

CHAPTER 2: EMPLOYMENT AT SMITH

Employment Categories

Section 200

Exempt (Salaried) Employees

Exempt employees are legally exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. Categories of exempt employees at Smith College include the following:

Administrative Staff: The exempt/administrative staff includes those staff members primarily responsible for managing the academic, financial, and business affairs of the college and for providing professional, technical, and administrative services to faculty and students. Coaches and Campus School teachers are considered to be members of the exempt/administrative staff.

Faculty: The faculty includes those members of the instructional staff of the college holding the ranks of lecturer, instructor, assistant professor, associate professor, professor, or chaired professor.

Course Support Staff: This category includes individuals who teach sections of particular courses (e.g., laboratory instructors, course assistants, practice teaching supervisors), but who do not hold faculty rank. These individuals are appointed by the Office of the Provost/Dean of the Faculty.

Non-Exempt (Hourly) Employees

Non-exempt employees are those who are covered by the provisions of the Fair Labor Standards Act for minimum wage and payment of overtime for hours worked beyond 40 per week. Categories of non-exempt employees at Smith College include the following:

Administrative Support: The staff members in this classification provide secretarial, clerical, technical, or administrative support services to faculty and/or administrators in academic and administrative offices.

Service: The staff members in this classification provide maintenance, cooking, security, and other support services. The service staff members are represented by seven different unions; conditions of their employment are governed by union contract.

Types of Positions

Within the major employment classifications defined above, staff members are further designated as holding regular, limited-term, or temporary positions.

Regular Position: A regular position is part of the regular budgeted staff of a department, and is authorized for an unspecified period of time for 17.5 hours per week or more.

Limited-Term Position: A limited-term position is not part of the regular budgeted staff of the department. It is authorized for a time period of more than five months and less than or equal to two years, **and** for 17.5 hours per week or greater. Grant-funded positions are included in this category.

Temporary Position: A temporary position is not part of the regular budgeted staff of a department. It is authorized for five months or less (regardless of the number of hours per week), **or** for less than 17.5 hours per week (regardless of the authorized time period).

As part of your welcome to Smith College, you will be invited and strongly encouraged to attend an orientation program offered by the Office of Human Resources to acquaint you with the policies, procedures, and services of the college.

Forms

As a new employee you are required to submit the following forms to the Office of Human Resources:

Employment Eligibility Verification (Form I-9): The Immigration Reform and Control Act of 1986 require that you provide documents that establish your identity and authorization to work in the United States. All individuals who accept employment at the college, regardless of their country of birth, must complete *INS Form I-9* in the Office of Human Resources, generally before beginning work, but no later than the end of the third work day. A list of acceptable forms of identification is noted on the back of the INS Form I-9 and must be presented with the form. For further information see <http://www.smith.edu/controller/NRAPolicies.htm>

Tax Forms and Smith College Application: You must complete necessary state and federal tax forms and a Smith College Application.

Benefit Enrollment Forms: You should make an appointment with the Office of Human Resources to complete benefit enrollment forms. Enrollment forms must be submitted within 60 days of the employee's initial benefit eligibility date.

Professional Name Change Authorization: An employee's legal name must be used for tax and legal identification; however, Smith College recognizes that some employees prefer to be identified by their professional name instead of by their legal name for all other purposes. The *Professional Name Change Authorization* form, available from the Office of Human Resources and the Payroll Office, must be completed by the employee to authorize the change from legal name to professional name as his/her primary identity at Smith College. Employees who elect to use a professional name as their primary identity at Smith must agree to release, indemnify, and hold harmless Smith College from all claims, damages, and expenses related to or arising out of the designation of such a professional name.

A professional name is normally considered to be a name under which one publishes or conducts business, and/or by which one is known academically.

This policy is not intended to accommodate nicknames.

Smith OneCard

All employees in regular positions and employees who work half-time or more in limited-term or temporary positions are eligible to receive employee OneCards at no cost. Employees in limited-term or temporary positions who work less than half-time are not eligible for a college OneCard. Smith College OneCards for faculty and staff and their registered spouses, same-sex domestic partners, and dependents are issued by the OneCard Office in Stoddard Hall. For further information on the Smith College OneCard, please go to <http://www.smith.edu/its/onecard/index.html>

Employment of Minors

Smith College does not employ individuals who are under the age of sixteen. This prohibition applies to all hiring regardless of source of funds.

Summer Employment

Summer employment opportunities may be available to the dependents of employees. Please contact the Office of Human Resources to inquire about these opportunities.

Campus Parking

Parking is available for college employees in designated parking lots throughout the campus. To park in a designated lot, you must register your car and purchase a parking decal from the Department of Public Safety, Tilly Hall. There is a small charge for the decal, which must be renewed each fiscal year.

Parking is limited to designated lots and is forbidden on campus roads and within the central campus. Unauthorized or improper parking may result in ticketing, towing, or the demobilization of your car with the "Denver boot." See www.smith.edu/pubsafety/parking.html

Traveling on College Business

Employees who travel on college business should consult the Smith College Travel and Entertainment Expense policy at <http://www.smith.edu/controller/TravelPolicy.htm>

As an equal opportunity employer, Smith College is committed to increasing the diversity of its faculty and staff. It is the college's policy to post and advertise vacancies and to encourage applications from qualified minorities. The college is also committed to retaining valued employees, and encourages internal candidates to apply for open positions.

Promotions and transfers are an important means of developing and expanding the skills and experience of current employees and of achieving the college's goals of equal employment opportunity.

Internal Postings

In order to ensure that staff members are aware of promotional or transfer opportunities, position vacancies are posted by the Office of Human Resources for five calendar days. Staff who do not have computer access may pick up paper copies of vacancies in the Office of Human Resources.

Internal Searches

Staff members who are interested in discussing a specific transfer or promotion opportunity may contact the Office of Human Resources. All such inquiries will be held in confidence.

If no eligible internal candidates apply or are qualified and selected for the position, a full external search will then be conducted, and the position will be advertised in various online and media outlets.

Search waiver: In some instances, departments may request a search waiver if there is a qualified candidate within the department. A decision to waive a search must be approved by the Office of Institutional Diversity.

Internal Application and Selection Process

Employees applying for internal positions should log on through the Smith portal (<http://portal.smith.edu>) using their network username and strong password. Click on the My Info tab, and in the Links For Work section, click on Internal Postings for Staff Applicants. An applicant profile will need to be created in order to apply for these openings.

