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The contents of this manual may also be viewed online at www.hr.sbc.edu/

THIS MANUAL DOES NOT CONSTITUTE A CONTRACT BETWEEN THE COLLEGE AND ANY EMPLOYEE. THE COLLEGE HAS ALWAYS RESERVED THE RIGHT TO CHANGE AND/OR ELIMINATE ANY PROVISIONS OF THIS MANUAL, AS WELL AS ALL OTHER COLLEGE RULES AND POLICIES, WITHOUT PRIOR NOTICE. ANY SUCH CHANGES WILL BECOME EFFECTIVE WHENEVER DETERMINED BY THE ADMINISTRATION OF THE COLLEGE.

I. STATEMENT FROM THE PRESIDENT

On behalf of the College and your colleagues, I am very pleased to welcome you to Sweet Briar. You have become a member of an impressive faculty and staff dedicated to one of the highest goals of society today: educating young women to become leaders in tomorrow's world.

Important factors in your working life are the benefits available to you as an employee, and the policies that govern your employment. This manual is designed to provide you with basic information about the employee benefits and policies here at Sweet Briar. Please let us know if you have any suggestions that might help us better explain these policies; if you have any questions, please don't hesitate to ask for clarification.

It is my hope that you will quickly feel comfortable in our midst, and will soon be a dedicated member of the Sweet Briar Community.



Elisabeth S. Muhlenfeld
President

II. HISTORY

Sweet Briar College is a liberal arts college for women that grants the Bachelor of Arts, Bachelor of Science, Bachelor of Fine Arts, Master of Arts in Teaching and Master of Education degree. The baccalaureate program is based on both the traditional disciplines in the arts and sciences and a wide range of interdisciplinary and individualized studies. Many of these also serve as pre-professional or pre-career programs. The 3,250-acre campus is located in the foothills of the Blue Ridge Mountains, thirteen miles north of Lynchburg.

Sweet Briar College was founded in 1901, the legacy of Indiana Fletcher Williams, who left her entire estate to found an institution in memory of her only daughter, Daisy, who had died at the age of 16 in 1884. At the time of Mrs. Williams' death in 1900, her estate consisted of more than a million dollars, and over 8,000 acres of land, including the Sweet Briar Plantation. The first Board of Directors determined that the College should be free from denominational control and that it should maintain the highest academic standards. Sweet Briar would unite classical and modern ideals of education and, in the words of its founder, prepare young women "to be useful members of society."

Sweet Briar College was opened as an independent residential liberal arts college in 1906, and the first five graduates received their Bachelor of Arts degree in 1910.

By 1921 Sweet Briar held memberships in the Southern Association of Colleges and Secondary Schools, the American Association of University Women, and the American Council on Education, and it was on the approved list of the Association of American Colleges. The College is a member of the Southern University Conference, the National Association of Independent Colleges and Universities, and the College Entrance Examination Board and, since 1949, a member of Phi Beta Kappa (Theta of Virginia). The teacher preparation program has been approved by the Department of Education of the State of Virginia.

The College inaugurated its first graduate programs; a Master of Arts in Teaching and a Master of Education, in 2004, and that year became only the second women's college in the nation to offer a program in engineering.

Sweet Briar has been led by eight presidents. Dr. Mary Kendrick Benedict held the office from 1906 until 1916; Dr. Emilie Watts McVea served from 1916 to 1925; Dr. Meta Glass from 1925 to 1946; Dr. Martha Lucas from 1946 to 1950; Dr. Anne Gary Pannell from 1950 to 1971; Dr. Harold B. Whiteman, Jr., from 1971 to 1983; Dr. Nenah E. Fry, from 1983 to 1990; and Dr. Barbara A. Hill, from 1990 to 1995, and Dr. Elisabeth Muhlenfeld who assumed office on August 19, 1996.

See The Story of Sweet Briar College by Martha Lemmon Stohlman (Princeton University Press, 1956); Sweet Briar: Seven Decades, 1901-1971 by Martha von Briesen and Dorothy Vickery (Whittet and Shepperson, 1972); and The Letters of Elijah Fletcher edited by Martha von Briesen (University of Virginia Press, 1965). All are available in the College Library.

III. THE MISSION STATEMENT OF SWEET BRIAR COLLEGE

Sweet Briar College prepares women (and at the graduate level, men as well) to be productive, responsible members of a world community. It focuses on personal and professional achievement through a customized educational program that combines the liberal arts, preparation for careers, and individual development. The faculty and staff guide students to become active learners, to reason clearly, to speak and write persuasively, and to lead with integrity. They do so by creating an educational environment that is both intense and supportive and where learning occurs in many different venues, including the classroom, the community and the world.

IV. ORGANIZATION OF THE COLLEGE

The faculty and the administration operate through a committee structure: standing, temporary, or ad hoc. Some members are elected, some are appointed by the President after receiving the recommendations of the Election

Sub-Committee of the Executive Committee of the Faculty. For a description of the composition and duties of the various standing committees, see the Faculty Governance Manual.

The Board of Directors bears the final legal responsibility for "Sweet Briar Institute," the charter name of the College. The President is the chief executive officer of the College. The Dean of the College is the chief academic officer; the Vice President for Finance and Administration is the chief financial and business officer; and the Dean of Co-Curricular Life is the officer in charge of student co-curricular matters. In case of an emergency, if the President should be absent or incapacitated, the Dean of the College is the second ranking officer of the College and shall assume the responsibilities of Acting President until the Directors formally appoint either an Acting President or a successor.

V. DEFINITIONS

Year of Service - a 12-month period in which the employee completes 1000 hours or more of service.

Full-time - An employee who normally works 1950 or more hours in a 12-month period of time. Full-time employees qualify for the benefits described herein. Employees working fewer than 1950 hours, but more than 1000 hours and are expected to be employed longer than six months qualify for group benefits with vacation and sick leave prorated based on the hours worked.

Part-time - An employee, who is not a full time employee, works fewer than 1000 hours in a twelve-month period. Part-time employees are not eligible for benefits.

Temporary – An employee who works on a short-term basis, usually fewer than six months. Employees who work on an occasional, as-needed basis are considered temporary, as are adjunct faculty.

Faculty - A person employed by the College who is responsible for instruction, including an Instructor, Assistant Professor, Associate Professor, Full Professor, Dean, or any other employee having academic rank at the College. Whether a Faculty member is full or part time should be set forth in each Faculty member's contract. Information concerning a Faculty member's status as full or part time is available from the Dean of the College.

Immediate family - includes spouse, children, parents, parents-in-law, brothers, sisters, grandparents, grandchildren, and son or daughter-in-law.

VI. GROUP BENEFITS

COMPASSIONATE LEAVE

Faculty - Faculty will be entitled to compassionate leave in accordance with the medical leave policy applicable to Faculty.

Other Employees - Three (3) days paid compassionate leave will be granted to all employees for a death in the employee's immediate family.

DENTAL INSURANCE

The College provides to all full-time faculty and staff a group dental program purchased from Delta Dental Plan of VA. The current benefits include 100% usual, customary, and reasonable diagnostic and preventive care payment; 80% usual, customary, and reasonable basic services and restoration care payment; 50% usual, customary and reasonable gold/crown, prosthetic, and orthodontic care payment with a maximum benefit per patient of \$1,000 per year. Insurance benefits are subject to change.

New employees will become eligible on the first day of the month following the completion of 90 days of continuous employment. The College pays the entire cost for individual coverage for each full-time employee. If coverage for spouse, same-sex partner, or family is desired, the employee will be responsible for premium cost for this coverage. Retirees are not eligible to participate in the College dental plan. Upon retirement employees will be offered COBRA continuation for a period of 18 months.

