programs on other campuses.

Audit and Life Learning Assessment fees are considered tuition for the purpose of this benefit.

PART-TIME EMPLOYEES

A part-time employee who is scheduled to work a minimum of 20 hours per week/1,000 hours per year may take undergraduate Credit courses at Bloomfield College on a reduced tuition basis as follows:

FOR YOURSELF: After three months of employment, you may take one (1) course per semester (fall, spring, summer).
FOR YOUR SPOUSE, SAME-SEX DOMESTIC PARTNER & LEGAL DEPENDENTS:
Upon your completion of one full year of employment, one (1) course per semester (fall, spring, summer) is allowed. Eligible dependents must be below the age of 25 and must pay all associated fees. This benefit does not include non-credit courses.

Courses may only be taken on a space available basis. In order to accommodate our regular students, registration must take place at the end of the normal registration period.

Revised 6.1.2011

GRADUATE (MASTER’S) PROGRAM TUITION ASSISTANCE

Tuition assistance for graduate courses towards a Master’s degree may be available for those individuals who have been employed by the College on a full time basis for a minimum of (1) year. Applications may be obtained from the Human Resources Office. Courses must be at a graduate level at an accredited institution and must not conflict with the employee’s working hours. Maximum assistance is $1,000 per semester. Applications are due by December 1st for Spring semester and August 1st for Fall semester.

TUITION EXCHANGE PROGRAM -

The College participates in three tuition exchange programs that allow dependents to attend other colleges.

A complete explanation of the Tuition Exchange Program is available on the Bloomfield College website.

GRIEVANCE PROCEDURE

Although we all try our best to solve problems and avoid complaints, we realize that not all decisions will please everyone every time. For that reason, the College has developed a grievance procedure. The grievance procedure is designed to enable you to have your problem or complaint considered by the College promptly.

To enable the College to give your problem or complaint the prompt and careful consideration it deserves, we ask that you follow the steps of the grievance procedure.

Steps 1: You should discuss the problem with your immediate supervisor. In many cases, your supervisor will be able to solve the problem or answer your question on the spot. If your supervisor cannot solve the problem within three (3) working days, you should discuss the problem with your department head.

2: In almost all cases, your department head will be
able to answer your questions or resolve the problem. If he or she cannot do so within one week, you may proceed to the third step.

3: This option offers a confidential discussion of the problem with the Human Resources Office. The outcome may resolve the issue or necessitate proceeding to Step 4.

4: The appeal to the AAO/EEO Hearing Officer is the final step in the grievance procedure. Your appeal should be made in writing as promptly as possible after the completion of the second or third step.

We hope we can solve any problems you may have at Bloomfield College through the grievance procedure. It is possible, however, that in some cases a policy of the College will conflict with your needs. In those cases, while we may not be able to grant your request, we will at least be able to explain to you our reasons for not doing so.

TERMINATION OF EMPLOYMENT

Employment with the College may be terminated in one of three ways: resignation, retirement, or discharge.

RESIGNATION

If you resign from your position, you are requested to submit a letter of resignation to your supervisor. The period between the date of notice and last day of employment must not include vacation time. Notice must be equal to the number of weeks vacation you receive as an administrator or staff member. Failure to do so will result in loss of accrued vacation pay.

RETIREMENT - See Appendix VIII
Retiring full time employees who have attained age 60 but not yet 65 are eligible for health care benefits as described in Appendix VIII.

DISCHARGE

Employment with the College is at will. As such, the College is free to terminate your employment with or without cause at any time.

EXIT INTERVIEW

When leaving the College's employ for any reason, an exit interview is required with Human Resources. At that time, keys and ID card will be returned and you will be asked to complete an exit interview form.
COBRA

Title X of COBRA requires an employer maintaining a group health insurance plan to continue to offer health insurance coverage to terminated employees and their dependents for up to eighteen months. Employees are notified of COBRA options directly from the health care provider.

BLOOMFIELD COLLEGE POLICY ON ACCEPTABLE USE OF ITS TECHNOLOGY RESOURCES

This policy is available on our website at www.bloomfield.edu

GENERAL INFORMATION

BOOKSTORE

Barnes & Noble manages the College Bookstore. It welcomes College employees. In addition to textbooks, various items are available including candy, magazines, clothing, gifts, etc. You should feel free to stop in anytime and browse.

CAFETERIA

The cafeteria is located in Schweitzer Hall and College employees are encouraged to make use of this facility. Breakfast, lunch and dinner are available on a per meal basis. Meal tickets are available to all employees at a reduced rate.

DRUG FREE WORKPLACE POLICY – See Appendix XVI

Bloomfield College has developed and is implementing this Policy to make a good faith effort to provide employees and students with an environment free of unlawful drugs. The College is committed to providing all employees with a workplace free from the effects of unlawful drugs. Because of its special role as an educational institution providing academic, social, and cultural guidance to students, the College is also committed to maintaining an educational atmosphere for its students free from the effects of unlawful drugs. This policy may be viewed in its entirety on the College’s website.

HEALTH SERVICES

The Health Service Office x1360 is located in the Student Center, Second Floor. Monday – Friday 8:30am – 4:30pm. This office provides first aid for minor injuries and illness. The office also sponsors a blood drive on campus each semester. The donation process is safe, simple and takes about an hour. Further details and directions for donating blood will be sent out at the appropriate time.
KEY POLICY

Keys to College buildings are your responsibility. Lost keys must be reported immediately to the security office. There is a charge for the replacement of lost keys.

LIBRARY

The College Library contains a wide variety of reference materials, magazines, periodicals, computer lab, fiction and non-fiction books, screening room, etc. Hours are posted. They are reduced when classes are not in session. The Media Center is located on the lower level and has audio-visual equipment, videotapes, etc. for College use. Services can be accessed at our website, www.bloomfield.edu through the Library page.

LIFE THREATENING ILLNESSES AND CONTAGIOUS DISEASES— See Appendix VI

Bloomfield recognizes that members of the College community with life-threatening illnesses and non-contagious diseases, such as cancer, heart disease, Acquired Immune Deficiency Syndrome (AIDS), may wish to continue to pursue as many of their normal activities as their condition allows, including working and attending classes. Further, Bloomfield College recognizes that continuing to work, attend classes, and in general pursuing normal activities can be therapeutically important in the person's remission or recovery process. As long as the person's specific situation can be shown to satisfy two conditions set forth in Appendix VII, he or she will be allowed to continue in the work or attend class and will be treated in the same manner as other persons.

LOST AND FOUND

The Lost and Found Department is in the Security Office (lower level of 225 Liberty Street), ext. 1366 or 1367.

NOTARY PUBLIC

Employees who need the services of a notary should contact the Human Resources Office, ext. 1201.