Due to the time and effort invested by a department in recruiting and training a new staff member, one year of service in your current position is required before you may transfer to a position in another department. In rare instances when it is in the best interests of both the college and the staff member, exceptions to the one-year-of-service requirement may be made.

Although there is no obligation to do so, you may advise your present supervisor or department head that you have applied for a posted vacancy at the time you apply. Your application will remain confidential until you become a finalist for a vacancy, at which point the interviewing department head may contact your present supervisor and/or department head to discuss your qualifications for the position. You will be given the opportunity to speak to your current supervisor prior to the reference check.

Background Checking

Background checks will be conducted on current staff applying for transfers or promotions. After notification of an offer of employment or internal transfer/promotion, the college's background checking vendor will begin investigative background inquiries. Please see the **Background Checking Policy** (Section 216).

Notice Period

When a staff member from one office is selected for a vacancy in another office or department, adequate notice will be given to the employee's present department. Three weeks of notice is generally considered reasonable unless some other acceptable arrangement has been agreed upon by the departments in consultation with the Office of Human Resources.

Salary Administration for Internal Transfers

Guidelines on salary administration for promotions, lateral transfers and transfers to lower-level positions are detailed in [Section 304](#) of the Employee Handbook.

There is an orientation and review period of six months of time worked for exempt / administrative staff and three months of time worked for non-exempt / administrative support staff who are newly hired or who are transferring into a new position. This period is a time for you to learn new responsibilities and for your supervisor to evaluate your progress in meeting performance standards. During this time your supervisor will provide you with an explanation of your job duties and acquaint you with departmental procedures. You should ask questions to ensure that you understand fully what is expected of you.

The orientation and review period will enable your supervisor to evaluate your performance and will allow you to critically evaluate your job to determine if it is the right one for you. Normally, you may not transfer or be considered for another position until you have completed one year in your current position. The college may terminate an employee during the orientation and review period without notice, or may terminate an employee after completion of the orientation and review period with two weeks of notice or pay in lieu of notice. You are eligible to accrue sick leave, vacation, and four paid holidays during your orientation and review period.

Weekly Work Schedules

Positions are classified according to the number of hours worked each week. The following describes the usual weekly work schedules:

Full-time: Most full-time exempt administrative and non-exempt/administrative support positions at the college have a regular work schedule of 35 hours per week; however, some positions call for regular schedules of up to 40 hours a week. A staff member working 35 hours or more per week is considered “full-time.”

Regular part-time: Staff members in this category work regular schedules of 17.5 or more hours per week—that is at least half of the normal full-time schedule of 35 hours per week. Even though the normal full-time schedule for similar positions may be 40 hours per week, any staff member working a regular schedule of 17.5 hours or more per week is considered regular part-time.

Less than half-time: Staff members in this category work regular schedules of less than 17.5 hours a week.

Annual Work Schedules

The operation of the college requires various annual work schedules based on the needs of each office or department. The following describe the usual annual work schedules:

Fiscal-year (12-Month) positions: Staff members in these positions are scheduled to work 12 months (52 weeks) from July 1 through June 30.

Academic-year positions: Staff members in academic-year positions work approximately nine months while the college is in session. The academic year begins the week before classes start in the fall and ends one full week after Commencement (generally 39 weeks).

Other: Most college positions have either fiscal-year or academic-year schedules. However, based on the special operational needs of specific offices or departments, a few employees work 9-1/2, 10, or 11 months (i.e., 40, 44, or 48 weeks) per year.

Normal Work Hours

The normal business hours for administrative offices are 8:30 a.m. to 4:30 p.m. However, there are some departments in which the workday may begin at 8:00 a.m. or end at 5:00 p.m. All administrative offices are expected to be staffed and open for both phone and in-person visits during office hours. The normal work schedule is a seven-hour day (35 hours per week) with an unpaid lunch hour. Employees in some departments work a standard eight-hour day. For additional information, please refer to the section Flexible Work Schedules later on in this section

Non-exempt (hourly) staff: The demands of the academic year or unusually heavy office workloads will, at times, require overtime work. Employees may be required to work overtime during such periods. Work performed by non-exempt staff beyond the normal daily work schedule must have the prior approval of the supervisor or department head.

Supervisors may on occasion require that employees change their normal weekly work schedule to accommodate the work load. When such adjustments are necessary, supervisors are expected to give reasonable advance notice.

Exempt (salaried) staff: Administrative positions, by the very nature of their duties and responsibilities, often require irregular and heavy work schedules. Occasional service in excess of the regular workweek and, in some assignments, regular service on evenings and weekends, may be expected, to meet the responsibilities of the position.

Administrative staff are expected to devote whatever time is necessary beyond their normal work schedule to complete their assigned duties, and are not normally eligible for compensatory time for hours worked in excess of 35 per week.

Summer Hours

The normal summer workday begins at 8 a.m. and ends at 4 p.m. Summer hours begin the second Monday after Commencement and end the week before the opening of college in September. However, some departments may continue to be open until 4:30 p.m. The Office of Human Resources publishes the specific dates of summer hours each year.

Attendance, Punctuality, and Reporting of Absence

You are expected to be present and on time at the start of your scheduled workday. If you are unable to report to work, or are going to be late for any reason, you should notify your supervisor promptly and advise him/her of the duration of your absence. Except in the case of serious illness or injury, you are expected to call your supervisor each day you will be absent. Frequent tardiness and unscheduled absences from work will be cause for disciplinary action.

If you are absent for more than five consecutive days due to illness, accident, or surgery, or at other times at the discretion of the college, the college reserves the right to require you to submit a doctor's statement or other medical evidence indicating your degree of fitness and your ability to resume the full duties of your position.

Lunch Hours

For full-time staff members there is a daily one-hour unpaid lunch break scheduled by the department head as determined by the needs of that office. The standard lunch-hour period falls between 12 and 2 p.m. Where possible, lunch periods are staggered to provide continuous coverage in offices that must be open all day. Lunch hours may not be shortened or accumulated for additional time off.

For staff members who work a daily part-time schedule, the Commonwealth of Massachusetts mandates that a 30-minute unpaid break must be made available after six hours of work.

Rest Periods

Although department policies vary, mid-morning and mid-afternoon rest periods of 10 to 15 minutes are normally provided for employees whose work does not allow them to move about freely. However, scheduled rest periods are not considered necessary for employees who are free to move about, obtain refreshments, or attend to comfort needs at will. Check with your supervisor about the rest period policy in your department.