DISABILITY INSURANCE

The College provides long-term disability insurance for all full-time employees of the College. Long term is defined as the period that commences after six (6) consecutive months of total disability. Disability is defined as an illness or accident that prohibits the employee from engaging in any occupation for which he/she is reasonably fitted by education, training, or experience. The College disability benefits are coordinated with social security benefits. For further details, please refer to the actual insurance contract.

All employees are eligible the first day of work following the completion of ninety days of continuous employment. The benefit provided is 60% of monthly earnings (\$10,000 monthly maximum benefit) plus full payment of retirement annuity premiums to age 65. Monthly income and contributions to the retirement plan will rise with the cost of living each year the employee is disabled.

The College pays for the entire premium for all employees for Disability coverage.

FAMILY AND MEDICAL LEAVE ACT OF 1993

In accordance with the Family and Medical Leave Act of 1993, Sweet Briar College will provide up to 12 weeks of unpaid, job-protected leave to qualified employees in any 12-month period for certain family and medical reasons. Employees are eligible if they have worked for the College for at least 12 months and for 1,250 hours over the previous 12 months.

Reasons for Taking Leave:

Unpaid leave will be granted for any of the following reasons:

- Provide care for the employee's child after birth, adoption or placement for foster care;
- Provide care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
- For a serious health condition which makes the employee unable to perform his/her job.

Serious health conditions are those that:

- Involve inpatient care in a hospital, hospice, or residential medical-care facility;
- Require an absence of more than 3 days and under continuing treatment by a medical provider;
- Are fewer than 3 days but are under the continuing treatment by (or under supervision of) a health care provider for a chronic or long term condition, or for prenatal care.

Employees will be required to substitute paid sick, paid holiday leave, and paid vacation leave, to the extent that they have been earned, for all or any part of the twelve-week period. Employees are limited to a total of 12 weeks of FMLA leave during any 12-month period, regardless of whether substitution of paid leave is made.

Advance Notice and Medical Certification:

Employees must request leave in order to receive FMLA benefits. Employees are required to provide advance notice of the need for FMLA leave and medical certification in support of the leave request. Leave may be denied if requirements are not met.

The notice of need for FMLA must be given to the immediate supervisor, with a copy provided to the Benefits Office. This ordinarily must be provided 30 days in advance, when the leave is foreseeable. If it is not foreseeable,

such as in an emergency situation, it must be provided as soon as feasible. The College may require a second or third medical opinion as to the need for FMLA leave.

The employee must provide a report from his/her health care provider that certifies fitness for duty to report to work and perform the essential functions of the job, before returning to work from a medical leave.

Job Benefits and Protection:

Sweet Briar employees on FMLA are entitled to receive the same level of health coverage during leave that was received prior to taking leave. The College will continue all group benefits during the FMLA leave (dental, group life, disability, supplemental life, and personal accident). Employees on leave will continue to be responsible for the payment of their portion of the cost of these benefits. Employees are not eligible to make contributions to the College's retirement plan while on unpaid FMLA leave. Employees will not lose any employment benefit that accrued prior to the start of a FMLA leave.

Sweet Briar employees may take intermittent leave or a reduced leave schedule when necessary to care for a seriously ill family member or because of their own serious health condition. The College may temporarily transfer an employee to an available position with equivalent pay and benefits if it better accommodates recurring periods of leave, or to meet the requirements of the Americans with Disabilities Act.

Most employees will be guaranteed reinstatement to their prior position or a position with equivalent pay, benefits, and other employment terms, upon return from a FMLA leave. Under certain circumstances, a person defined as a key employee may be denied reinstatement to employment. A key employee is defined as an employee who is classified in an exempt position, and is among the highest paid 10 percent of the employees. This restoration can be denied only if necessary to prevent "substantial and grievous economic injury to the operations of the College."

Upon requesting a FMLA leave, the employee will be notified of his/her status as a key employee if there is any possibility that the College may deny reinstatement after the FMLA leave. A complete copy of the FMLA policy can be obtained from the Benefits Office.

FLEXIBLE BENEFITS PLAN

The Flexible Benefits Plan consists of two (2) benefits that are designed to save employees money on health and dependent care expenses.

PREMIUM CONVERSION: Allows employees to pay medical and dental insurance contributions for the employee and qualified dependents with before-tax dollars.

FLEXIBLE SPENDING ACCOUNTS (FSA): Allow employees to pay for certain types of health and dependent care expenses with before-tax dollars. This benefit gives employees an even greater opportunity to increase their take-home pay by reducing their taxable income. Contact the Benefits Office for more details.

GROUP LIFE INSURANCE

The College offers group life insurance to all full-time employees of the College commencing the first day of work following the completion of ninety days of continuous employment. The amount of coverage equals one times the annual earnings of each employee rounded up to the nearest one thousand dollars. The College pays for the cost of this coverage.

The policy provides two times coverage for accidental death and dismemberment. The basic life insurance and basic accidental death and dismemberment insurance will reduce 35% on your 65th birth date, an additional 15% on your 70th birth date, and an additional 15% on your 75th birth date. Group Life Insurance terminates upon retirement or termination of employment. Conversion and continuation options are available.

HEALTH INSURANCE

The College provides a preferred provider health insurance plan for all full-time employees of the College. Insurance benefits are subject to change. Annually, the College will determine the cost to be paid by the College, as well as any cost to be contributed by active employees. New employees are eligible on the first day of the month following employment date. (Consult your health benefit booklet for further details).

An employee of the College must work for the College a minimum of fifteen (15) uninterrupted (without a break in service) years and attain age 65 before they are eligible to participate in the College's health insurance plan for retired employees. Premium charges for retiree coverage will be determined annually by the College.

HOLIDAYS

The College recognizes the following standard holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Wednesday before Thanksgiving
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- Day after Christmas

A specific schedule for each fiscal year will be approved by the President and issued by the Human Resources Department. The College reserves the right to substitute days or deviate from this schedule if necessary. Full-time employees are eligible for paid holidays as follows:

Non-exempt salaried staff:

- standard holidays
- two additional days during Christmas break
- two additional days at Spring Break.

Exempt Staff:

- standard holidays
- five additional days at Christmas break
- two additional days at Spring Break.

Faculty:

- not applicable

Additional days may be taken at another time convenient to the department. However, holidays must be used within one year of when earned. Unused holidays are not compensated upon termination of employment.

Employees who work less than a full year (e.g., academic year) are eligible for holidays that occur during time actively at work. To be paid for a holiday, the employee must work the day before and day after the holiday, or use other paid leave approved by the immediate supervisor.

LEAVE DONATION

In the case of a catastrophic, extended illness of an employee whose leave balances have been exhausted, the College may allow employees to donate accrued sick or vacation leave. To be eligible for consideration for leave donation, the following should apply:

- The employee must be considered benefit eligible staff or faculty
- The absence is expected to be of at least three months' duration, likely resulting in eligibility for long-term disability, as indicated by the Certification of Healthcare Professional
- The employee must have no recent disciplinary warnings, and must have demonstrated responsible use of leave time
- The employee must have exhausted all sick and vacation leave balances, and must need at least one month of additional leave
- Worker's compensation leave and maternity leave are not eligible for leave donation, although complications arising from maternity leave may qualify

Leave donation requests will be approved by a committee consisting of the Director of Human Resources, Vice President for Finance and Administration, and the Senior Staff member responsible for the employee's area.

Employees who are approved for leave donation may receive both sick and vacation leave donation if they have been employed in a benefit-eligible position by the college for at least two years. Employees who have fewer than two years of benefit-eligible employment will be eligible only for vacation leave donation.

When leave donation is approved, an announcement will be sent to staff and faculty asking for volunteers who wish to donate leave time, and outlining the procedures. The recipient of the leave may or may not choose to remain anonymous.