PARTIES

All parties must be scheduled to begin at the end of the workday or during lunch hour (12-1 or 1-2). Exceptions require Officer approval.

The College will pay for cake, cookies, fruit, coffee, soft drinks for any event related to a retiring faculty or staff member who has been at the College for 20 years or more.
STUDENT ACTIVITY ADVISOR/STUDENT GOVERNMENT OFFICER

College employees are sometimes asked to serve as Advisors to student organizations and/or run for office in Student Government. Before such involvement is permitted, the employee must receive permission from his or her supervisor and the Office of Student Affairs. It is clearly understood that any such service to the College is voluntary and unpaid, and must be done on the employee's own time, outside of normal working hours. The intention of this procedure is to minimize the possibility of conflict of interest.

TEACHING ASSIGNMENTS DURING NORMAL WORK HOURS

It is College policy that full time employees are not to take on teaching or other overload responsibilities during their normal working hours. There are some full-time positions that carry teaching assignments as part of their responsibilities, but these must be regarded as part of the basic appointment and cannot carry additional compensation.

Teaching assignments outside of normal working hours are permitted. It must be clear from requests for after-hours teaching assignments that the additional duties will not interfere with normal working hour responsibilities.

January 17, 2007
APPENDIX I

POLICY FOR USE OF STUDENT CENTER FACILITIES

Campus Groups

Reservation of Facilities: Preference shall be given to student, faculty, and staff requests for activities or programs primarily for the College community, providing such reservation is made not less than two weeks prior to the event and the space is available.

Procedures: 1. Contact x300 for Student Center use.

2. The sponsoring individual or group must obtain and complete the appropriate Facility Reservation Form in order for a space confirmation to be made.

3. Assignment of space, with consideration for the appropriateness of the activity, shall be determined prior to approval.

4. The sponsoring individual or group is responsible for costs if special services necessary to support their activities are required (i.e., security, housekeeping, overtime). Any costs resulting from damage or loss shall be borne by the sponsor.

5. Food and beverages are prohibited in the Bookstore. Food and beverages in any meeting room or activity area within the Student Center, except the Snack Bar, require special permission.

Non-Campus Groups

Reservation of Facilities: No reservation can be confirmed earlier than six weeks prior to the event. Consideration shall be given to outside groups if a member of the College community makes the request and/or the purpose is beneficial to the College program.
Procedures:

1. Reserve space in Westminster 110 & Talbott Hall Rotunda through the Physical Plant Office, ext. 1263.

2. The sponsoring individual or group must obtain and complete the appropriate Facility Reservation Form in order for a space confirmation to be made.

3. Assignment of space, with consideration for the appropriateness of the activity, shall be determined prior to approval.

4. Generally, reservation of space shall be restricted to "not for profit" groups. A request may be made for evidence of general liability insurance and agreement to a "hold harmless" clause. Reservation of facilities by outside individuals or groups may involve the imposition of a room rental and custodial fee.

5. The sponsoring individual or group is responsible for costs if special services are necessary to support their activity (i.e. security, housekeeping, overtime). Any costs resulting from damage or loss shall be borne by the sponsor.

6. Food and beverages are prohibited in the Bookstore. Food and beverages in any meeting room or activity area within the College Center, except the Snack Bar, will require special permission.
APPENDIX II

POLICY AND PROCEDURES FOR RESERVING SPACE

1.) Immediately upon determining space needs, date and time, contact the Physical Plant office, Richards Hall, extension 1263 for set-ups.

   Certain information is needed to make the reservation.

   (a) Organization or person sponsoring activity.

      (1) Student Activities need permission from Office of Student Activities.

   (b) Date and time of beginning and end of Activity.

   (c) Space Desired (usually based on expected attendance).

      (1) In cases where the space desired is already reserved, we will endeavor to find an alternate space.

   (d) Type of room setup desired, i.e., tables and chairs, chairs only, etc. Equipment is limited to what is available. Contact x1263 for information.

   (e) Certain activities may need the presence of a Custodian and/or Security at $15.23 per hour per person. (Weekends $22.84 per hr.)

   (f) Where food or beverage is to be consumed, contact the Cafeteria Manager for menu, cost, etc. Extension 1353.

   (g) When alcoholic beverages are being served and tickets or money are collected, a liquor license is required.

2.) The reservation will be confirmed in writing to the person making the reservation.

3.) It is suggested that the reservation request be made at least two weeks in advance since space on campus is at a premium.

4.) **Campus facilities are primarily used for educational purposes.** It is College policy not to permit employees to use its facilities for personal use with one exception - Alumni and current employees are permitted to use campus facilities only for a wedding ceremony based on approval and availability. Procedures for reserving space are detailed above.
APPENDIX III
POLICY & PROCEDURES FOR USE OF WESTMINSTER ARTS CENTER

Reservation of Facilities: The arts center is a performance space to be utilized by the faculty, staff, and students for events that are in need of performance/presentation facilities that benefit the College community.

PROCEDURES

1. Reserve space through the Arts Center Managing Director Office; telephone 748-9000, ext. 1343.
2. The faculty requesting the space must obtain and complete the appropriate Facility Reservation Form in order for a space confirmation to be made. (This includes date, start and end times with the set-up and clean-up, equipment needed, if green room is being requested, and type of event.)
3. Assignment of space, with consideration for the appropriateness of the activity, shall be determined prior to approval.
4. The sponsoring individual or group is responsible for costs if special services necessary to support their activities are required (i.e., security, housekeeping, overtime). Any costs resulting from damage or loss shall be borne by the sponsor.
5. The reservation will be confirmed in email to the person making the reservation after the form has been submitted.

COSTS

1. There is no charge to faculty for the use of the theater. (This includes general lighting, podium mike, tables, chairs, and other basic set-up items.)
2. There is an hourly charge for technical support. (Access to the booth and operation of the theater's lighting and sound systems is limited to the theater's technical staff.) Technical support may not be available for all dates, so if you do need it, make sure this is noted on the Reservation Form so that staffing can be provided.
3. All users agree to be liable for any damage or theft of equipment occurring during their occupancy. The department hosting the event will be responsible if something occurs.
4. There is no charge for burnt bulbs in the stage lights, or other such items that fail due to normal wear and tear.

MAINTENANCE OF THE SPACE

1. Food and beverages are prohibited in the theater. Food and beverages are to be kept in the lobby and not to be taken into the theater.
2. No smoking anywhere in the theater.
3. Organizations are requested to clean up entire area after event.

PLEASE NOTE

The BCWAC calendar is put together each spring for the following school calendar year as groups that rent the space must plan, market, and promote their seasons: thereby needing to set dates in the facility. The same is true of annual College events that take place in the theater and those are put on the calendar (many times) a year in advance. As the space is in high demand, those faculty requesting should do so early to reserve their dates.
APPENDIX IV

SEXUAL HARASSMENT

The College has a policy to ensure that all employees of Bloomfield College have a work and learning environment free of any type of discrimination, including freedom from sexual harassment.

