

## CHAPTER 6: GENERAL INFORMATION AND SERVICES

### Department of Public Safety

### Section 600

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The Smith College Department of Public Safety provides protection and services to all members of the college community, including its visitors and guests, 24 hours a day, seven days a week. The department's officers are trained law enforcement professionals. They have full police powers on college property (as granted under Massachusetts General Laws, Chapter 22C, Section 63) and are sworn Hampshire County deputy sheriffs. Each officer is trained to the standards set by the Massachusetts State Police.

The Department of Public Safety is located at Tilly Hall and is staffed 24 hours a day with professional dispatchers. The main purpose of the Department of Public Safety is to protect life and property. Officers patrol the campus around –the clock on foot, on specially equipped mountain bikes, or in cruisers. The Department of Public Safety will also provide information to any members of the community on emergency services, crime prevention and reporting, sexual assault, and victim assistance.

**Emergency Services: Dial Extension 800. From your cell phone or from off campus dial 413-585-2490.**

The Department of Public Safety emergency phone lines are staffed 24 hours a day, and officers will respond to any on-campus emergency request by any member of the college community, visitor, or guest. In addition, any situation that might require Northampton fire or ambulance services should be reported immediately to the public safety emergency number.

Non-Emergency Services: Dial Extension 2490

Department of Public Safety officers will attempt to respond to non-emergency requests provided that they are not engaged in matters of a higher priority.

### **Public Safety Emergency Phones**

The Department of Public Safety provides 24-hour emergency telephones for the Smith College community. Emergency telephones are strategically placed in 78 locations on campus, including near the residential houses and parking lots as well as Lamont Bridge, Smith College Equestrian Center, Athletic Facilities parking lots, and all levels of the Parking Garage. Each emergency phone is a metal box with a luminescent blue light on top, and is clearly visible day and night. Please note that these phones ensure an immediate response in the event of a dangerous situation but are NOT to be used in non-emergency situations.

### **Loss of or Damage to Personal Property**

The college is not liable for loss of or damage to personal property occurring on college premises. Some coverage may be afforded through your individual homeowners/renters insurance. The college is not liable for the theft of personal property left in an automobile parked in a college parking lot, nor for the loss of or damage to a vehicle, the theft of money, or valuables left in a desk, office, or work area, nor for the loss of clothing left on a coat rack or in a locker.

### **Smith College Faculty/Staff Parking Rules and Regulations**

Staff and faculty eligible for a Smith College parking decal may register a vehicle at the Department of Public Safety, Tilly Hall –30, Henshaw Ave., Monday through Friday, 8:30 a.m. to 4:00 pm. For parking related questions, dial 413-585-2495.

For complete rules and regulations, please visit  
<http://www.smith.edu/pubsafety/parking.php>

For more information on the Department of Public Safety, please go to their website:  
<http://www.smith.edu/pubsafety/>

Smith College is a residential college and as such requires continuation of services for students regardless of weather conditions. Those departments and offices which provide essential services must continue operations during adverse weather conditions; other departments will continue to provide services whenever possible. College departments are responsible for defining “essential services” and for developing plans and procedures to provide essential services during adverse weather conditions and other emergencies.

The Vice President for Finance and Administration and the Executive Director of Facilities Management are responsible for determining when adverse weather conditions warrant an early closing or delayed opening of the college. Individual department heads and supervisors are not authorized to make unilateral delayed opening or early closing decisions in the absence of a college-wide notice.

**Delayed Opening**

When heavy snow or freezing rain falls overnight, the college may decide to open administrative and academic offices later than usual. However, to minimize the disruption in departmental services, employees are encouraged to report prior to the delayed opening whenever it is possible to do so without significant risk.

**Early Closing**

When a decision to close early is made, the Office of Human Resources will notify each department of the time of the official closing and a Campus News e-mail announcement will be sent out. The INFO Line (413-585-INFO) will also carry a recorded message.

**Attendance and Pay Procedures**When College Operations Are Not Curtailed

On occasion, adverse weather conditions may cause you to be concerned about travel safety. In such cases, you need to make your own judgment about whether to stay home, arrive late, or, after consultation with your supervisor, leave early. If you expect to be late or are unable to report to work at all, you must notify your supervisor as soon as possible.

Staff members who stay home, arrive late, or leave early due to adverse weather conditions must use personal time, vacation time, or excused time without pay to cover their absence. Where schedules permit, the missed hours may be made up during the same work week.

When College Operations Are Curtailed

Occasionally the college may decide to open administrative and academic offices late, close early, or cancel nonessential services entirely due to adverse weather conditions. Under these circumstances, excused time with pay will be granted.

Any excused time with pay granted as a result of a delayed opening or early closing is available only to those staff members who report for work or who are still at work at the time the early closing is announced.

Staff who are not at work because of vacation, personal days, illness, or other scheduled absences when these situations occur must use the full day of vacation, personal time, etc., as planned.

### **Announcements of Curtailed Operations**

The Smith College information line will carry a recorded message if there are changes in office opening or closing times. **NOTE: The information line is the only official source of weather emergency information.**

**Smith College Information Line:** (413) 585-INFO (4636) (after 6 a.m.)

In addition, the following media stations will be notified of official delayed openings or cancellations.

<b>Radio Stations:</b>	WHMP (Northampton)	1400 AM/99.3 FM
	WFCR (Amherst)	88.5 FM
	WHYN (Springfield)	93.1 FM
<b>Television Stations:</b>	WWLP-TV	Channel 22
	WGGB-TV	Channel 40

Each employee is responsible for obtaining the necessary information regarding delayed openings or cancellations.