Employees who wish to donate leave must submit a request to Human Resources, approved by their immediate supervisor (or by the Dean of the College for faculty) indicating the amount and type of leave they wish to donate. A staff or faculty member may donate up to two weeks' leave, but must retain a combined balance of at least four weeks leave remaining. (Example: an employee who has three weeks of vacation and two weeks of sick leave may donate up to one week of leave time). The supervisor's signature confirms that the employee has sufficient leave balances to make the donation.

Leave will be used in the order donations are received by Human Resources. Employees will be informed if their donation is not needed.

The total leave donation shall not exceed six months, or until the employee becomes eligible for disability benefits, if sooner.

LEAVE OF ABSENCE FOR CHILD REARING

Faculty - Any member of the faculty may request a year's leave of absence for the purpose of child rearing, during the first academic year following the child's birth, or at a later time if unusual circumstances make such a leave necessary. In such special and unusual cases, arrangements shall be made with the President in consultation with the Dean and head of the department concerned. Such leave shall be without remuneration or other benefits provided by the College nor shall a leave be counted as a service to the College in calculating eligibility for sabbatical leave, tenure, or promotion.

Other Employees - Leave for pregnancy comes under the specifications of the medical leave policy and FMLA. A recommendation in writing is to be made by the attending physician concerning the amount of time that the employee will need to be absent from work for medical reasons pertaining to childbirth. In addition to paid medical leave, the employee may request to use vacation or unpaid leave in accordance with the Family Medical Leave Act of 1993.

MEDICAL AND SICK LEAVE POLICY

Paid sick leave may be granted to full-time employees due to personal illness, injury, or pre-scheduled medical appointments that do not arise out of the course of employment. Up to four days of accrued sick leave per year may be granted for illnesses or appointments for the employee's immediate family. In the case of recurring, frequent or lengthy absence, the department head or other supervisory staff may require the employee to submit a note from a doctor or other healthcare professional that verifies the employee's inability to work or need to care for an ill family member. (Please also see Family and Medical Leave).

Sick leave is earned monthly in accordance with the table following this section of the manual. It is the responsibility of each department head to ensure there is a mechanism in place in the department for appropriately reporting and tracking sick leave earned and used. An employee who is sick is required to personally contact his/her immediate supervisor or his/her designee within two hours of his/her normal starting time or he/she may be charged with unauthorized absence. (Please see Reporting to Work).

Unused sick leave may be carried over from one fiscal year to the next. Unused sick leave is not compensated at termination.

An hourly employee who uses fewer than eight sick days in a fiscal year may convert up to one week (five days) of unused sick leave to vacation time. To be eligible for this conversion the employee must have been employed for the full fiscal year. Hourly employees who earn over two weeks' vacation as of June 30, 2000 will be "grandfathered" under prior leave accrual provisions, and are therefore ineligible for this conversion option.

Stipulations and Procedures for Faculty

Medical leave for faculty, allowed as needed, will be granted when a faculty member is incapacitated for work because of illness, accident or because of absence due to serious illness or death in his/her immediate family.

Full-time faculty earns fifteen days of sick leave per year of service, up to the total of six months' accumulation. Coverage includes those on sabbatical leave or released time. A record of medical leaves shall be noted in the individual faculty personnel folder in the Dean's Office or by the appropriate administrative officer for non-faculty personnel so that deductions from accumulated time can be made as necessary.

If absence from work is for a temporary minor illness or family emergency of no more than one workweek's duration, it is assumed that necessary arrangements will be made by the department concerned to provide for the work of the absent member. In the case of absence beyond one workweek due to illness, accident, or serious illness or death in the immediate family, arrangements shall be made for medical leave. In each such case a periodic report from the physician or consulting psychiatrist or licensed psychologist, as may be appropriate, shall be submitted to the President on request. Return to service following medical leave (for illness or accident of a family member) shall also be approved by the physician or other healthcare provider.

In case of medical disability of a member of the faculty, the President in consultation with the Dean and/or the head of the department concerned shall be responsible for making equitable arrangements for special and unusual cases not covered in these specifications, e.g., partial disability and subsequent arrangements for part-time work. In cases of non-faculty personnel the special arrangements shall be handled by the administrative officer directly concerned and the President. In the case of total disability, income insurance benefits go into effect after six months.

Elective surgery or medical studies that could be deferred until a vacation or recess, according to the recommendation of the attending physician, are not included under this policy.

Medical leave for pregnancy shall come under the specifications of this policy. In the case of faculty, the chairman of the department and the Dean shall be informed as soon as the pregnancy is medically determined in order to anticipate arrangements for medical leave if this becomes necessary. Refer to the following sections on "Leave of Absence for Child Rearing" and "Family and Medical Leave Act of 1993".

If there is a difference of opinion between an individual and the administration as to fitness for work, arrangements shall be made to have a recommendation from the attending physician or other appropriate healthcare provider as to continuing work, taking a medical leave, or a leave of absence. This provision covers disability due to serious illness in the immediate family, pregnancy, and postnatal condition.

Leave Benefits for Sweet Briar Staff

	Fulltime Staff Nonexempt	Part-time > 50%	Hourly	Exempt Staff
Vacation 1-3 yrs service	3 weeks	Pro-rated	1 week * with option to convert one week unused sick to vacation	4 weeks
Vacation 4+ yrs service	3 weeks	Pro-rated	2 weeks * with option to convert one week unused sick to vacation	4 weeks
Sick Leave	15 days	Pro-rated	15 days *with option to convert one week sick to vacation	15 days

Nonexempt Staff are those who are required to be paid overtime under the Fair Labor Standards Act for hours worked over 40 in a workweek.

Exempt Staff are those who, because of the nature of their work, are exempted from the overtime provisions of the law.

Hourly Staff are those who are primarily employed in service positions and are paid by the hour, rather than on a salaried basis.

Please contact the Human Resources Department if you have questions about the exemption status of a position.

PROFESSIONAL TRAINING AND EDUCATION LEAVE POLICY

As Sweet Briar College is an educational institution committed to undergraduate teaching, the College is also committed to the continuing education of professional staff and administration. The College encourages all employees to take advantage of seminars, conferences, in-house training, and coursework offered by the College to continually enhance expertise in their given area of responsibility. Each department is responsible for allocating budgetary resources to support on-going training related to the developmental needs of the department and/or the individual. Training of this type is usually two weeks or less in duration. An employee who feels that a longer absence is necessary may request unpaid leave. (Please refer to Unpaid Leave),

Under exceptional circumstances, periods of extended leave that directly relate to the best interests of the College may be considered on a case-by-case basis. If approved, the College may allow such leave to be taken in one of two ways:

- 1) Up to 3 months with full pay after 6 years of service
- 2) Up to 6 months with half pay after 6 years of service

This offer may be extended to full-time administrative staff. The purpose of the leave must be related to increasing professional skills within the employee's designated area of responsibility.

If the individual requesting Professional Education Leave has teaching responsibilities, the leave must coincide with semester periods so as not to affect multiple semesters. Normally, only one individual will be considered for

approval per year and the responsibility of ensuring adequate coverage for the absence will fall to the department head. All Professional Education Leave expenses will be charged to the departmental budget.

Requests for Professional Educational Leave should be submitted to the President's office at least six months prior to the intended leave, and must include the following:

- The length of the leave period
- A description of activities to be undertaken during the leave, including how the leave will benefit the college
- A proposal for provision of coverage during the leave period

The granting of leave is at the discretion of the President, after consultations with the department or division concerned and appropriate Senior Staff. Professional Education Leave is not granted automatically but only with due concern for the best interests of the College. Any individual approved for Professional Educational Leave will accept the offer with the understanding that he/she will commit to continuing his/her employment by the College for at least one academic year after returning from such leave. Fringe benefits coverage will continue during the leave period, based on the compensation in effect during the absence. It is the employee's responsibility to check with the Benefits Office to verify any potential adjustments to health benefits, retirement contributions, or other fringe benefits resulting from the leave period and to make any required contributions (e.g., for health insurance) in advance, if necessary.