Policy - The U.S. Equal Employment Opportunity Commission (E.E.O.C.) has issued guidelines which treat sexual harassment as illegal sex discrimination under the Civil Rights Act of 1964. Bloomfield College agrees with the sexual harassment guidelines because effective working relationships between employees and effective learning relationships between staff, faculty and students must be based upon mutual respect.

Bloomfield College prohibits sexual harassment of its employees and students in any form. Such conduct may result in disciplinary action up to and including dismissal.

Specifically, no supervisory employee shall threaten or insinuate, either directly or indirectly, that an employee's refusal to submit to sexual advances will adversely affect the employee's continued employment, evaluation, compensation, assignment, advancement, or any other condition of employment. Similarly, no supervisory employee shall promise or suggest, either directly or indirectly, that an employee's submission to sexual advances will result in any improvement in any term or condition of employment for the employee.

In addition, no supervisory or non-supervisory employee shall threaten or insinuate, either directly or indirectly, that a student's refusal to submit to sexual advances will adversely affect the student's continued enrollment, grades, advancement, student status, or any other condition of enrollment at Bloomfield College. Similarly, no supervisory or non-supervisory employee shall promise or suggest, either directly or indirectly, that a student's submission to sexual advances will result in any improvement in a student's grades, advancement, student status, or other condition of enrollment at Bloomfield College. A staff member or faculty member's relations with students shall be limited to those, which are consistent with and necessary to the performance of the staff member or faculty member's duties as an employee of Bloomfield College. Sexual relations between students and staff members, whether consensual or nonconsensual, are strictly prohibited. Consent by the student involved will not alleviate an employee from disciplinary action under this policy. Other sexually harassing conduct at Bloomfield College whether committed by supervisory or non-supervisory personnel, is also prohibited. This includes the following:
- offensive sexual flirtations, advances, propositions;
- verbal abuse of a sexual nature;
- the telling of obscene jokes or display of sexually graphic pictures or objects in the workplace or classroom;
- obscene comments about an individual or comparing a person to risqué pictures, drawing, cartoons, etc.;
- unnecessary discussion of sex and sexuality in the classroom;
- repeated requests to have lunch, dinner, etc.;
- repeated requests that an employee or student stand, sit or move closer, or insistence on private meetings behind closed doors; and
- unnecessary offensive touching of an employee or student, such as patting, pinching, grabbing, hugging, and repeated brushing against another employee or student's body.

Bloomfield College also prohibits harassing conduct directed at an individual because of his or her sex, even if the conduct is not sexual in nature. Therefore, no supervisory or non-supervisory employee shall harass or discriminate against any staff member, faculty member, or student because of his or her sex by verbally abusing him or her, increasing his or her workload, grading him or her differently than students of the opposite sex, or treating him or her differently than members of the opposite sex.

Bloomfield College also prohibits a supervisory or non-supervisory employee from harassing or discriminating against any staff member, faculty member or student because that individual fails to conform to behavioral norms traditionally associated with the individual’s sex. For example, a male individual should not be harassed because he acts effeminately or otherwise fails to confirm to a male stereo-type. In addition, no supervisory or non-supervisory employee shall harass or discriminate against any staff member, faculty member or student because of the student’s sexual orientation or trans-sexuality.

Complaint Procedure - Any employee who feels he or she has been subjected to sexual harassment should report the incident in writing directly to the AAO/EEO Officer. Any student who feels he or she has been subjected to sexual harassment should report the incident immediately to the Dean of Students.

Investigation Procedure - In the case of an employee complaint, the AAO/EEO Officer shall investigate the facts of the incident and determine the validity of the complaint. In the case of a student complaint, the Dean of Students shall investigate the facts of the incident and determine the validity of the complaint.

Persons who refuse to participate in the investigation or who provide false information will be subject to discipline up to and including termination. Confidentiality will be maintained to the extent practicable.
If the AAO/EEO Officer or Dean of Students determines the complaint to be valid, the offender will face immediate and appropriate disciplinary action based upon the severity of the charge and the history of past charges, if any, against the offender. Disciplinary action may include a written warning, suspension, demotion, and/or termination of employment.

All employees are prohibited from taking retaliatory action of any kind against an employee because the employee made a good faith complaint about sexual harassment.

Privacy - To the extent possible, all persons involved in a complaint of sexual harassment will be given the utmost protection of privacy.

Please note that the College Media Center, lower level of the Library, provides an excellent video on Sexual Harassment in the workplace and classroom. It takes approximately 20 minutes, you may borrow the video for home viewing or use the library viewing room. If you have any questions, contact x370 for information.

Approved by Resolution - Board of Trustees Mtg. 6/25/92
Revised by Counsel - McMoran & Assoc. 1/2012
APPENDIX V

ALCOHOL RELATED EVENTS

The State Division of Alcoholic Beverage Control requires us to comply with state regulations when holding a campus event where alcohol is served.

CRITERIA:

1. IS THE FUNCTION (I.E. PARTY, RECEPTION, DINNER, GET-TOGETHER) OPEN TO THE COLLEGE COMMUNITY OR GENERAL PUBLIC?

2. WILL STUDENTS OR GUESTS UNDER 21 BE PRESENT?

3. IS THERE A TICKET CHARGE OR A DOOR CHARGE?

4. WILL ALCOHOL BE SOLD?

If your event answers "yes" to any of these questions, you must obtain an alcohol permit.

TO OBTAIN AN ALCOHOL PERMIT YOU MUST:

1. Obtain application from the Town Clerk's Office at Town Hall.

2. The Director of Center for Student Leadership & Engagement, the Town Clerk’s Office with a Town Seal, and the Bloomfield Chief of Police must sign application.

3. Mail approved permits to the Division of Alcohol Beverage Control and include the following:
   a. Certified bank check or money order - $75.00 made out to Division of Alcoholic Beverage Control.
   b. Floor plan of event to include placement of tables roped area-restricting access to students or guests under 21 and placement of security guards.
   c. Letter of approval from Director of CSLE.

NOTE: WHEN SERVING ALCOHOL - NON-ALCOHOLIC BEVERAGES MUST BE MADE AVAILABLE.
APPENDIX VI

BLOOMFIELD COLLEGE POLICY ON LIFE THREATENING ILLNESSES AND CONTAGIOUS DISEASES

I. Statement of General Policy

Bloomfield College recognizes that members of the College community with life-threatening illnesses and non-contagious diseases, such as cancer, heart disease, Acquired Immune Deficiency Syndrome (AIDS), may wish to continue to pursue as many of their normal activities as their condition allows, including working and attending classes. Further, Bloomfield College recognizes that continuing to work, attend classes, and in general pursuing normal activities can be therapeutically important in the person's remission or recovery process. As long as the person's specific situation can be shown to satisfy the following two conditions, he or she will be allowed to continue in the work or attend class and will be treated in the same manner as other persons.