Paid rest periods or breaks are no more than 10 to 15 minutes; supervisors are responsible for scheduling breaks convenient to department operations. There should always be adequate coverage of the phones in the office during break times. Breaks may not be used to extend a meal period nor can they be taken at the beginning of your work schedule. If you are unable to take a break, you cannot accumulate the time for use at a later date.

Release Time for College-Related Activities

With the approval of your supervisor, you may be granted a reasonable amount of time off with pay to attend committee or informational meetings, community forums, training workshops, and other college-sponsored events that are held during your regularly scheduled work hours. Released time for college-related activities must not interfere with your ability to complete your work assignments or adversely affect department operations.

Working at Home

Non-exempt employees generally may not take college work home or work at home, either during or after regular work hours. Exempt staff may, and are sometimes expected to, take work home to meet the responsibilities of their positions.

Flexible Work Schedules

The college encourages flexibility in work schedules to help employees meet personal/family needs and thereby retain valued employees while meeting the operational needs of the college. An alternate work schedule requested by an employee must also meet the department's needs; in essence, the employee and supervisor must develop a partnership to ensure that required work can be completed given the requested schedule change. To ensure adequate departmental staffing, once an alternate work schedule has been approved, the employee is responsible for following this schedule. Alternate work schedules may not be possible in all positions or departments, and are subject to change.

Questions regarding flexible schedules should be directed to your supervisor or department head or to the Office of Human Resources.

Personal Business

Department heads and supervisors may consider requests for occasional rearrangement of work hours to accommodate personal business which must be taken care of during normal work hours. Brief absences can usually be accommodated by using personal time or vacation time. At the discretion of the department head or supervisor, an employee may also make up the time on another day during the week in which time is taken off.

College employment policies and federal and state legislation require that all paid and unpaid hours be accurately recorded. Time and attendance records are maintained electronically in the Banner Web Time Entry system and are carefully audited in the Payroll Office. These records are legal documents and must also be made available to representatives of the various government agencies responsible for compliance with applicable laws and regulations. Falsification of time and attendance records by employees or supervisors will be considered cause for disciplinary action.

Please also see the Code of Conduct - Accuracy of Records and Reporting for additional information.

Non-Exempt Staff

The college is required by law to keep accurate records of the hours actually worked by non-exempt employees. Each non-exempt employee must record the number of hours worked each day as well as paid time off or unpaid hours taken. Employees are responsible for completing and submitting time sheets electronically using the Banner Web Time Entry system. Each pay period covers two weeks (Sunday through Saturday). Employee payroll checks are based on the hours recorded on that time sheet.

Exempt Staff

Exempt/administrative staff members are responsible for completing a leave report each pay period, which documents the amount of exception time (vacation, sick, personal time) taken during the current leave period. Employees are responsible for submitting this time electronically using the Banner Web Time Entry system.

The college recognizes the right of employees to engage in employment opportunities outside the college. However, outside employment must not conflict with your duties, responsibilities, and regular work schedule at the college. In situations where your outside activities may create serious and justified criticism of the college or where the college's reputation is jeopardized, you will be discouraged from continuing such activities. You may use accrued vacation and holidays for outside employment if the time off is approved and does not interfere with the normal operations of the department. You may not use college facilities, staff, or other resources in performing work for another employer. Outside employment must comply with the college-wide *Conflict of Interest Policy*.

Consulting Policy

From time to time, employees may be asked to provide consulting services to other institutions or organizations. From the college's viewpoint, such consulting should be in areas that will increase your expertise and experience in your area of competence. Reasonableness and common sense, rather than arbitrary rules, apply to these situations.

Incidental use of college equipment may be allowed when consulting. Any more substantial use must be approved by your supervisor.

The official record of your employment at Smith College is maintained by the Office of Human Resources. The college protects your privacy by restricting the personal data maintained in your file to that needed for business, legal, or contractual purposes. The contents of your personnel file are available for review by department heads or other college administrators on a need-to-know basis. You are entitled to reasonable access to your personnel records. If you would like to review your personnel file, you must make an appointment at least 24 hours in advance with the Office of Human Resources. You may take notes on or request copies of any material in the file, but neither the file nor its contents may be removed from the Office of Human Resources.

In order to keep your personnel records current and accurate, it is your responsibility to promptly notify the Office of Human Resources in writing of any changes in personal data.

Release of Information

Only the following information concerning active or terminated employees is released by the Human Resources office upon receipt of a telephone or written request:

- Dates of employment at Smith College
- Job classification or title
- Smith telephone extension on active employees, if requested
- Electronic mail address

Written requests for additional information related to credit evaluation, employment references, mortgage applications, etc. will be provided only if a release form is signed and returned to Human Resources by the employee.

Requests for employment information by the Department of Employment and Training in Massachusetts and other states in connection with an unemployment application will be provided, as required by law, without the use of a release form, since this inquiry is initiated by the terminated employee who has filed the claim.

Employees will be notified, whenever possible, when the College is required to provide personnel information by a subpoena, warrant, or other court order.

The Code of Conduct outlines principles, policies and some of the laws that govern the activities of the college and to which our employees (faculty, staff and students) and others who represent the college must adhere. The Code provides guidance for professional conduct. The success and reputation of the college in fulfilling its mission depends on the ethical behavior, honesty, integrity and good judgment of each member of the community. All employees (faculty, staff, and students) and other individuals representing the college are expected to inform themselves about and comply with college policies and regulations pertaining to them. Sources include, for employees, the Employee Handbook and relevant union agreements and for faculty, the Code of Faculty Legislation and Administrative Practice, the Policy of Appointment, Reappointment, Promotion and Tenure and the document on Funding for Faculty Development.

All staff are expected to abide by the College's *Code of Conduct*.

Standards of acceptable conduct are necessary for the orderly and efficient operation of the college and for the benefit and protection of the rights and safety of all members of the college community. At Smith College, every effort has been made to assure that the general rules of conduct are reasonable and that the restrictions placed on individual behavior are limited to those governing behavior within a professional setting.

Civility

Members of the Smith College community are expected to treat one other with courtesy and respect at all times. The opinions of others are to be respected, and the exchange of ideas and criticism should be handled in a professional manner. Uncivil behavior, including the use of abusive language when addressing other members of the college community or the public, is unacceptable and could result in disciplinary action.