RETIREMENT PLAN and SUPPLEMENTAL RETIREMENT ANNUITY

In order to assure adequate retirement income for its full-time faculty and staff, Sweet Briar College provides 403(b) retirement benefits through the Teachers Insurance (TIAA-CREF) and ING Funds. All full-time Assistant, Associate, or Full professors and instructors, except those holding an adjunct or special temporary faculty positions, and all full-time staff will begin participation in the retirement plan at the beginning of any quarter (July, October, January, or April) following employment. **Participation in this program is mandatory.**

The College's retirement benefits consist of two plans, the basic 403 (b) plan and a supplemental plan. The basic 403 (b) retirement plan is one in which both the college and the employee make contributions. The supplemental plan (also called tax-deferred annuity plan or supplemental retirement annuity) is one in which the employee may make optional contributions.

Eligible employees begin participation in the basic plan at age 23.

Sweet Briar College contributes toward each participant's premium an amount equal to 8% of the individual's base salary. Base salary does not include stipends, bonuses, overtime, or any reimbursements or allowances. An additional payment of 3% of the base salary is required of the employee. If the employee holds a secondary job at the College, only the primary job is considered eligible for benefits.

Individuals may make contributions to purchase a "Supplemental Retirement Annuity" (SRA) which is a form of contract for use by persons who want to set aside additional tax-deferred retirement funds over and above amounts being accumulated under Sweet Briar's basic retirement plan. SRAs are fully owned by the employee and provide the same choice of lifetime annuity income options. Consult the Benefits Office for additional information.

Eligibility and contribution levels are subject to change.

TUITION BENEFITS**I. Employees****Courses at Sweet Briar:**

All full-time Sweet Briar College employees are eligible to attend classes at Sweet Briar at no cost, provided the following conditions are met:

- Permission from the employee's supervisor
- Permission of the professor
- Vacancy in the class (degree-seeking students will be given priority)
- Can be worked into the employee's regular workday schedule

Normally, no more than two courses may be taken per semester under the tuition remission program. However, department heads may approve a larger number of courses if they believe it will not interfere with the employee's job. Any student who wishes to take only one or two courses in a semester must complete appropriate forms in the Registrar's Office, and will normally be required to submit official high school and/or college transcripts before enrolling. A student who wishes to take more than two courses in a semester must complete appropriate forms in the Admissions Office and be approved for study at Sweet Briar College. All students are required to abide by all student policies, including the honor code.

Regular, part-time employees who have completed three consecutive years of service will be eligible to take one class each academic semester at no cost.

Retired staff and faculty (who are at least age 55 with 10 years of continuous service) may take one course per semester for free, if sufficient space exists. The waiver does not apply to course fees.

Those eligible for tuition remission will be permitted to take a summer credit course at 1/2 cost if space is available. There is no discount for internships. Employees of the college may take up to six graduate credits per semester, including the summer. This benefit does not extend to spouses, dependents or domestic partners.

Other courses:

The College may reimburse a full-time employee if he/she must complete an academic course as a condition of employment. The employee will be reimbursed 75% of the full cost of the actual tuition charge if she/he receives a grade of "C", and full reimbursement for an "A" or "B". Approval of the reimbursement must be made by the employee's Supervisor, and submitted to the Accounting Department.

Staff employees must schedule all college-level courses, including those on and off campus, during non-working hours (including lunch); make up time lost; take an adjustment in pay; or charge time lost to vacation. However, when the department head requests that an employee register for a course directly related to assigned College responsibilities, class attendance may be considered part of the regular work schedule. This requirement must be documented in writing, and a copy submitted to Human Resources for the employee's personnel file. (Example, an employee who has bookkeeping/accounting responsibilities may be asked to take an accounting course, and not be required to make the time up.)

II. Children and Spouses

Full-time staff and faculty who have completed one year of service are eligible for tuition scholarships for their child, spouse, or domestic partner*. Prospective female students who intend to seek a degree through the College must apply and be admitted to Sweet Briar College through the regular admissions procedures. Male students and those who have earned a bachelor's degree are not eligible to receive a degree from Sweet Briar, but may attend classes. Any student who wishes to take only one or two courses in a semester must complete appropriate forms in the Registrar's Office, and will normally be required to submit official high school and/or college transcripts before enrolling. A student who wishes to take more than two courses in a semester must complete appropriate

forms in the Admissions Office and be approved for study at Sweet Briar College. All students are required to abide by all student policies, including the honor code

This benefit is also available to the child of a retiree who is at least age 55 with 10 years of continuous service at the College, and to the spouse, child or domestic partner* of an employee who dies or becomes fully disabled during active employment, but who met the eligibility requirements at the time of death or disability.

This benefit covers no more than the equivalent of four full academic years at Sweet Briar College (120 hours) per student, including courses taken through tuition exchange, and for children of employees, terminates at the end of the academic year in which the student reaches age 30. Some of these benefits may be considered taxable income to the employee.

All degree-seeking students shall be required to apply for state assistance. The Virginia Tuition Assistance Grant (VTAG) will be deducted from the SBC tuition grant. Students are also encouraged to apply for federal grants and/or outside scholarships, which may be available to help defray the cost of books, room and board, or other incidental expenses.

Children and spouses are eligible for a 50% discount for summer session courses, independent studies and direct studies. Enrollment in summer programs is contingent on availability of space in the class. Summer session programs are considered towards the 120-hour credit maximum. No discount is available for internships or graduate programs.

An additional scholarship benefit is available for the daughter or son of a faculty or staff member whose appointment predated April 27, 1974. Please contact the Benefits Office for more information.

Tuition Exchange Programs

The College participates in two tuition exchange programs. Both are sponsored by consortiums of colleges and universities that allow children of qualified faculty and staff to be educated at member institutions at substantial discounts. Acceptance into a tuition exchange program is determined by the institution's participation level in the plan, and is not guaranteed.

The Tuition Exchange is a reciprocal program for children and other family members of faculty and staff employed at over 480 participating institutions. The Tuition Exchange, Inc. is a non-profit association. Sweet Briar College employees are eligible to participate after three continuous years of full-time employment. Priority among eligible faculty and staff will be determined by the number of fulltime years of service to the college. A full list of procedures and participating institutions is available from the Human Resources Office or at <http://www.tuitionexchange.org>

The CIC Tuition Exchange Program is a program sponsored by the Council of Independent Colleges that allows dependent children of qualified faculty and staff to receive full tuition benefits at over 280 independent colleges and universities. There is no waiting period for participation in the CIC Tuition Exchange Program. A list of procedures and participating institutions may be obtained from the Human Resources Office or at <http://www.cic.org>

An employee/parent may have only one student participating in the Tuition Exchange program at any one time; however, there is no restriction on the number of students per family in the CIC Tuition Exchange Program.

* Available to same-sex couples who have submitted an affidavit of domestic partnership.

UNPAID LEAVE

Faculty - Please refer to Faculty Governance Manual.

Other Employees - All full-time employees may request an unpaid leave of absence from their immediate supervisor. An unpaid leave of absence is leave without pay and the granting of such leave will depend on the circumstances surrounding each request. The final decision on all unpaid leaves of absence will be made by the Vice President for Finance and Administration and/or in consultation with another member of the Senior Staff. Upon being granted a leave of absence, the employee should arrange in advance with the Human Resources Office to continue benefits. Failure to do so may result in the employee being dropped from the benefit plans in which he/she is enrolled. The employee must reimburse the College for the full cost of each benefit while on unpaid leave.