### **Computer Purchases and Loan Programs**

Smith College students, staff, and faculty with a valid Smith College OneCard are eligible to purchase a new computer system at educational prices through the Smith College Computer Store. Loans for computer purchases are also available. For information, please see: [www.smith.edu/its/services/computer\\_purchases.html](http://www.smith.edu/its/services/computer_purchases.html)

### **Credit Union**

As a Smith College employee, you and your family may become members of the UMass Five College Federal Credit Union. For information, please see: <https://secure.umassfive.org/index.epl>

### **Employee Discount Programs**

Employee discounts are available at local or national stores. For updated information, go to: <http://www.smith.edu/staffcouncil/discounts.php>

### **Five Colleges Inc.**

Five Colleges Inc. is a nonprofit educational consortium that promotes the broad educational and cultural objectives of Amherst College, Mount Holyoke College, Smith College, Hampshire College, and the University of Massachusetts at Amherst.

For more information on the programs and services (both formal and informal) offered through Five College cooperation, see <http://www.fivecolleges.edu/>

### **Human Resource Development**

All employees are encouraged to further their careers through Human Resources Development workshops that are offered to staff and faculty in the fall and spring semesters. Job-related workshops include communication skills, conflict management, customer service, and management development. Programs focused on health and well-being such as yoga, stress management, and balancing work and life issues are also offered. For a schedule and registration information, go to: [http://www.smith.edu/hr/hrdev\\_catalog.php](http://www.smith.edu/hr/hrdev_catalog.php)

### **Libraries**

All members of the Smith College community with a valid Smith College *OneCard* or a Smith College library card may use the facilities of the William Allan Neilson Library and the Hillyer (art), Josten (performing arts), and Young (science) libraries.

**Community Events and Traditions**

A number of community events and traditions are posted on Edigest. Please visit <http://www.smith.edu/edigest/>.

**Staff Council**

The mission of the Smith College Staff Council is to give members of the administrative, administrative support, and service staff a direct involvement in the governance of nonacademic affairs and in the life of the Smith College community.

Staff Council ensures participation of staff in the policy-making process, promotes visibility of staff as valuable members of the Smith College community, and facilitates a sense of belonging within the community. The Council examines policies affecting the college community and makes recommendations to appropriate committees and administrators. The Council actively seeks to involve all segments of the college's diverse staff in the Council's decision-making process.

Staff Council is not a labor organization; it is not authorized to negotiate grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

All members of the administrative, administrative support, and service staff are eligible to run for Staff Council. Staff Council members are elected annually by vote of the staff and representation is distributed proportionally based on the numbers of administrative, administrative support, and service staff in the general staff population. In addition to the elected members, two nonvoting representatives are appointed by the President to act as resource persons and communication liaisons to the Council.

**Staff Council Committees**

Staff Council has six standing committees and one ad hoc committee. Staff Council will create additional ad hoc committees as the need arises.

Activities Committee (ad hoc committee): The Activities Committee provides opportunities for staff to meet and socialize with co-workers in a non-work environment. The Committee sponsors bus trips, intramural teams, community projects, and special interest groups.

Communications Committee: The Communications Committee addresses issues of campus-wide communication and is responsible for promoting a sense of community by keeping staff informed about Staff Council activity.

Finance and Budget Committee: The Finance and Budget Committee keeps staff informed of the college budget process.

Nominations and Elections Committee: The Nominations and Elections Committee is responsible for ensuring that all elections and appointments to Staff Council are conducted properly, and provides, upon request, nominations for appointment to campus committees.

Personnel Policy Committee: The Personnel Policy Committee examines and comments on college personnel policies.

Staff Development Committee: The Staff Development Committee supports and offers suggestions on how to enhance staff training and professional development.

Steering Committee: The Steering Committee is responsible for communicating staff issues to administrators and other committees, and for gathering information from the college community for discussion at Staff Council meetings.

### **Staff Council Released Time Policy**

To support and facilitate involvement in Staff Council, the college will extend released time for staff as indicated below. All released time must be scheduled in advance with your supervisor.

Elected Staff Council Representatives: Elected representatives will be granted up to 30 hours of paid released time to attend scheduled Staff Council and committee meetings held during an individual's normal work hours. During the academic year, it is expected that this will average no more than two to three hours per month. Members will not be compensated when Staff Council or committee meetings are held outside their normal work hours.

Members-at-Large appointed to Staff Council Committees: Members-at-large appointed to Staff Council committees will be granted up to 20 hours of paid released time each fiscal year for attendance at committee meetings. During the academic year it is expected that this will average no more than two hours per month. Members-at-large will not be compensated when committee meetings are held outside their normal work hours.

Members-at-Large (non-elected members) attending Staff Council meetings: Staff may use vacation, personal, or make-up time (during the same work week) to attend a Staff Council meeting held during their normal work hours.

Staff Council Community Forums: With advance notice to their supervisor, staff may receive released time to attend two Staff Council community forums a year if the forums occur during their normal work hours.

For more information on Staff Council or to obtain a copy of the Charter, contact the Staff Council representative for your department or the Office of Human Resources. Or go to <http://www.smith.edu/staffcouncil/>

**Other College Committees**

A number of other committees exist to serve the Smith College community. Nominations for many of the committees that have staff appointees are coordinated through Staff Council; other nominations are coordinated through the Office of Human Resources.

**Conservation**

For information about Smith College's conservation efforts, please see <http://www.smith.edu/physplant/index.php>

**Smith and Northampton**

For information about the college's partnership with the local community, please visit <http://www.smith.edu/fornorthampton.php>