Charitable/Political Fundraising

An employee's decision whether to support a political, social, or charitable cause or fundraising appeal should not be unduly influenced by work relationships. Consequently, the college does not permit employees to seek contributions from one another during work time for charitable or political organizations **or** the sale of raffle tickets, candy, and magazines to support such efforts. For additional information please see the college-wide ***Please also see the college-wide Political and Campaign Activities Policy, Solicitation Policy (Section 108) and Code of Conduct - Lobbying for additional information.***

Contributions for Co-Worker Gifts

Requests for donations to buy flowers or gifts for colleagues on special occasions (e.g., marriage, bereavement, retirement, etc.) may be made with the approval of the department head provided that individual contributions remain confidential.

Sale of Merchandise

The sale of any merchandise (e.g., arts, crafts, Avon or Amway products, Girl Scout cookies, etc.) by employees during work time is prohibited. Work time is defined as the time employees are actually engaged in work and does not include authorized meal time or break time.

Although merchandise may be offered for sale to co-workers before and after work, at lunch, etc., employees are encouraged to leave the items and order forms in staff lounges and coffee areas to avoid embarrassing co-workers who do not wish to contribute. The sale of merchandise in departments and offices by relatives or non-employees is prohibited at any time.

For additional information, please see the college-wide Solicitation Policy (Section 108). Supervisors and department heads are responsible for ensuring that these policies are applied

consistently. Questions should be directed to your supervisor or to the Office of Human Resources.

Dress Code

Reasonable standards of dress and grooming are based on the particular role and operations of an office and are determined by the department head.

Children and Other Visitors at the Workplace

The routine or extended presence of friends or relatives, including children, in offices and buildings creates safety and liability considerations for the college and can be distracting for others, and is therefore normally not permitted.

Pets at the Workplace

No pets are allowed inside college buildings.

Note: This prohibition does not apply to individuals accompanied by seeing-eye dogs or other trained, assisting animals.

Please also see the [Code of Conduct - Safety in the Workplace](#) for additional information.

Information Technology Systems

Smith College has a detailed set of policies on the use of its computer equipment, facilities, and systems. All staff are required to abide by these policies, which are available at http://www.smith.edu/its/about_its/policies.html.

Telephone Directories/Mailing Lists

In order to facilitate communication within the college community, telephone directories are available online at www.smith.edu/global_campusdirectory.php

Members of the Smith College community may use addresses from the directory to conduct college business or to correspond personally for non-commercial purposes with their colleagues. Any use of information contained in the directory for other than these purposes is strictly prohibited without the prior written consent of the Executive Director of Human Resources (for faculty and staff listings) or the Registrar (for student listings).

Lists or mailing labels that are by-products of college records are produced for official college business only. Such lists or labels may not be made available to individuals or organizations for uses that are not formally endorsed by the college. Requests for employee mailing lists and labels must be submitted to and approved by the Office of Human Resources.

Campus Mail

The campus mail system is for the transmission of material relating to college business. It may not be used for mailings of a personal, political, or commercial nature.

Equipment Use

Keys: College keys will be issued by your department head. You are personally responsible for all keys issued to you. Under no circumstances may keys be loaned or duplicated. Lost keys should be reported immediately to your supervisor or department head. All keys must be returned to your supervisor or department head on your last day of work or whenever requested.

Office equipment: All office equipment and supplies should be used only for college business. If you borrow equipment, with the approval of your department head, you are liable for loss or damage to college equipment while it is in your possession.

Copy machines: Copy machines in college offices and buildings are for college business only. If you have personal documents to copy, copy machines are available in Neilson Library, Hillyer Art Library, Wright Hall, and the Young Science Library. The Copyright

Law of the United States (Title 17 U.S. Code) governs the making of photocopies of copyrighted material. Generally, the individuals who select the material to be duplicated, and the individuals who order the copies (if different from the individuals making the copies), are responsible for compliance with this law. Please also see the Smith College Copyright Policies <http://www.smith.edu/libraries/services/faculty/copyright.htm>, and the Code of Conduct – Computer Use and Copyright for additional information.

Telephones: The college telephone system must be kept open for college business and emergency use. Therefore, personal calls should be kept to a minimum. If you must make a personal call, it should be done during a break or meal period. If you make a long distance call from a college phone, you must pay the charges. Monthly statements detailing long distance calls made from each extension are issued by Information Technology Services.

Safeguarding/Protecting Assets

Please see the Code of Conduct - Safeguarding/Protecting Assets for the full policy. Infraction of any of the college's rules of conduct contained in this or any other section of this handbook or in other college policies may be grounds for disciplinary action. Depending on the employee's overall record and the seriousness of the offense, disciplinary action may include oral warning, written warning, suspension, or discharge. Some offenses are punishable under federal law.

In keeping with its mission of delivering high-quality education to students, the college requires high standards of performance from its employees. However, situations sometimes arise when an employee's job performance or conduct does not meet these required standards. While the college wishes to assist employees encountering difficulties, it reserves the right to terminate employment at its discretion. Employment at Smith College is on an at-will basis and therefore either party may end the employment relationship at any time.

Regardless of any specific policies or infractions listed here, the college has and reserves the right to discipline, suspend, or discharge employees or to take any other appropriate action which it believes necessary to protect the rights and safety of members of the college community.

Supervisory Referral

Supervisors may refer employees to the Employee Assistance Program (EAP) when there are indications of job performance difficulty that might be appropriate for EAP counseling. Your supervisor would make an **informal** referral if, for example, you confided that you were having difficulty in your personal life. Your supervisor would make a **formal referral** to the EAP if you had work performance issues. In this case, your supervisor would discuss the concerns and outline the corrective steps that you must take. You would be asked to sign a voluntary "release of information" form which allows the EAP to confirm your attendance at counseling sessions (though not the content of those counseling sessions). An employee who has been referred to the EAP is expected to follow the recommendations of the EAP counselor and to continue to meet the performance expectations of their position.

Corrective Discipline

Where appropriate, the college uses corrective discipline in instances of failure to meet performance standards. Through informal counseling, supervisors or department heads will inform employees of instances of performance deficiencies or inappropriate conduct, indicate the improvements required, and provide an opportunity to correct the problem(s). If an employee's performance or conduct does not improve to the required standard, a supervisor or department head may take further disciplinary action after consulting with the Office of Human Resources. Disciplinary actions may include written warning, suspension, or discharge based on the seriousness of the performance deficiency and the employee's prior work record.

Immediate Suspension in Cases of Serious Misconduct

In cases of serious misconduct, a department head may immediately suspend an employee pending completion of an investigation and final determination of employment status.

Discharge

Prior to discharging an employee, a department head must consult with the Executive Director of Human Resources. The employee will be notified in writing by the department head as to the reasons for discharge and the effective termination date.