VACATIONS

Full-time employees of the College are entitled to vacation as indicated in the table below. For new employees, vacation may not usually be taken during the first six months of employment, unless special circumstances are recognized at the time of hire. Under no circumstance may an employee take more paid vacation than he/she has earned on a pro-rated basis.

All vacations are to be approved by the employee's immediate supervisor and should be taken in the appropriate academic year. Vacation is awarded annually each July 1, based on the length of employment during the previous fiscal year. For example, a fulltime staff employee hired in September 2007 will earn 11.25 days (9/12 of three weeks) as of July 1, 2008.

It is the responsibility of each department head to ensure there is a mechanism in place within the department for appropriately reporting and tracking earned and used sick and vacation leave.

Individual departments are also responsible for establishing procedures for requesting and/or approving vacation requests. The College reserves the right to arrange vacation schedules in order to meet operating needs.

Vacation is to be used by the end of the fiscal year (June 30) after which it is awarded. That is, vacation awarded July 1 must be taken by the following June 30. In exceptional circumstances, a department head may allow an employee to carry over up to two weeks of vacation for up to four months. Any such arrangements must be approved in writing and should be provided to the Associate Vice President of Finance and Administration for appropriate accounting. Exceptions beyond the above must also be approved in writing by the Director of Human Resources.

Effective July 1, 2003 when a staff member terminates employment with the College, he/she will be compensated only for unused vacation earned as of the prior July 1.

Vacation Benefits for Sweet Briar Staff	Fulltime Staff Nonexempt	Part-time > 50%	Hourly	Exempt Staff
Vacation 1-3 yrs service	3 weeks	Pro-rated	1 week * with option to convert one week unused sick to vacation	4 weeks
Vacation 4+ yrs service	3 weeks	Pro-rated	2 weeks * with option to convert one week unused sick to vacation	4 weeks

WORKERS' COMPENSATION

The College is required to provide insurance coverage for all job related injuries to its employees. The entire cost of this benefit is born by the College. The workers' compensation insurance carrier claims specialist makes the final determination if the injury is approved as a compensable accident. If not approved, be prepared to submit your personal insurance information and to be subject to deductibles and co-pays of your own policy. Other than

initial treatment, ALL referrals for follow-up treatment, orthopedic consult, physical therapy, etc. must first be authorized by the claims specialist assigned you.

Participation - all employees

Benefits - 66 2/3% of average weekly wage after one week's absence.

It is imperative that all accidents and injuries be reported immediately to the immediate supervisor and the Human Resources Assistant at extension 6506 and fax: 381-6486. Medical expenses will be considered when proper forms are completed prior to treatment and in accordance with the Workers' Compensation laws of the Commonwealth of Virginia. For WORK RELATED INJURIES, medical services may be obtained only from one of these medical facilities listed below. All faculty / staff must choose a physician from the following Sweet Briar Panel of Physicians:

Panel of Physicians

Immediate Care:

<p><u>Hospital – One time visit and only in a severe emergency:</u> Lynchburg General Hospital 1901 Tate Springs Road Lynchburg VA 434 947-3000 *Follow up visits at one of the following:</p>	<p>Amelon Immediate Care 200 Amelon Square Madison Heights VA 24572 434-929-1095 8 AM – 9 PM</p>	<p>Blue Ridge Occupational Health Keith Metzler, MD 2137 Lakeside Drive Lynchburg, VA 24501 434-385-4184 Open 24 hours</p>	<p>Physicians Treatment Center Matthew Tatom, DO 2832 Candler's Mt. Rd. Lynchburg VA 24502 434-239-3949 8 AM – 9 PM (Take exit 8A from old 29 south – on right across from Texas Steakhouse. From expressway take Candler's Mt. Rd. Exit)</p>
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It should be noted that during an absence covered by workers' compensation, an employee may choose to temporarily use accumulated sick leave in order to receive an advance from the College while waiting for workers' compensation benefits to be processed. If an employee makes this choice, he/she will be required to reimburse the College from the wage payment received from the insurance carrier, and their sick leave will be reinstated.

After filing for Workers' Compensation, an employee needs to contact the Human Resources Assistant to complete an Election of Procedures Statement.

For additional information on Worker's Compensation coverage, contact the Human Resources Assistant at extension 6506.

VII. OPTIONAL BENEFITS

APPLIANCE PURCHASING PLAN

The College offers full-time faculty and staff the opportunity to purchase major capital goods, such as appliances, through the College. Interested parties should contact the Purchasing Department to obtain information regarding the requirements for making such purchases.

BOOK SHOP DISCOUNT

The Book Shop and Café is located in the Student Commons, centrally located between the Post Office and Prothro Hall. The Book Shop provides a variety of services to faculty, staff, students and guests of the College.

These include computers and related software, copies and office supplies, clothes and gift items. Printing services are also provided in the Book Shop.

Faculty can order textbooks directly with the textbook manager. A dateline is established for the submission of book requisitions which must be adhered to in order for timely delivery. Used book orders take precedence when available to provide students with a 25% discount. Used books are identified by yellow stickers. The Book Shop will buy back books daily. Larger book buybacks are conducted at the beginning and end of each semester.

Faculty, staff and retirees receive a 10% discount on all merchandise purchased at the Book Shop except for textbooks and café items. Tradebooks, cards, beverages, and snacks are available in "The Café" area. Newspapers may also be purchased inside the Book Shop. Our website is: <http://www.bookshop.sbc.edu>

CREDIT UNION

Sweet Briar College is a member of the Beacon Credit Union, which was organized in 1939, and has thousands of members in Central Virginia. For more information concerning the credit union, contact the Human Resources Assistant at extension 6506.

EMPLOYEE ASSISTANCE PROGRAM

The EAP is a means by which faculty, staff, and their family members can seek professional assistance for personal or workplace problems or concerns. Sweet Briar College has retained the services of Employee Assistance of Central Virginia, Inc. to provide this confidential program for all employees. The overall objective of the EAP is to reduce problems in the work force and to retain valued employees. For more information, contact the Human Resources Office or call EAP at 434-845-1246. Should EAP refer an employee to a specialized health care provider, refer to the college's health care plan for benefit coverage.

ATHLETIC FACILITIES USE

Anyone entering the facility is required to present proper identification. Below are types of identification required:

- Students - must present their current SBC ID
- Faculty and Staff - must present their current SBC ID
- Faculty and Staff Spouse/Domestic Partner - must present a valid drivers license or a department issued Facility Use Pass
- Dependants of Faculty and Staff ages 15-23 must present a department issued Facility Use Pass and picture Identification card
- Retirees - must present a valid drivers license or a department issued Facility Use Pass
- Artists currently in residence and VCCA staff must provide a valid VCCA ID. The VCCA will be responsible for providing SBC Athletics with a monthly updated list for artists currently in residence and full time staff currently employed.
- Alumnae - must present a valid drivers license or a department issued Facility Use Pass

Household members of Faculty and Staff under age 15 must be supervised at all times by an adult 18 or over from one of the categories listed above. Anyone supervising a dependent under age 15 must be in the same location with the dependent at all times.

Guests must be accompanied at all times by an SBC Community member.

Students are allowed two guests per visit for free without prior approval from the Facilities Coordinator during the academic year.

All other guests of SBC Community members must pay \$5.00 per visit and must have a guest pass. Guest passes can only be purchased at the Book Shop during normal business hours. Passes may be purchased in increments of five or 10. Books of five will be \$25 and 10 will be sold at the discounted price of \$45 (one free pass). SBC Community Members are allowed one guest per visit. Additional guests per visit may be allowed with prior approval from the Facilities Coordinator.