1. In case of work, the person must be able to meet the minimum performance standards for the position held and perform the essential functions of his/her job with or without reasonable accommodation. For students, the student must be able to attend classes on a regular basis.

2. The particular disease must not create an actual health risk to members of the College Community. In determining whether an actual health risk is created, an inquiry must include consideration of:
   a. the nature of the risk (how the disease is transmitted),
   b. the duration of the risk (how long the particular carrier is infectious),
   c. the severity of the risk (what is the potential harm to third parties), and
   d. the probabilities the disease will be transmitted and will cause varying degrees of harm. (See Section V.)

II. Available Counseling and Educational Resources

The College will offer (through Health Services) the following counseling and educational services related to this issue of life-threatening illnesses and contagious diseases, all of which are administered on a strictly confidential basis:

1. Information packages on specific life-threatening illnesses and contagious diseases are available for review and/or distribution for the purpose of education of members of the College Community.

2. Referrals can be made to outside agencies and organizations designed to assist individuals suffering from life-threatening illnesses or contagious diseases.
3. Counseling sessions can be arranged to assist employees in effectively managing their health, leave and other College provided benefits.

III. Management Guidelines

When dealing with situations involving members of the College community with life-threatening illnesses or contagious diseases, the guidelines below shall be followed:

1. A person's health condition is a personal and private matter, and all reasonable precautions shall be taken to protect the confidentiality of any information, which relates to such a condition.

2. The College will determine if a statement should be obtained from the person's attending physician, or from a physician appointed by the College to examine the person, affirming that the person's continued presence at the College will not pose a health and/or safety threat to that person or to any other member of the college community.

3. The College will make reasonable accommodations requested by members of the College Community with life-threatening illnesses or contagious diseases which would assist them in continuing in their present position, as long as these accommodations are reasonable and consistent with the operating needs of the College.

4. The College will encourage members of the College Community with life-threatening illnesses or contagious diseases to contact the Health Services regarding available counseling and educational services.

5. The College will address any concerns expressed by other members of the College Community about continued work relationships with persons who have a life-threatening illness or contagious disease by: 1) emphasizing the College commitment to ensuring that continued presence at work will not pose any health and/or safety threat to the person in question, or to any other member of the College Community, and 2) referring co-workers to Health Services for educational materials concerning the specific illnesses involved.

IV. Contagious Diseases

1. Definitions

Contagious Disease is any disease which can be transmitted to another individual and includes but is not limited to, such diseases as Tuberculosis, Polio, AIDS, Hepatitis, Venereal Diseases and any other disease which poses a significant health threat to any member of the College Community.
College Community is defined as any member of the student body, faculty, staff or invitee of the College.

2. Individual Responsibilities

a. All members of the College Community are responsible to inform the College Health Service as soon as possible if they know or suspect they have contracted or been exposed to any contagious disease which may be threatening to themselves or any member of the College Community.

b. Any member of the College Community on an approved medical leave of absence due to a contagious illness must provide a return to school authorization from their private physician at least one week prior to the expected date of return, unless otherwise approved.

c. Members of the College Community will not be excused on their own request from providing services to students who have a contagious disease. The College Health Service will provide direction and counseling on the nature of the disease and its risks and on ways to minimize exposure.

d. The College will investigate every instance where potential exposure exists by any member of the College Community. In each case, follow-up and determination of an appropriate course of action (including employee/student education if necessary) will be taken by the College on a case by case basis.

3. Evaluation of Health Status

The College has established a Contagious Diseases Committee (CDC) to evaluate members of the College Community who suffer from a contagious disease. The CDC is responsible for evaluating members of the College Community who suffer from a contagious disease. The CDC will conduct an inquiry, which will include "finding out facts, based on reasonable medical judgments given the state of medical knowledge, about

a. the nature of the risk (how the disease is transmitted),
b. the duration of the risk (how long is the carrier infectious),
c. the severity of the risk (what is the potential harm to third parties), and
d. the probabilities the disease will be transmitted and will cause varying degrees of harm."

Such inquiry will be made based on available medical information including, but not limited to, the person's physician, personal health records, and examination by the College Health Service and/or the designated College physician.

The CDC shall also periodically review and/or re-evaluate the health status of persons with contagious diseases, review changes and developments in the law affecting the College's Contagious Diseases
Policy, and make appropriate recommendations to the President of the College.

4. Confidentiality

Inquiries and minutes of the College Health Service and the CDC will be strictly confidential and maintained apart from academic records.

V. Health Services

1. Bloomfield College Health Services should be familiar with sources of testing for contagious diseases including antibody to HIV, and should be able to refer students or employees requesting such testing. Care providers should understand the capabilities and limitations of the tests, and should be able to counsel, or find counseling, for those desiring to be tested. No testing will be done on campus, and testing should be done only where it is confidential or anonymous, and where pre-and post-testing counseling is available.

2. Those who are known to be immunologically compromised should be excused from the institution requirements for certain vaccinations, notably measles and rubella vaccines, as those vaccinations may lead to serious consequences in those with poorly functioning immune systems.

3. Bloomfield College will adopt safety guidelines as proposed by the Public Health Service for the handling of blood and body fluids of persons with contagious diseases, including hepatitis-B, AIDS, chronic HIV infection, or a positive HIV antibody test.

4. The College Health Service must strictly observe public health reporting requirements for contagious disease, including AIDS. People who meet criteria for the revised surveillance definitions of AIDS must be reported to the local public health authorities.

5. College Health Services should use disposable, one-user needles and other equipment whenever such equipment will puncture the skin or mucous membranes of patients. Health care officials should not rely on students or employees to identify themselves as having contagious diseases such as hepatitis-B, AIDS, chronic HIV infection, or a positive HIV antibody test, since many infected persons are unaware of their status. Safety precautions must be used in all cases.

VI. Residential Housing

Decisions about housing for students with contagious diseases must be made on a case-by-case basis.
VII. Safety Precautions

The College will or shall adopt safety guidelines for the handling of blood and body fluids of all students and employees in other settings as well.

Laboratories used in teaching context, such as those required in biology courses, should be safe experiences. Procedures for the decontamination of environmental surfaces and objects soiled by blood or body fluids should be adopted and implemented. Laboratory courses requiring exposure to blood, such as finger pricks for blood typing or examinations should use disposable equipment and no lancets or other bloodletting devices should be shared. No students should be required to obtain or process the blood of others. The Public Health Service guidelines noted above, include information about disinfecting or environmental surfaces; a simple method they recommend is the cleaning of contaminated surfaces with household bleach freshly diluted 1.10 in water. These guidelines are College policy with the exception of some particular off campus course i.e. nursing.