Misconduct

The following are examples of misconduct that warrant immediate disciplinary action. These examples do not preclude the college's right to discipline, suspend or discharge employees for other causes. The college may also discipline, suspend, or discharge employees for criminal or felonious acts which occur off college property. In cases of serious misconduct, the department head may immediately suspend an employee pending investigation of the incident.

Actions which the college considers serious breaches of acceptable conduct include, **but are not limited to:**

- assaulting, threatening, intimidating, harassing, or coercing co-workers, students, or others
- sexual or racial harassment or discrimination;
- transporting or possessing weapons, firearms, fireworks, or explosives on college property;
- fighting or provoking or instigating a fight or engaging in dangerous "horseplay" which could result in injury to others or damage to property;
- insubordination or willful refusal to perform assigned duties or any type of verbal or physical abuse of a supervisor;
- possessing or using alcohol or illegal drugs during scheduled work hours;
- reporting to work or working under the influence of alcohol or non-prescribed drugs and/or the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances;
- speeding or reckless driving on college property or violating college safety rules or procedures ;
- stealing, destroying, or defacing college, co-workers', or students' property or the improper or unauthorized use of college property;
- sleeping on the job;
- indecency in language or behavior;
- supplying false or misleading information on the employment application, personal information questionnaire, or benefits forms, or altering or falsifying any college record (e.g., attendance records, financial records, student grades, inventories, etc.);
- accepting gifts, gratuities, trips, or favors from firms, organizations (their employees or agents), or other individuals who provide goods and services to the college, or otherwise taking advantage of your position for personal gain; (please also see the [Code of Conduct - Gifts and Gratuities](#) for additional information)
- taking advantage of the office or department where you work to request or receive favored treatment or special privileges and services which are not available to other staff members at the college;
- failing to maintain the confidentiality of college information;

- gambling, lotteries, or other games of chance on college property;
- duplicating or loaning college keys.

Misuse of Authorized Leaves

- absenteeism or tardiness that, in the judgment of the college, is unexcused or excessive;
- using an authorized leave granted for a specific purpose for any purpose other than that for which it was granted;
- failing to report for work at the end of an authorized leave.

The college has and reserves the right to discipline, suspend or discharge employees or to take any other appropriate action which it believes necessary to protect the rights and safety of members of the college community.

College Policy on Alcoholic Beverages

It is contrary to college policy to serve alcoholic beverages to individuals who are under 21 years of age. In August, 2000, the Commonwealth of Massachusetts adopted a statute which makes it a criminal offense, punishable by up to a year in jail and a \$2,000 fine, for any person to furnish any alcoholic beverage to a person under 21 years, parents or grandparents of the person excepted. This law covers public and private functions, for example, dinner parties or department events.

If a college employee violates this law, and any loss or damage were to result from the behavior of individuals served at the function, the faculty or staff member would not be defended or indemnified under the college's general liability policies, because the act was criminal in nature. The potential financial and other liability for the individual is thus enormous.

Alcohol and Drug Problems

Employees are expected to meet the performance standards for their positions. Problems with drugs or alcohol can and do affect work performance. Employees who are experiencing such problems at work are responsible for seeking help so that their performance does not negatively affect departmental or college operations. Employees whose work performance is affected may be subject to corrective action. Smith College cannot and will not tolerate drug or alcohol use in the workplace.

In order to promote an environment free of substance abuse, the college supports an active program of community awareness and education. This program extends to the misuse or abuse of controlled substances, including prescription drugs, alcohol, and other harmful substances. The college also offers assistance with confidential counseling. Faculty and staff are encouraged to refer individuals who appear to be troubled by drug or alcohol use to the Employee Assistance Program.

The Employee Assistance Program (EAP) offers confidential counseling for employees confronting substance abuse. Employees or supervisors can contact the EAP at (800) 828-6025. The Office of Human Resources (585-2270) may be contacted for information on the EAP program.

The Office of Human Resources is available to assist employees in finding appropriate professional care. Sick leave is available for physician-authorized absences for treatment. For additional information, please refer to the policies on *Sick Leave*, *Family Leave*, and *Leave Without Pay*.

Copyright Policies

All members of the Smith College community are required to comply with copyright laws. Federal copyright laws provide valuable protection to the authors of original works, and Smith College expects all members of the Smith community to respect those rights. Copyright laws also permit users of copyrighted works to make fair use of copyrighted materials under some limited circumstances. Smith College is committed to full support of the fair use of copyrighted works by the Smith College community under the provisions of applicable laws. The Smith College community is expected to have knowledge of, and make reasonable application of, the four factors of fair use. Failure to comply with copyright laws and to act in good faith in the fair use of copyrighted material will result in a Smith College community member assuming liability for his or her actions and may result in disciplinary action.

Related links:

Smith College Copyright Policies.

<http://www.smith.edu/libraries/services/faculty/copyright.htm>

Copyright and the Classroom

<http://www.smith.edu/libraries/services/faculty/copyrightclassroom.htm>

Policy On Acceptable Use Of Computer Resources

http://www.smith.edu/its/policies/acceptable_use_policy.html

This grievance procedure is provided for exempt/administrative and nonexempt/administrative support staff of the college recognizing that, from time to time, various problems occur involving work relationships and conditions of employment. In order to ensure that staff members' grievances receive full consideration, this procedure is a method of review and appeal for the resolution of such grievances. The college recognizes that staff members have the right to file complaints with various federal and state agencies. However, the college has established this internal procedure with the expectation that it will provide an effective means of resolving grievances without the necessity of federal or state remedies.

A staff member should feel free to discuss any problem informally with his/her supervisor or department head, or the staff in the Office of Human Resources, at any time without the discussion being considered part of a formal grievance procedure. However, at such time as a staff member wishes his/her problem to be considered formally by the college, he/she will follow the procedure described below.

This procedure applies to all grievable issues (with the exception of sexual harassment, or complaints covered under the College's EEO policy) which involve the work conditions and relationships within a department and/or the interpretation and application to individuals of general employment policies and procedures. The actual terms of employment policies and employee benefit plans are not matters to be covered by this procedure. Where a question exists as to whether a particular matter is covered by this procedure, the Associate Vice President for Human Resources will refer the matter to Senior Staff members for determination. Application of the procedure will be denied only where the matter is not a grievable issue or is one in which the grievant has no direct interest, or in other circumstances in which the use of this procedure would clearly endanger its effectiveness as a means for review and appeal of staff members' grievances. The grievance procedure is not available to new staff during the orientation and review period. Voluntary resignations are not subject to the grievance procedure.