During summer hours, you may obtain a department issued Facility Use Pass from the Facilities Coordinator, Blaise Whittle in the Gymnasium Main Office Monday through Thursday during the following hours: 9 - 11:30 a.m. and 1:30 - 4:30 p.m.

General Guidelines:

Facilities may be used during scheduled operating hours when classes, athletic team practices and events, and College sponsored activities are not taking place.

- **POOL** - The pool may be used only while lifeguard or aquatics instructor is present. The lifeguard on duty is in charge of the pool.
- **WEIGHT ROOM AND FITNESS CENTER** - Children under the age of 15 are not allowed in the Weight Room or the Fitness Center.
- **RULES AND REGULATIONS** - All persons using facility must adhere at all times to the rules and regulations as are then in effect.

The Department of Physical Education and Athletics reserves the right to restrict, suspend or terminate the privileges granted to anyone not complying with the rules and regulations of the facility.

If you have any questions regarding facility use please contact the Sweet Briar College Dept. of PEA&R Events and Facilities Coordinator, Blaise Whittle at 381-6305.

PASTORAL CARE SERVICES

The College has on its staff a full-time Chaplain who is professionally trained to offer full pastoral care services to all members of the College community, including faculty and staff. The Chaplain's Office number is (434) 381-6113.

In keeping with the non-sectarian ethos of Sweet Briar College, religious programs and the services of the Chaplain are open to all people regardless of background. The Campus Spirituality Coalition is a campus group that works closely with the Chaplain to promote mutual respect, understanding, and harmony among people of diverse religious backgrounds on campus. Faculty, staff, and administrators are encouraged to get involved in campus religious life.

Services are held in the Sweet Briar Memorial Chapel when the College is in session. A listing of services in the Chapel and other religious activities are included in the weekly calendar. The Chapel is used regularly during the school year for concerts, recitals, lectures, and convocations. It may be reserved for weddings by calling the Secretary to the Chaplain during the Academic year, or the Florence Elston Inn during summer months.

PERSONAL ACCIDENT INSURANCE

The College offers all full-time employees and their families the opportunity to participate in a totally voluntary accident insurance program. Payments for this insurance are the full responsibility of participating employees, but may be made through payroll deduction. Consult the Benefits Office for additional information on this optional employee benefit.

PERSONAL COMPUTER LOAN PROGRAM

Full-time Faculty and Administrative Department Heads may borrow up to \$2,000 from the College to purchase a personal computer. If approved, the loan will be interest free and must be paid back over a two-year period

through payroll deduction. Other administrators and staff who feel their participation in this plan will benefit the College may ask to participate in this plan through their respective Department Head. Interested parties should contact the Purchasing Department to obtain information regarding the requirements for applying for such a loan.

PROTHRO COMMONS MEAL PLAN

College Discount Meal Rate

All members of the Sweet Briar community—faculty, staff, administrators, and retirees, plus spouses—are eligible for a discounted meal rate in Prothro Commons. Children of employees, under the age of 12, will be eligible for a further discount of 50%. All children of employees under 18 must be accompanied by an adult member of the community. These rates are reviewed and published annually. Employee and/or immediate family identification is a prerequisite to participation in these special meal rates.

College Guest Status

The college food services welcomes “guests of the college” such as visiting lecturers, speakers, administrators, business associates, and prospective faculty and staff. However, the individual host or his/her department or office will be responsible for the cost of such meals. The full guest meal rates will apply for both individual guests and college guests regardless of age.

Language Tables

Meetings with students at lunch or other meals are limited to two reservations per week per language with a single instructor present.

Private Dining Rooms

Reservations for the private dining rooms can be made for meals with service through the regular cafeteria line. In special circumstances, exceptions can be made for providing served meals. Private dining rooms may not be used before or after meal hours or when Prothro Commons is closed. To reserve this space, visit the event planning website at <http://www.sbc.edu/events/>.

Group Reservations

Members of the community hosting large groups of college guests (i.e., 15 or more) are requested to notify the Director of Dining Services in advance to ensure adequate seating.

VIII. POLICIES

COBRA POLICY

The College has adopted the policy that all COBRA health and dental accounts must be kept on a current 30 day basis. If COBRA accounts are not paid within this 30-day period coverage will be terminated.

COMPENSATORY TIME

The Fair Labor Standards Act (FLSA) permits compensatory time for state and local government employees only. No College employee normally eligible to receive overtime pay (non-exempt employees) can receive “comp time” vs. “paid” overtime after they have worked over forty (40) hours in any given week. Non-exempt salaried and hourly employees are required to promptly record and submit all hours worked, including overtime. Falsification of timesheets or leave records is grounds for immediate dismissal.

COMPLIANCE STATEMENT

There follows a copy of Sweet Briar’s notice of intent indicating compliance with applicable federal statutes. This statement is reprinted in major publications and documents of the College. In addition, two Treasury Department statements confirm the exempt status and non-foundation classification of the College.

“Sweet Briar College provides notice of intent to comply with the regulations effectuating Title IX of the Higher Education Amendments of 1972 as amended by Public Law 93-568. We intend to adhere to the letter and spirit of the law through a policy of non-discrimination on the basis of sex in all College operations. This policy applies in

particular to our education program, to employees therein and to admissions thereto save where excepted under subpart C 86.15(a). In addition, Sweet Briar College adheres to a policy of non-discrimination on the basis of race, color, national or ethnic origin with respect to its educational program and activities, employees, financial aid awards and admissions.”

Statement in a letter from Mr. William D. Waters, District Director, Internal Revenue Service, Department of the Treasury, dated December 12, 1972:

“On the basis of your statement and the information recently submitted regarding the admissions policy of your institution, and the publicizing thereof, and with the understanding that such policies will remain in effect, we confirm the exempt status of your institution under Internal Revenue Code, Section 501(a), as an organization described in Section 501(c) (3).”

“This confirmation does not preclude a reevaluation of your admissions policy at a later date. It also does not preclude an examination of the operations of your institution to determine if the policy as described in your statement is being implemented.”

Statement in a letter from the Chief of the Rulings Section, Exempt Organizations Branch, Internal Revenue Service, and Department of the Treasury dated January 15, 1973:

“Based on the information you recently submitted, we have classified your organization as one that is not a private foundation as defined in Section 509(a) of the Internal Revenue Code because you are an organization described in the following Code section: Section 509(a) (1).”

“This classification is based on the assumption that your operations will continue as stated in your notification. All changes in your purposes, character, or method of operation must be reported to your District Director so he can consider their effect on your status.”

COMPUTER USE

Sweet Briar College provides and maintains computing and telecommunications technologies to support the education, research and work of its faculty, staff, and students. Sweet Briar's computing and telecommunications technologies are collectively referred to as SBCNet.

Sweet Briar computing resources are to be used primarily for the education, research and administrative purposes of the college. Other uses may be permitted as determined by the employee's department head. In any case, the following activities and uses of computer resources are specifically forbidden:

- Selling Sweet Briar resources, commercial activities not sanctioned by the President's office, intentionally denying or interfering with service, unauthorized use or access, reading or modifying files without proper authorization, using the technology to impersonate another, violations of laws or other Sweet Briar policies.

Rules of Use

Sweet Briar treats access to SBCNet resources as a privilege that is granted on a presumption that every member of the college community will exercise it responsibly. The following rules are not complete -- just because an action is not explicitly proscribed does not necessarily mean that it is acceptable. Members of the College community are expected to adhere to the following rules:

1. Use SBCNet Consistently With the Stated Priorities.
2. Don't Allow Anyone to Use Your Account.
3. Honor the Privacy of Other Users.