VIII. General Policy

As an educational institution, Bloomfield College is committed to the development of effective health education programs to educate students on such matters as sexually transmitted diseases, alcohol and drugs, HIV and AIDS, (steroid injections, acquaintance rape, and sexual assault).

There are three elements to the educational program:

1. The availability of educational materials on campus;
2. Referral to appropriate counseling services; and
3. Workshops on such specific health concerns as HIV and AIDS

The Bloomfield College Task Force on AIDS has made specific recommendations on education, which will be focused, into an AID Awareness Workshop to be held. The workshop will be voluntary and will be open to all members of the College Community.

Adopted 9/90
NEWVII
RETIREMENT BENEFITS

Retiring full-time employees who have attained age 60; have completed at least 20 years of service with the College; and who were insured under the College's health care program prior to retirement may retain coverage (Retiree only) under that plan until the end of the month in which the retired employee attains age 65. Retirees must pay 50% of the premium cost of the plan selected.

All current full-time employees who have completed five years of service with the College as of July 1, 1989 are exempt from the 20 years service and will be eligible for retiree hospitalization coverage, provided that they retire from the College having attained at least age 60 and they had such coverage immediately prior to retirement until the end of the month in which the retired employee attains age 65.

It is important to note that application for Medicare should begin three months prior to reaching age 65. To cover some or all of the costs Medicare does not cover, a supplement is necessary. Medicare covers only services that are medically necessary and charges that are considered reasonable. AARP provides supplemental coverage and offers toll free consultation services, 1-800-523-5800.
The following policy is being implemented pursuant to the federal Family and Medical Leave Act of 1993, (the "Act") and the New Jersey Family Leave Act ("NJFLA"). This policy supersedes all previously used medical, child-care, family and maternity leave policies either written or oral. The provisions of this policy are intended to provide exactly the benefits of the statutes. When interpretation of the policy is required, the College will refer to the terms of the Act and NJFLA, and relevant case law and the most current regulations interpreting the Act and NJFLA. Where NJFLA requires benefits different from the Act, the College will apply whichever law is more beneficial to the employee requesting the leave.

Eligibility

To be eligible for any type of leave under the Act, an employee must:

· Have worked for the College for at least one year;
· Have worked at least 1,250 hours in the twelve (12) months preceding the leave; and

Reasons for Leave

An eligible employee is entitled to up to 12 work weeks of unpaid leave during any rolling 12-month period measured backward from the date leave is taken for any of the following reasons:

· To care for the employee's child after birth or because of the placement of a child with the employee for adoption or foster care;
· To care for the employee's spouse, child, parent, or parent-in-law who has a serious health condition;
· For the employee's own serious health condition which causes the employee to be unable to perform the functions of the employee's position.

Advance Notice and Medical Certification

An eligible employee must provide the College with advanced notice of a need for leaves as follows:

· Thirty (30) days advance notice when the need for the leave is foreseeable;
· If the leave is not foreseeable, notice must be provided as soon as practicable;
· Where an employee requests leave to care for a seriously ill
family member or to care for the employee's own serious illness, the employee requesting leave must provide the College with medical certification from the health care provider. Employees must provide certification on a form available from the Benefits Manager within fifteen (15) calendar days. The College may require a second or third medical opinion at its expense.

**Benefits** When an eligible employee satisfies the requirements, the following will be granted:

- Unpaid leaves of absence for up to twelve (12) weeks within any rolling 12-month period measured backward from the date leave is taken. Leaves granted for childcare must be taken within twelve (12) months of the birth or placement for adoption of a child and must be taken in one continuous period. Leaves granted for serious medical conditions may be taken in smaller segments if such a schedule is medically necessary. If a foreseeable leave is taken intermittently, an employee may be asked to transfer temporarily to an available alternate position, with equivalent pay and benefits, in order to better accommodate the recurring period of the leave;

- During leave, the College will continue the health care benefits an employee has prior to leave in the same manner as benefits are maintained for active employees, provided the employee makes any contributions required of similarly-situated active employees;

- Upon return from leave, employees will be restored to the same jobs they held before going on leave or to an equivalent position. However, if an employee on leave would have been laid off or otherwise discharged if not on leave, that employee will not be restored to any position subsequent to leave;

- Employees will not accrue seniority or other benefits during any period of leave.

**Miscellaneous Provisions:**

- The highest paid 10% of employees (as defined by the previous calendar year’s W-2 earnings) are not guaranteed an equivalent position upon return if the job restoration would cause substantial and grievous economic injury to the College. If the College plans to invoke this provision, the employee will be notified;

- Persons granted leave who do not return to work will be required to reimburse the College for the total cost of insurance premiums for the leave time if the reason for failing to return is not for the employee's own health reasons;

- In the case of spouses, both of whom work for the College, they
will be allowed up to a combined total of twelve (12) weeks for
leaves granted for the birth or adoption of a child, or to care
for a seriously ill parent, or parent-in-law;

- Employees will be required to first use and exhaust all
  available paid vacation during any leave granted under this
  policy, and the vacation time will count toward the twelve (12)
  weeks;

- Any paid sick time taken during a leave for the employee's
  serious health reason, including recovering from pregnancy,
  will be counted toward the twelve (12) week limit;

- If the leave is for planned medical treatment, the employee
  shall schedule the leave so as to create minimum disruption to
  the College;

- Employee must present a return to work authorization form from
  their doctor following a medical leave taken due to the
  employee's own illness;

- Any employee who engages in gainful employment during a
  leave of absence shall conclusively be deemed to have resigned.
APPENDIX IX
STATE OF NEW JERSEY POLICY ON PAID FAMILY LEAVE
7.01.2009

Paid Family Leave

Effective July 1, 2009, eligible employees may be entitled to temporary disability benefits to care for newborn or adopted children or seriously ill family members for up to six weeks in any 12 month period.

Eligible Employees

Full and part time employees are eligible for paid family leave based on the amount of wages paid over a period of “base weeks”. Currently, an employee qualifies who has earned either: 1) $143 or more per week for 20 consecutive weeks; or 2) $7,200 or more for the 52 weeks prior to filing a claim for benefits.

Amount of Benefit

An employee may receive two-thirds of his or her weekly compensation up to $524 per week, for up to six weeks, during any 12 month period. If the employee takes intermittent leave as explained below, the employee is eligible to receive up to $74.85 per day, for up to 42 days during any 12 month period.

Employees are subject to a one week waiting period before being eligible to receive benefits except where an employee is currently receiving temporary benefits for a pregnancy related disability in which case there is no waiting period.

The College requires the employee to use up to two weeks of sick, vacation or other paid time off as part of the six weeks of paid leave. This will reduce the duration of temporary disability benefits available under State law.