A decision issued at any one step of the procedure will be final and binding for that grievance unless the grievant initiates an appeal to the next step. In the event that an employee does not receive a decision within the prescribed time limits, the failure to respond will be considered a denial of the grievance and he/she may proceed to the next step. However, the time limits described in any step may be extended by mutual consent between the parties concerned. Written responses by any of the concerned parties should be mailed on the day they are dated.

Retaliatory action of any kind taken by any employee (e.g., department head, supervisor, or co-worker) against any other employee as a result of that person's seeking redress under this procedure, cooperating in any inquiry, or otherwise participating in any proceedings under this procedure is prohibited. Any such retaliatory action will be the basis for a separate grievance.

Steps in the Grievance Procedure

The first three steps in this grievance procedure are informal efforts to resolve problems where they arise and with the parties directly involved; the fourth and fifth steps provide a means of further appeal to the Administrative or Administrative Support Staff Grievance Committees and to the President of the college. The staff member may be accompanied and represented by another individual at Step 3 or 4 of this procedure. He/she must include the name of that representative in the written requests submitted to the Associate Vice President for Human Resources (i.e., in the request for a Step 3 interview and/or in the request for a Step 4 hearing).

An employee will follow the steps in the order described below; however, the Office of Human Resources may be contacted directly if, for the particular grievance, it seems inappropriate to discuss the problem with the supervisor or department head. Also, the Office of Human Resources may be contacted at any time for additional information, guidance, or assistance in interpreting any part of this grievance procedure.

STEP 1

Within **30** calendar days of the incident or action causing the problem, the employee will discuss the complaint with the immediate supervisor who, in some cases, will be the department head. The supervisor will provide the grievant with a brief written summary of the problem and a response to it within five calendar days following the meeting. (If the immediate supervisor is the department head, the next step in this procedure is Step 3; otherwise, Step 2 applies.)

STEP 2

If the supervisor's reply does not resolve the problem to the employee's satisfaction, he/she may submit a written description of the complaint to the department head within **five** calendar days from the date of the supervisor's written response. The department head will discuss the situation with the staff member and will provide the grievant with a written response within **seven** calendar days following receipt of the written description of the complaint.

STEP 3

If the department head's response does not resolve the problem to the employee's satisfaction, or if the Office of Human Resources has made a decision which is not satisfactory to the staff member, he/she may request that the complaint be reviewed by the Associate Vice President for Human Resources. This request detailing the complaint must be submitted in writing to the Associate Vice President within **seven** calendar days from the date of the department head's written response. The Associate Vice President will attempt to resolve the problem with all parties concerned within **14** days following receipt of the grievance. If the problem is resolved, the Associate Vice President will issue a written summary of the matter with copies to all parties concerned. If no resolution is achieved, the Associate Vice President will so inform all parties in writing.

STEP 4

(a) If the grievance has not been resolved by the Associate Vice President for Human Resources, the staff member may request to have the grievance heard by the members of the Administrative or Administrative Support Staff Grievance Committees. The request to the appropriate committee must be submitted via the Office of Human Resources within **14** calendar days from the date of the Associate Vice President's written statement in Step 3. The request will include the following:

1. A description of the incident or action which caused the complaint and specifically what the complaint is;
2. What the staff member considers to be a satisfactory resolution of the matter;
3. The name of the representative if the staff member has decided to be accompanied and represented by another individual at the Grievance Committee hearing.

(b) Within **seven** days of receipt of the request for a hearing, the full committee will hold a preliminary meeting to review the grievance and determine whether the grievance merits a full hearing. If the committee decides that a hearing is warranted, it will designate a time and place for a hearing and all parties will be notified. During that hearing, the committee will review the entire case, may seek additional relevant information, and may interview any of the parties involved. The grievant or his/her representative will have the right to present information (both in writing and through witnesses) and to question others who have provided information.

The committee will issue written findings and recommendations within a reasonable time with copies to all parties concerned.

STEP 5:

The findings and recommendations of the Grievance Committee will be submitted to the President for review and final decision. The President may approve, disapprove, or modify the committee's recommendations or may remand the case back to the committee for further investigation. The President will issue a decision in writing with copies to all parties concerned. This decision is final and binding within the college.

The Administrative and Administrative Support Staff Grievance Committees

These committees will be formed on an as-needed basis. Each consists of five members from the administrative and administrative support staff; membership on these committees is limited to regular full-time staff members. The five members of each committee will be appointed by the President on the following basis: four members will be selected by the President -- three selected from Staff Council nominations and two of her own choosing. In the event that no nominations are received from the staff, the President will select five members of her own choosing.

The college is committed to protecting the health and safety of all employees. Specifically, under the Occupational Safety and Health Act (OSHA), it is the responsibility of the college to ensure that the workplace is free of unnecessary hazards and is environmentally safe for employees and students, and that employees follow safety procedures and wear protective equipment as required. For more information about the College's commitment to safety, please visit the Smith College Safety Committee's website at <http://www.smith.edu/scsc/>.

Safety Practices

As part of the OSHA Hazard Communication Program, the college provides information about hazardous chemicals and training and safety practices to staff working in laboratories and other designated work sites. Material Safety Data Sheets (MSDS) which describe the specific hazards of any chemicals used in the workplace are available for review upon request. Technical advice about safety issues is available from the Health and Safety Coordinator.

Department heads and supervisors are accountable for the safety of those working under their supervision and are expected to conduct their operations in a safe manner at all times. You are expected to follow all safety procedures, to take an active part in protecting yourself and your co-workers, and to promptly report to your supervisor hazardous conditions and practices.

Employees in designated positions are required to wear appropriate protective equipment during work hours. Violations of safety rules and procedures may result in disciplinary action up to and including termination of employment.

Reporting of Accidents

If you are injured at work, you must immediately report the injury to your supervisor or department head. Accidents, no matter how minor, must be reported promptly and a *First Report of Job-Related Accident* form submitted to protect your rights to benefits or coverage under the college's Workers' Compensation Insurance. Accident report forms are available from your supervisor, your department office, or the Office of Human Resources. Your section of the accident report should be completed as soon as possible. The report should be detailed and should note the date and time of the accident, the sequence of events, and factors that may have contributed to the accident.