- Don't access the files or directories of another user without explicit authorization from that user.
 - Don't intercept or monitor any network communications not explicitly meant for you.
 - Don't use the systems or transmit personal or private information about individuals unless you have explicit authorization from the individuals affected. Don't distribute such information unless you have permission from those individuals.
 - Don't create programs that secretly collect information about users.
4. Don't Impersonate Any Other Person.
 5. Don't Use SBCNet To Violate Other Policies or Laws. This includes violations such as copyright infringements, harassment, or launching or computer viruses.

Violations of this policy may be reported by contacting the Director of Computer Services, or by sending an e-mail to stopit@sbcc.edu. Additional information concerning this policy is available at www.ac.sbcc.edu/policies. Violators are subject to disciplinary action including termination.

DRUG-FREE WORKPLACE POLICY

The Drug-Free Workplace Act of 1988, (PL100-690,102 Stat.4181) requires applicants for federally funded grants and contracts to certify that they will maintain a drug-free workplace.

Under this law, employers who receive contract awards of \$25,000 or more, and all grants, must establish and communicate policies on drug awareness to employees and report workers convicted of workplace-related drug violations to the procuring government agency within ten (10) days of learning about such convictions. This law requires that they would not violate drug laws "in conducting any activity with the grant."

Sweet Briar College intends to be in full compliance with this law. Therefore, this is to state formally the College's policy regarding the work-related effects of drug use and the unlawful possession of controlled substances on College premises. Sweet Briar's policy is as follows:

- 1) Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful, safe, and secure work environment. Any employee who is taking prescribed medications that may affect his/her work should report this to his/her supervisor. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.
- 2) The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, narcotics, hallucinogens, depressants, stimulants, marijuana, inhalants, and other controlled substances on College premises or while conducting College business off College premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and/or satisfactory participation in the Employee Assistance Program, and may have legal consequences.
- 3) The College recognizes drug dependency as an illness and a major health problem. The College also recognizes drug abuse as a potential health, safety, and security problem. The following are available to employees needing help in dealing with such problems:
 - a) Health care benefits for treatment of drug and other controlled substance problems may be available through our health insurance policy for participating employees.

- b) The Employee Assistance Program offers free, confidential counseling and referrals for both the employee and immediate family members in dealing with substance abuse problems. These services may be obtained on a voluntary basis or through supervisor referral when job performance or behavior suggests a problem. Employees who believe they have a problem are urged to contact the Employee Assistance Program (EAP) for confidential treatment at (434) 845-1246.
- 4) Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off College premises while conducting College business. A report of a conviction must be made to the Human Resources Department within five (5) days after the conviction. After receiving a notice of a conviction, the Human Resources Department must notify the granting agency within ten (10) days.
 - 5) The College will conduct a biennial review of its program to determine its effectiveness, make changes where necessary, and ensure that sanctions on violators are consistently enforced.
 - 6) Federal, state, and local law enforcement officials, including campus police, will be allowed to investigate and to conduct searches and seizures to the extent permitted by law.
 - 7) Due to the seriousness of the issue, this policy is subject to change at any time, as the Administration may deem necessary for the protection of person or property.

EMPLOYEE COMPLAINTS AND GRIEVANCES

I. Purpose

It is the intention of Sweet Briar College to provide a harmonious working environment for each and every employee. With this goal in mind, the College seeks to offer fair and consistent policies to all employees. The College policies, as detailed in the Benefits & Policies Manual, provide a foundation on which management decisions are based regarding employee related issues.

An employee who has a complaint about a work-related issue should discuss the issue with his/her immediate supervisor. If the issue is not addressed to the employee's satisfaction, he/she should follow the normal chain of command (supervisor, department head, Vice President or Dean) in an attempt to resolve the concern.

It is preferable that the majority of conflicts are resolved through informal means between employee and supervisor; however, misunderstandings and problems may occur that cannot be resolved through the informal process. Therefore, the College has established formal procedures for those times when informal procedures have not led to a satisfactory resolution for the employee. The guidelines regarding which situations should be handled as a complaint, and which may be reviewed under the Grievance Policy are outlined in the Definitions section of this document.

II. Definitions

Complaint: A complaint is defined as any concern regarding work assignments, working conditions, relationships with co-workers, performance assessments or other issues related to the job.

Grievance: A grievance is defined as a serious violation of a law, including discrimination, harassment, or retaliation, or a violation or inequitable application of internal policy.

Situations that will be considered under the terms of the Grievance Policy are as follows:

- **Disciplinary actions**, beginning with written warnings placed in an employee's personnel file in Human Resources, through discharges.
- **A violation, misinterpretation, or inequitable application** of policy or procedure affecting the employee.

- **Discrimination or harassment** against an employee because of race, color, religion, national origin, sex, sexual orientation, age, disability, or Vietnam-era veteran status.
- **Retaliation** against an employee for filing a grievance, complaint, whistle blowing, or engaging in other protected activity.

The following situations are **not** covered under the Grievance Policy but may be addressed through the Complaint process:

- **Termination** resulting from reduction in force, or termination for reasons stemming from grants or contracts.
- The contents of published *Sweet Briar College Employee Benefits and Policy Manual*.
- **Performance evaluations** and **salary adjustments** except when specific discrimination based on a protected class is evident.
- **Hiring, promotion, transfer, assignment, and retention** of employees.
- **Job responsibilities, working conditions, and relationships with coworkers or the employee's supervisor.**

Employees who have concerns about the above issues are encouraged to discuss them with their immediate supervisor through the complaint process.

III. Complaints

An employee who has a complaint should address the matter to his or her direct supervisor, either verbally or in writing. If the complaint is not resolved satisfactorily, the employee may take the complaint to the next level of authority (department head, Vice President, or Dean as appropriate).

Employees who have questions concerning the complaint procedure, or who question whether their complaint classifies as a grievance, should contact the Director of Human Resources. Additionally, the Human Resources department is available to employees for discussion concerning the complaint, how best to address the matter to the supervisor, and in some cases mediation. However, in most cases Human Resources will not make a determination regarding the complaint, but will try to assist the involved parties in achieving a satisfactory resolution.

Department heads and supervisory personnel should record notes of the discussion and any decisions or resolution.

IV. Grievances

Employees who are eligible to utilize the Grievance process include:

- **Full-time staff**
- **Regular part-time staff**

Faculty grievances are handled under a separate procedure outlined in the Faculty Governance Manual. In some situations, a faculty member may be involved in a grievance procedure if they act in the capacity of supervising a staff member.

Under Virginia law, staff employees of Sweet Briar College are considered employees-at-will; that is, the existence of a grievance process does not indicate an intention to create an employment contract.

Step 1 - Informal Resolution

Most problems can be resolved informally, usually by discussions between the employee and supervisor. In fact, experience at other colleges and businesses have shown that the less formal an appeal is, the more likely it is to succeed. This informal method is encouraged before beginning the formal procedure.

- a) An employee should request a meeting with his/her supervisor as soon as possible after a problem arises.
- b) If the problem cannot be resolved at this meeting, the employee should ask his/her immediate supervisor to schedule another one, this time including the department head. In some situations, the immediate supervisor may also be the department head. In this case, the grievance should be directed to that individual and the steps pertaining to discussion with the department head may be disregarded. An additional participant, such as the Director of Human Resources or a representative from the Employee Assistance Program, may also be included in the informal meeting as a facilitator/mediator. The employee may also request that a coworker be present. The College expects all parties to give full consideration to each other's reasoning during this meeting.
- c) If the complaint is one of harassment, discrimination or retaliation by the employee's supervisor, the employee should address the matter to their Department Head, Senior Staff member or the Director of Human Resources. If the employee then chooses to pursue a formal grievance, the letter should be addressed to the next level of authority.
- d) Please note that supervisory personnel have an obligation to report to the Director of Human Resources any charges of discrimination or harassment, even if resolved informally.