Funding

Paid family leave benefits are funded by a payroll tax on employees which became effective on January 1, 2009. The tax rate is 0.0009 of the employee’s taxable wage base in 2009 and 0.0012 of taxable wage base for 2010 and beyond.
Types of Paid Family Leave

An eligible employee may obtain paid family leave benefits for the following types of leave:

1. To provide care for a family member who has a serious health condition; or
2. To bond with a child during the first 12 months after the child’s birth, if the covered employee or the domestic partner or civil union partner of the covered employee, is a biological parent of the child, or the first 12 months after the placement of the child for adoption with the covered employee.

Care includes physical care, emotional support, visitation, assistance in treatment, transportation, arranging for a change in care, assistance with essential daily living matters and personal attendant services.

Family members include biological, adopted or foster children less than 19 years of age; a child over 19 years of age that is incapable of self care due to physical or mental impairment; a spouse; domestic partner or civil union partner; biological, foster, adopted parents or stepparents; or a person who was the legal guardian of the eligible employee when the employee was a child.

A serious health condition is an illness, injury, impairment or physical or mental condition that requires inpatient care in a hospital, hospice or residential medical care facility; or continuing medical treatment of continuing supervision by a healthcare provider.

Birth or Adoption of a Child

Paid family leave may be taken at any time within one year of the birth or adoption of a child. The six weeks of leave must be taken consecutively unless the College and employee mutually agree on a plan that allows the employee to take the leave during nonconsecutive weeks.

The employee is required to provide 30 days notice prior to taking paid family leave. If the employee does not provide 30 days advance notice, he or she is required to forfeit two weeks of the leave, unless the failure to provide notice was for unforeseeable reasons.

Serious Health Condition

An employee taking paid family leave for six consecutive weeks in connection with a family member’s serious health condition is required to provide prior notice to the College in a reasonable and
practical manner, unless an emergency or other unforeseen circumstance precludes prior notice.

The employee must make a reasonable effort to schedule the leave so as to not unduly disrupt the operations of the College.

**Intermittent Leave**

Paid family leave taken in connection with a family member’s serious health condition may be taken intermittently. **Intermittent leave is defined as 42 separate days of leave within a 12 month period.**

The employee must make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the College and, if possible, provide a schedule of days for the intermittent leave.

**The employee must provide 15 days advance notice** unless an emergency or other unforeseen circumstance precludes prior notice.

**Application for Benefits**

Paid family leave benefits are administered by the New Jersey Department of Labor & Workforce Development. Applications for benefits on forms provided by the Department of Labor & Workforce Development, will be available beginning July 1, 2009. Form FL-1 is available on this website [www.nj.gov/labor](http://www.nj.gov/labor). Click on Family Leave Insurance and then application.

Further information is available via telephone at the Division of Temporary Disability Insurance’s Customer Service Section at 609-292-7060.

When applying for benefits to care for a family member’s serious health condition, the employee must provide a medical certification from a healthcare provider of the necessity of the leave.

The medical certification must set forth the date on which the serious health condition commenced, its probable duration, the medical facts of the condition, that the condition warrants the individual providing care and an estimate of the amount of time the employee may need to care for the family member.

Where intermittent leave is requested, the medical certification must also include a statement of the necessity for intermittent leave and if the leave is for planned medical treatment, the dates of treatment.

The State may request that the family member be examined by a State designated healthcare provider at State expense. Refusal to cooperate will disqualify the employee from receiving benefits.
APPENDIX X

SMOKE FREE POLICY & PROCEDURES

BLOOMFIELD COLLEGE SMOKE FREE POLICY
The College has a policy to ensure that all students, employees and other members of the College community have a workplace, living, learning, and social/educational environment that is free of second-hand tobacco smoke. Smoking is prohibited in all campus buildings, including the residence facilities (includes University Centre-Newark) and areas surrounding the front and rear entrance of any campus facility.

Smoking is prohibited in all areas where a safety hazard exists, such as storage areas, sheds with gas operated power equipment, or any hazardous materials handling area. Smoking is prohibited in all College owned vehicles used for security, transporting students/supplies, trash removal or any other use. Smoking is also prohibited in outdoor Security Guard booths.

Students or employees who choose to smoke on the Bloomfield College campus MUST do so only in designated smoking areas located at the back areas of the Learning Resources Center; the Student Center and 225 Liberty Street. Smoking areas are strategically located at least 25 feet from any building throughout the campus. These locations have ashtrays for disposal of cigarettes, cigars, or any other tobacco products.

All employees and students shall have the right to file a complaint against members of the college community or their guests who fail to comply with this policy. Faculty shall ensure that students under their instruction comply with the smoke free policy. Any member of the College community who violates the policy is subject to College disciplinary action.

Members of the college community are responsible for the behavior of their guests. College visitors who violate this policy can be escorted from the campus by a College Security Officer. Repeat violations by a visitor may result in his/her barring from the College campus or specific College facilities.

The success of this policy depends on the thoughtfulness, consideration, and cooperation of non-smokers and smokers alike. Any member of the campus community may ask an individual to comply with the provisions of this regulation or file a complaint with the Office of Human Resource (employees) or to the Office of Student Affairs (students). Anonymous information may also be left on the Bloomfield College TIPS Line at 973-748-9000, ext. 1466.

Revised 2012
APPENDIX XI

DISCRIMINATION AND HARASSMENT POLICY

Bloomfield College is committed to providing a work environment that is free from discrimination and harassment. For this reason, Bloomfield College will not tolerate discrimination or harassment of any kind.

The College strictly forbids the discrimination against or harassment of any faculty member, employee or student, for any reason, including but not limited to race, color, religion, gender, affectational or sexual orientation, marital status, domestic partnership status, disability, age, national origin, ancestry or any other unlawful basis.

All Bloomfield College employees and students have a responsibility for maintaining an environment free of discrimination and harassment. Any member of the College Community, who becomes aware of an incident of discrimination or harassment, whether by witnessing the incident or being told of it, must report it immediately. Students shall report violations to the Vice President of Student Affairs. Faculty and employees shall report violations to the Office of Human Resources.

Appropriate investigation and disciplinary action will be taken with due regard for the privacy of everyone involved. Any employee found to have committed discrimination or harassment will be subject to severe disciplinary action, including possible termination. Any student found to have committed harassment will be subject to severe discipline, including expulsion. Bloomfield College will take any additional action necessary to appropriately remedy the situation. No adverse action will be taken against any person for making a good faith report of alleged harassment.