First Report of Job-Related Accident

Supervisors are responsible for completing the remainder of the form and returning it to the Office of Human Resources as soon as possible. Prompt reporting of all accidents is essential; the Massachusetts Department of Industrial Accidents fines employers for each accident that is not reported to that agency promptly.

Treatment for Job-Related Accidents

Supervisors are responsible for arranging appropriate medical treatment for employees injured on the job. The seriousness of the injury determines the department to be contacted.

- Call Campus Police if a severe injury requires immediate first aid and/or an ambulance.
- Call the Office of Human Resources to report injuries that may require medical tests and treatment. Injured employees will be referred to a local physician retained by the college, who specializes in occupational medicine.
- Call Health Services to arrange immediate first aid treatment for minor injuries which occur during the academic year when Health Services is open.

All payments to hospitals and private physicians are subject to acceptance by the college's Workers' Compensation Insurance carrier. For information on reimbursement for treatment, see *Workers' Compensation Benefits (Section 521)*.

Smith College values the contribution that employees make to the successful operation of the college and expects a productive and mutually satisfactory employment relationship with each employee. However, it is understood that neither the employee nor the college is obligated to continue the employment relationship and either may terminate the relationship at any time. Terminations are either voluntary or involuntary.

Voluntary Resignation and Retirement

If you decide to resign or retire from your position, it is helpful to give as much advance notice as possible. Non-exempt employees who resign are expected to give their supervisor at least **two weeks' notice**; exempt employees who resign are expected to give at least **one month's notice**.

A written resignation or retirement notice is required, stating the reason of your resignation and last day of work. You will receive a packet of information regarding the termination, continuation, or transfer of your benefits.

Vacation or other paid leave may not be used to extend your official termination date. Any accrued and unused vacation you have earned as of your official termination date will be paid to you.

Retirement: The retirement of an experienced staff member may have an impact on the operation of an office or department. Whenever possible, you are asked to give a minimum of four months' written notice; however, six months to one year's notice would help your department head plan appropriately for the future. An employee who retires from the college at age 60 or older is entitled to a retiree Smith *OneCard* that provides continued access to certain college facilities and services.

Early retirement: Employees age 62 or older with at least 10 years of service may elect early retirement. Early retirees may be eligible to continue participation in the college's health and dental plans. See Health Insurance for Early Retirees.

Job abandonment: Job abandonment occurs when an employee fails to notify his or her supervisor of the reason for an absence of three consecutive working days. Job abandonment also occurs when an employee fails to return to work when directed to do so, or fails to notify the supervisor of the reason for absence within three consecutive working days after an approved leave of absence or disciplinary suspension. An employee who abandons his or her job will be considered to have voluntarily resigned. Voluntary resignations are not subject to the grievance procedure.

Reinstatement of Previous Service Time: College employees with three or more years of consecutive service who voluntarily resign from the college and are rehired within one year of their termination date may have their sick leave accrual restored, may begin earning vacation time at the rate in effect as of their date of termination, and will not be considered

to have an “interruption of service” for benefits such as retirement and tuition. However, sick leave and vacation do not accrue during the period of separation nor is the period of separation considered as time worked for purposes of wage and salary determination.

Involuntary Termination

Discharge: Discharge is termination of employment for reasons including but not limited to unsatisfactory work performance, misconduct, or violation of college policies or rules. Discharge may be preceded by a period of leave without pay pending investigation. Discharge can occur without advance notice.

If a decision is made to terminate your employment for reasons other than misconduct, two weeks of notice or pay in lieu of notice will normally be provided to non-exempt employees and one month of notice to exempt employees. Such notice does not apply to employees terminated due to misconduct or during the orientation and review period. Normally, staff members who are discharged are not eligible for re-employment or for transfer to another position within the college, and may not be eligible for continuation of health and dental insurance benefits under COBRA and may not be eligible for unemployment benefits.

Reductions in staff: If reorganization or other operational necessity requires a reduction in staff that results in the elimination of your position, you will be given at least four weeks' notice or pay in lieu of notice. If your position is eliminated and you are unable to transfer to another position at the college, you may be eligible to receive severance benefits.

Severance Pay

Severance pay is available to employees whose positions are eliminated or for those whose employment is terminated to meet college staff reduction objectives. The college may modify or terminate the severance benefits policy at any time without prior notice.

Eligibility: You are eligible for severance pay if, at the time your position is eliminated or your employment is terminated, you:

- hold a regular budgeted non-faculty position of half-time or more, and
- are an active employee or on authorized leave with or without pay, and
- lose your position or your employment is terminated as a result of involuntary layoffs in your department or unit.

You are not eligible for severance pay if you work less than half time, if you have a temporary appointment, or if at the time of your appointment the position had a defined termination date.

To receive severance pay you are required to apply for available college positions for which you are qualified. You will not be eligible for severance pay if you transfer to another

position at the college within the four-week notice period. Likewise, if you are receiving severance pay, the payments will stop as of the date you return to work.

Notice Period: If your position is to be eliminated or your employment terminated, you will be given at least four weeks of notice prior to your expected termination date. During the notice period you will continue to work and will receive your regular base pay or salary. At the discretion of the college, a combination of notice and pay in lieu of notice may be granted.

Severance Pay Amount: If your employment is being terminated and you are unable to transfer to another college position, you will be eligible for severance pay as follows:

A. If you are otherwise eligible for severance pay under this policy but elect not to submit a valid waiver releasing the college from legal claims arising out of your employment, then you will receive a severance payment equal to two (2) weeks of pay plus accrued and unused vacation and other paid time for which you are eligible.

B. If you elect to submit such a release, then you will receive a severance payment as follows:

- **Basic Payment**

A payment of four (4) weeks of pay calculated at your base weekly rate at the time you leave the college;

- **Supplemental Payment for years of service**

Two (2) additional weeks of severance pay for staff with one to four consecutive years of service in a regular budgeted position;

Four (4) additional weeks of severance pay for staff with five to nine consecutive years of service in a regular budgeted position;

Six (6) additional weeks of severance pay for staff with 10 to 14 consecutive years of service in a regular budgeted position;

Eight (8) additional weeks of severance pay for staff with 15 to 19 consecutive years of service in a regular budgeted position;

Ten (10) additional weeks of severance pay for staff with 20 or more consecutive years of service in a regular budgeted position.

Your severance payment will be based on your current base rate and your years of consecutive service dating from your most recent date of hire. Service credit will be given for each academic or fiscal year in which you worked full time in a regular budgeted position. You will be given prorated credit for each year in which you worked half time or more in such a position.

Severance Payment: Your employment and benefits will terminate as of your last day of work. However, you will continue to remain on the payroll and receive severance payments for the appropriate period (two to 14 weeks) as outlined above. If you are offered another college position, severance payments will stop as of the date you return to work. Severance payments will also stop if you choose not to apply for or accept positions at the college for which you are qualified.

Severance Benefits

Vacation and Other Paid Time: You will receive payment for your accrued and unused vacation and any other paid time for which you are eligible. No additional vacation or other paid time will accrue during the severance payment period.

Retirement Plan: The college will pay retirement contributions on all vacation pay and other paid time for which you are eligible. No retirement contributions will be made on your severance pay.

Health Care Program and Dental Plan: You may continue in the college's group Health Care Program and the Dental Plan for 18 months following your separation from the college by electing COBRA coverage at the time of your termination. Under COBRA you pay the full health and/or dental premium cost plus a 2% administrative fee. Eligibility for participation in the college's group Health Care Program and/or Dental Plan will terminate on the date you become covered under another group health or dental plan.

Life Insurance Plan: You may convert all or part of your group life insurance to an individual policy without providing proof of good health. Please refer to your individual group life insurance certificate for complete details regarding this conversion feature.

Long-Term Disability Insurance Plan: Your coverage under the college's group Long-Term Disability Insurance Plan will end on your last day of work. You may be eligible to convert your insurance coverage and become insured under the Hartford Group Long-Term Disability Conversion Policy. You will receive a conversion brochure and an application form at the time your employment at the college ends.

Tuition Assistance: If your child is currently attending another college, Smith College, or the Smith College Campus School at the time your employment ends, any existing tuition grant will be continued for the remainder of the semester.

Loan Repayment: The balance on all outstanding tuition, computer, and other college loans will be immediately due and deducted from your severance payment up to its full value. Any amount still owed will be due immediately.

Second Mortgage Loans and Rental Housing: Any outstanding second mortgage loan balance must normally be repaid within 30 days of termination of employment, with the college offering brief extensions when necessary. Tenants who leave the college for any reason except retirement must vacate college housing within 30 days.

Rehire: After your severance payments cease, you are eligible to apply for available positions for which you qualify based on educational background, skills, and experience. The Office of Human Resources will assist you in identifying positions for which you may be qualified; however, no guarantee of preference is made.

Personal Statement and Benefits Counseling Session: The Office of Human Resources will prepare a personal statement detailing the amount of your severance payment including any accumulated vacation and other paid time to which you may be entitled. The Office of Human Resources will explain the options available to you for continued health and dental benefits, and will provide details concerning the continuation or conversion of any other benefit in which you are currently participating.

Employee Recognition

Smith College recognizes and honors employees who have reached certain service milestones. Awards are presented to employees in recognition for years of service beginning at 10 years and every five-year milestone through 35 years and beyond. In the fall, a special luncheon is held in their honor.

Spotlight Awards give staff, administrators, and faculty the opportunity to thank members of the Smith community who have gone out of their way in performing their jobs and serving others. This special award reflects the appreciation that members of the Smith community feel for their colleagues. Each spring, President Carol Christ and Human Resources host a celebratory Spotlight Awards Reception for the entire community to gather and congratulate all of the Spotlight Award recipients for the year. Recipients are eligible to participate in a special grand prize drawing.

Staff Picnic

Employees, their families, and friends are invited in June to a college-sponsored picnic. The picnic offers food, drink, athletic activities, and music and the opportunity to relax and celebrate the end of the busy academic year.

Twenty-Five Year Club

The Twenty-Five Year Club, founded in 1958, honors long-term employees for their years of loyal and dedicated service to the college. Membership in the Club is open to any benefit eligible staff member with 25 or more consecutive years of service.

Elizabeth B. Wyandt Gavel Award

Each year in the fall, the Student Government Association cabinet and the senate seek nominations from members of the college community for a Smith College staff person who has offered outstanding service to students. The Elizabeth B. Wyandt Gavel Award is presented at the second all-college meeting in January at ceremonies to which the staff member's supervisors, guests, and co-workers are also invited.

Departmental Recognition

In addition to college-wide recognition events, each department may choose to honor the contributions of its staff through celebrations, awards, and honors. Some departments offer achievement awards to recognize staff members who have performed a special service or put forth unusually creative efforts that have resulted in improved departmental programs, services, or work environments.

Employees who have courageously handled an emergency or safety situation related to their job duties, or who have developed a special innovation resulting in significant economic or other extraordinary benefit to the department or the college, may also receive departmental

recognition. Departmental recognition may take many forms, ranging from celebratory events, dinners, and picnics to group awards and humorous surprise events.

If you think of an innovative way to recognize the achievements of co-workers in your area, speak with your department head or supervisor to further develop your recognition idea.

Background Checking

Section 216

Background checks will be completed on all final applicants for staff positions. Applicants who have received an offer are required to complete a Notification and Authorization for Background Check form in compliance with the Fair Credit Reporting Act (FCRA), which promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies.

Background checks will also be conducted on current staff applying for transfers or promotions. After notification of an offer of employment or internal transfer/promotion, the college's background checking vendor will begin investigative background inquiries. The following background checks will be completed:

Background Type	New Hire	Transfer/Promotion requires driving	Transfer/Promotion requires CORI	Transfer/Promotion requires Finance
SS Trace	X			
Criminal Court Records	X			X
Sex Offender	X			
Driving		X		
Credit				X
CORI			X	

If the background check is returned with no negative information, HR will notify the hiring manager to proceed with the hire. However, if the background check does reveal negative information, the applicant will receive a copy of the background check report and a summary of his/her rights. The hiring manager will be notified that the background check requires further review. Human Resources will review the negative background data in consultation with General Counsel and/or the Controller's Office. Human Resources will review the final background data so that a sound hiring decision can be made. All persons with access to background report content are required to treat the information confidentially.

This policy will be implemented in compliance with all applicable federal and Massachusetts statutory requirements including notice, opportunity to contest information, and confidential maintenance of records.

Position-Specific Background Checks

Climbing Wall Facility Staff and Manager

Smith College will conduct a CORI check on all individuals 18 years or older who are currently employed or seeking employment as a climbing wall facility manager or climbing

wall facility staff. This check is in addition to any other background checks new employees are required to have under this policy. .

Center for Early Childhood Education and Smith College Campus School Employees

Massachusetts state law requires a fingerprint-based state and national criminal record check (SAFIS) for all school employees. This check is in addition to any other background checks new employees are required to have under this policy.