10/06
APPENDIX XII

WORKING HOURS

EFFECTIVE 3/1/10

Regular working hours at Bloomfield College are 8:30 AM to 4:30 pm Monday through Friday. However, there are circumstances that call for a different model:

a) A “summer hours” policy may be authorized that, for a limited time, modifies the start and end times and the days of work for most if not all staff employees.

b) Several offices that serve students may need to be open later in the day or occasionally on weekends. Staff positions in these offices must be defined to accommodate these needs, beginning later, ending later, or replacing a weekday with a weekend day. These working hour requirements are permanent, are included in open position postings, and must be made clear to any applicant.

In both of these cases, the modified working hours are put in writing and are approved in advance by the Human Resources Department.

There is no provision for modifying working hours in the middle of a work day. (For example, by starting the work day earlier, ending later, and extending the effective “lunch hour” as non work-time.) There is also no provision for employee-initiated “compensatory time,” under which a staff member might seek to compensate for absence in one day with longer hours in another.
Appendix XIII

NEPOTISM POLICY

For purposes of this policy, a relative is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, nephew, first cousin or corresponding in-law or step-relation, and domestic partners.

An employee shall not be hired or placed in a position where he or she is either supervising or being supervised by a relative. Nor shall an employee hold a position with authority over a relative’s hiring, promotion, salary administration, termination, or other management or personnel considerations.

If the marriage of two employees violates this policy, the College will make an attempt to transfer one of them to another department, if a position is available and if the individual to be transferred is qualified for the position.

If such a transfer cannot be accomplished, one of the married employees must resign.

Approved by Counsel 8/22/2007
An academic community functions well only if it enables free and open communication among faculty, staff and students. It also requires that participants in the community be able to focus on their own tasks without unnecessary distractions. The presence of children in classrooms, academic, administrative, or recreational buildings, supervised or not, is likely to interfere with students' and employees' academic or administrative performance.

Children who are taking part in organized scheduled activities or public events are welcomed. However, the College has no facilities for child care, nor can we expose the College to potential liability arising from unfortunate accidents. For these reasons, children are not to be brought to the College in lieu of childcare. In the rare case of a family emergency, a child may be brought to campus, subject to the approval of a supervisor or the faculty instructor of a class. In all cases, line-of-sight supervision by a parent or guardian is required at all times.

Approved December 1, 2008
Officers Group
The College offers to our full time employees an Employee Assistance Program (EAP) sponsored through the College’s relationship with The Standard Insurance Company. The Standard has contracted with Horizon Behavioral Services to offer a range of services available by telephone or in person to help employees and their families address problems and to steer them toward success. The network counselors are fully licensed professionals who are carefully selected for their practical, active approach to counseling, so that problems can be quickly and effectively resolved.

Brochures that fully explain the services provided are available in the HR office.
Alcohol and Other Drugs (AOD)
Policies and Procedures for BC Staff, Faculty, and Visitors

Reasons for These Policy Statements

Bloomfield College is committed to:

a) Upholding local, state, and federal laws;
b) Requiring proper management of events where alcoholic beverages will be served;
c) Minimizing the misuse of alcoholic beverages;
d) Maintaining a drug-free workplace; and
e) Providing education on the risks associated with the use and abuse of alcohol and other drugs.

By providing you with this information, Bloomfield College is complying with the Drug-Free Schools and Campuses Act (also known as EDGAR Part 86).

Minimally, Bloomfield College must distribute to all students and employees annually the following information that is listed as follows:

1) Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on school property or as part of any school activity.
2) A description of the applicable legal sanctions under the local, State and Federal law for the unlawful possession or distribution of illicit drugs and the abuse of alcohol.
3) A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
4) A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students.
5) A clear statement that the institution will impose sanctions on students and employees (consistent with local, State, and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

Who Should Read These Policy Statements?

- All employees of the Bloomfield College community
- Anyone planning a campus event that involves the use of alcohol
- Anyone dispensing alcohol on College-owned or managed property

Alcohol Policy Statement

Bloomfield College will assist members of the college community in understanding the risks associated with consuming alcohol and the need to prevent the harm that results from its misuse and abuse. The College permits the purchase and use of alcoholic beverages under certain conditions (i.e., see the BC Employee
Handbook for specific details to obtain an alcohol permit from the Bloomfield Township Clerk’s Office) and expects individuals to take specific measures to help prevent alcohol abuse within the BC campus community, on any College-related trip, or when an individual in any way represents Bloomfield College in the performance of his/her duties. The College reserves the right to search College facilities and property, including offices, desks, files, cabinets where personal belongings are kept, etc., when a reasonable need is established.

**Employee Obligations**
An employee may be considered to be “under the influence” of alcohol when he/she is impaired or intoxicated by alcohol, smelling of alcohol, or appearing disheveled or unkempt, slurring one's speech, being argumentative, or being incapable of performing his/her job satisfactorily, when such conduct is reasonably related to an employee's use of alcohol. Further, the employee must be able to perform work in a condition that presents a favorable public image and contributes to a climate of safety and well being for the employee, faculty, staff, students, and the public. Moderate use of alcohol at BC approved and sponsored events or activities is not prohibited by this policy. Moderate use of alcohol during a traditional lunch break in the employee's working hours and off College property is also not prohibited by this policy. All employees are responsible for their compliance with local, state and federal laws. All employees are responsible for the actions of their guests. Compliance with the Bloomfield College Alcohol policy is a condition of continued employment.

**Discipline**
The College will discipline employees who violate this Policy. The discipline imposed in each case will depend on the circumstances of the case including the nature of the violation, the involvement, if any, of students in the violation, and the prior history of violation by the employee. Discipline may include written warnings, suspension without pay, mandatory participation in an appropriate alcohol abuse assistance or rehabilitation program, termination of employment, or any combination of these. Where participation in a alcohol abuse assistance or rehabilitation program is required, the employee will be required to successfully complete the program, receive a certificate to that effect from the program, and remain free of alcohol abuse in the future.

**Drug Free Workplace Policy Statement**

**Purpose**
Bloomfield College has developed and is implementing this Policy to make a good faith effort to provide employees and students with an environment free of unlawful drugs. The College is committed to providing all employees with a workplace free from the effects of unlawful drugs. Because of its special role as an educational institution providing academic, social, and cultural guidance to students, the College is also committed to maintaining an educational atmosphere for its students free from the effects of unlawful drugs.

**Policy**
Employees of Bloomfield College shall not unlawfully manufacture, distribute, dispense, possess or use any controlled substance or illegal drug anywhere on the Bloomfield College campus; in any Bloomfield College building or facility; while performing work or services for Bloomfield College, whether on or off campus; or while participating in or attending any College function, event or meeting.

Employees that violate this Policy will face disciplinary action, including possible mandatory participation in substance abuse assistance or rehabilitation programs, or termination of employment. All employees are responsible for the actions of their guests. The College reserves the right to search College facilities and property, including offices, desks, files, cabinets where personal belongings are kept, etc., when a reasonable need is established.

**Drug Free Awareness Program**
The College will sponsor a Drug Free Awareness Program. The purpose of this Program will be to make all employees aware of the dangers to themselves and others of drugs in the workplace; the College's policy against the use of illegal drugs in the workplace; the disciplinary/rehabilitation policies of the College; and the options available to employees to obtain rehabilitation and/or counseling. This Program will be available to all employees and the College strongly encourages all employees to take advantage of this opportunity.

**Employee Obligations**
All employees of Bloomfield College must, as a condition of employment, adhere to this Policy. An employee who is convicted under, pleads guilty to, or has a sentence imposed under any state, federal or local criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance or illegal drug, on or off the Bloomfield College campus, in any Bloomfield College building or facility, while performing any work or services for the College, or while attending or participating in a College function or activity, must report that conviction, plea or sentence to the College within five days. The College reserves the right to impose appropriate disciplinary measures, up to and including termination of employment.

**Discipline**
The College will discipline employees who violate this Policy. The discipline imposed in each case will depend on the circumstances of the case including the nature of the violation, the involvement, if any, of students in the violation, and the prior history of violation by the employee. Discipline may include written warnings, suspension without pay, mandatory participation in an appropriate substance abuse assistance or rehabilitation program, termination of employment, or any combination of these. Where participation in a substance abuse assistance or rehabilitation program is required, the employee will be required to successfully complete the program, receive a certificate to that effect from the program, and remain free of illegal substance abuse in the future.

Bloomfield College is required by the Drug Free Workplace Act to report any conviction, plea or sentence for violation of a criminal drug law in its workplace, and of which it is notified, to the federal government within 10 days of receiving notice of the conviction, plea or sentence. Bloomfield College will comply with this responsibility in all cases.

**Distribution of AOD Policy**
All current employees will be given a copy of this Policy and all new employees will receive a copy of this Policy at the time they start work.

**Effective AOD Date**
This Policy is effective immediately for all employees.

**Self-Identification by Employees for Problems with Drugs or Alcohol**
Staff who (1) take the initiative of advising their supervisor or Human Resources in advance of any issue or incident meriting (in the sole discretion of the College) termination from employment that they have a medical problem with regard to alcohol and/or drug use and (2) demonstrate a commitment to take necessary remedial action, may be eligible for consideration for an unpaid leave of absence for a period not to exceed six months for the purpose of treating such problem and will not be subject to disciplinary action for an attempt to recover (i.e., see the BC Employee Handbook for specific details about the Leave of Absence policy) Alcoholism or drug dependency will not be considered an excuse for unsatisfactory performance or behavior. Consistent with federal and state law, the College’s Leave of Absence policies apply.

The College sponsors an Employee Assistance Program (EAP) through Horizon Health EAP Services that provides a highly professional and completely confidential counseling and referral source for employees seeking assistance. Horizon Health EAP will provide three face-to-face assessment and counseling sessions that is paid by Bloomfield College (the referral must be with the HorizonCare program). **Horizon Health EAP is available 24**
hours per day, 365 days per year. Horizon Health EAP can be reached by calling 888-293-6948 (TDD 866-846-5949) or on-line at www.horizoneap.com (enter standard as the login ID and eap4u as the password).

National Alcohol and Substance Abuse Information Center Hotline – Open 24 hours per day, 365 days per year

1-800-784-6776

Useful Website Links:

- The National Alcohol and Substance Abuse Information Center -- http://www.addictioncareoptions.com
- The Governor's Council on Alcoholism and Drug Abuse (GCADA) for the State of New Jersey -- http://www.nj.gov/treasury/gcada
- The New Jersey Division of Addiction Services -- http://www.nj.gov/humanservices/das/index.htm
- The New Jersey Division of Alcoholic Beverage Control -- http://www.nj.gov/lps/abc/index.html
Bloomfield College recognizes the importance and benefits of online social networking and encourages free inquiry and expression of speech. Social networking sites such as Facebook, MySpace, Twitter, LinkedIn, Youtube, Friendster and internet Blogs are popular among college students and adults. These sites and others provide global opportunities for communication, interaction and peer connection. Although there are many benefits to online social networking, there are also cautions to consider. Postings on personal profiles and chat rooms are easily accessed by parents, coaches, employers, government and law enforcement officials, graduate school admission officials, unwanted admirers, predatory persons and others. Once information is posted on an internet site, it can be printed and distributed freely. Computer savvy individuals are even able to retrieve an internet posting after it has been deleted.

Bloomfield College students and employees who utilize online social networking sites do so at their own risk and are responsible for their behaviors and actions. While online, students and employees must uphold the College’s Student Code of Conduct and abide by the College’s: Policies Handbook; Acceptable Use of Computing Resources Policy; Statement of Shared Values; Residence Hall Handbook; the Athletic Social Networking Policy; and/or the BC Employee Handbook. The College maintains a strong interest in how the institution and its students as well as employees are viewed and portrayed on social networking sites. All online users are expected to demonstrate appropriate and acceptable behaviors in compliance with federal, state, and local laws as well as the policies and regulations set forth by the College.

Examples of potential violations of the College’s Social Networking Policy include, but are not limited to:

- Posting or streaming offensive or inappropriate statements, pictures and/or videos that violate the College’s Standards of Conduct and Statement of Shared Values, including but not limited to: (a) endangering personal safety; (b) lack of respect for others; (c) hazing; (d) damage to property; (e) violations of the alcohol or drug policy; (f) violations of federal, state or local law; (g) disruption of college activities; and (h) unauthorized use of college facilities or resources;

- Sharing or posting information online to discriminate, humiliate or discredit an individual or group;
• Using information to gain recognition or popularity at the expense of an individual, group or the College;

• Threats, harassment or intimidation of any nature;

• Inappropriate or unauthorized depiction of the College’s name, logo, facilities, documents and materials;

• Posting acts of hazing or other abusive behaviors, including but not limited to: assault, sexual harassment, sexual assault, binge drinking, drug use, etc.;

• Posting or streaming pictures, videos, statements or any other materials which violates the privacy of another individual or group;

• Cyber-bullying, cyber-stalking or any other deliberate hostile behavior used to demean, harass, embarrass or harm an individual or group.

The preceding examples constitute violations of the Social Networking Policy regardless of whether the online misconduct was conducted while on or off the College’s network. All violations in the posting and sharing of information or content on online social networks are subject to investigation and sanction under the Student Code of Conduct and Policies Handbook for students and the Employee Handbook for employees. Such violations may also be referred to the authority of local law enforcement agencies. In addition, the College reserves the right to request the removal of any content which violates the Social Networking Policy.

P.Lamy -Revised 11-09-10
I hereby acknowledge that I have received a copy of the Bloomfield College Staff Handbook and agree to abide by its terms.

Date________________Name_________________________

Please sign and return to Janice Cecere, Human Resources.