Step 2 - Formal Resolution Procedure

- a) Formal Meeting with Supervisor: If informal meetings with the supervisor and the department head do not resolve the problem, the employee may wish to file a formal grievance. This must be done within **5 working days** of the initial informal meeting with the immediate supervisor and the department head.
- b) To file a grievance, the individual must write a letter to the immediate supervisor stating the complaint and requesting a formal meeting with the supervisor. The Director of Human Resources will maintain a list of individuals at the College who are trained in confidentially assisting employees with the drafting of their grievance. These individuals will not advise the employee, but will assist the employee with writing the grievance letter in a clear and objective manner. An employee who would like this assistance should contact the Director of Human Resources.

The letter should include information on the specific events and the dates of the occurrence(s), how the employee perceives that the event violates the college's policy, and a desired outcome of the meeting. **(However, if the complaint that the individual has is with the supervisor, he/she may omit this step and request a meeting directly with the department head.)** The employee should send a copy of the letter to the Director of Human Resources.

At this point, the supervisor (or department head) should also provide the Director of Human Resources with copies of any written correspondence related to the matter, including e-mails, memoranda, etc. The individual receiving the grievance is responsible for scheduling a meeting with the employee within **10 working days** after receiving the written request.

- c) The supervisor (or department head) will provide the grievant with a written response to the complaint to all involved parties within **5 working days** after the meeting.
- d) Formal Meeting with Department Head : If the grievant believes that the results of the formal meeting his/her supervisor warrants further discussion and review, the employee must write a letter to the department head, with a copy to the Director of Human Resources, within **5 working days** after receiving his/her supervisor's written response. In the letter, the employee should request a formal meeting with the department head. A copy of the original complaint and the supervisor's response must be included with the letter. The department head must meet with the employee to discuss the matter, **within 10 days** after receiving the formal request.

- e) The department head will provide a written response to the complaint to all involved parties within **5 working days** after the formal meeting with the grievant, the immediate supervisor, and the department head. This response must also be copied to the Director of Human Resources.
- f) Formal Meeting with Human Resources: If the issue is not resolved as a result of the meeting between the grievant, the immediate supervisor, and the department head, then the employee may request a formal meeting with the Director of Human Resources. The employee must make the request in writing within **10 working days** of receipt of the department head's decision.

The Director of Human Resources will investigate the grievance and may meet individually with each party before holding a formal meeting with the involved parties. The meeting(s) will take place within **10 working days** of the receipt of the request.

The Director of Human Resources will provide a written response to the complaint to all involved parties within **10 working days** of the formal meeting(s) with the grievant, the immediate supervisor, and the department head.

Step 3 - Appeals

- a) If the complaint is not satisfactorily resolved on the basis of the answer provided by the Director of Human Resources, either party may submit a written complaint to the Vice President of Finance and Administration within **30 days** of the receipt of the decision of the Director of Human Resources. The written complaint should detail the original grievance as well as the specific reason for the appeal and outline any information that the person filing the appeal feels was not considered in the decision made by the Director of Human Resources.

The Vice President of Finance and Administration shall determine if the decision made by the Director of Human Resources is valid and stands or if further investigation is warranted. He/she will conduct a meeting of all the involved parties within **30 days** of the written appeal.

- b) The Vice President of Finance and Administration will issue a statement of Resolution to all involved parties within **10 working days** after the appeal hearing.

Final Resolution

- a) If the grievant or another involved party is dissatisfied with the decision handed down by the Vice President of Finance and Administration, a final written appeal may be made to the President of the College. The individual making the appeal must do so in writing within **30 days** after receipt of the resolution. The President of the College will review all documentation and determine whether an additional hearing is warranted. The President will issue a statement supporting the resolution of the Vice President of Finance and Administration or will determine that an additional hearing is required. This will be done within **30 days** of receipt of the appeal.
- b) Within **10 working days** of the hearing, a Final Resolution will be issued by the President of the College. The decision of the President of the College is final and binding on all parties.

V. Confidentiality / Conflict of Interest / Due Process / Employee Rights

Confidentiality

A grievance and associated documents, findings, and resolutions filed by an employee will remain confidential. Only those parties involved in the grievance process may discuss the grievance and only within the grievance process itself. While a record will be placed in the employee's personnel file, it will be segregated from any performance-related information and will not be released as part of the hiring or reference process. If there is an adverse finding against the grievant or the accused party, documentation pertaining to such a finding will be included as part of the personnel file of the named party, and is considered to be performance-related information.

Conflict of Interest

If the Human Resources Department is determined by the Vice President of Finance and Administration to have a conflict of interest, then the Vice President of Finance and Administration will conduct the initial hearing and designate the appropriate individual to conduct the investigation of the grievance. The appeal process will remain the same as outlined in this document.

Due Process

All employees will be afforded due process. Failure of either the College or the grievant to substantially comply with the procedures outlined in this policy without just cause shall result in a decision in favor of the other party on any grievable issue, provided the party not in compliance fails to correct the non-compliance within **five work days** of the receipt of written notification by the other party of the compliance violation. Such written notification shall be made to the Director of Human Resources and copied to the party not in compliance. Failure of either party without just cause to comply with all substantial procedural requirements at any hearing shall result in a decision in favor of the other party. The Director of Human Resources and Vice President of Finance and Administration shall make the determination of compliance.

Employee Rights

Any full-time or regular part-time employee of Sweet Briar College may utilize this policy without being subject to reprisal, harassment, or retaliation by any supervisor, department head, or other persons with administrative control and responsibility.

VI. Time Frames

An extension of deadlines may be granted by the Director of Human Resources for factors such as out-of-town travel, illness of one of the involved parties, and/or major college events. In addition, extensions may be granted if there is a need for further investigation of the grievance.

EMPLOYEE PERFORMANCE

When an employee's performance or behavior is unacceptable, the employee may be counseled or disciplined by the department head. In general, any such disciplinary action should be as follows:

Verbal counseling or warning may initially be used to address a performance concern.

A written warning shall be issued to the employee stating the problem and specifying any action that may be taken if the problem is not resolved by a stated date. A copy of the communication to the employee will be placed in the employee's file in the Human Resources Department.

If the problem is not resolved by the date stated in the employee's written warning then the employee may be suspended or dismissed. Written notice of termination shall be provided to the employee.

In certain instances, an employee may be suspended or dismissed without prior notice. Human Resources must approve any such suspension or dismissal. In general, such action will be taken only for serious offenses which include but are not limited to lying, insubordination, falsifying or plagiarizing documents, reports or research; theft; unauthorized absence of two or more days; threats or acts of violence; working under the influence of alcohol or non-physician prescribed drugs; sleeping on the job; unauthorized use of equipment; or unauthorized or improper use of confidential information.

EMPLOYMENT OF RELATIVES

Effective for any hires on or after November 1, 1998 an employee may not be hired into or transferred to a position in which one relative has a direct supervisory relationship over another or to a position that compromises accounting controls, unless an exception is approved by the President. Temporary appointments of relatives under grants may be permitted, assuming other aspects of the appointment are in compliance with the grant requirements

and applicable policies. In such case both the employee and supervising employee will be required to report and confirm actual hours worked.

A supervisory relationship is present when a person is in a position to directly determine the salary, promotion, pay rate, performance rating, work schedule or other conditions or terms of employment of another.

Definition - A relative is defined as spouse or same-sex partner, parent, grandparent, brother, sister, uncle, aunt, niece, nephew, son, daughter, son-in-law, daughter-in-law, sister-in-law, brother-in-law, or any other relative residing in the same household as the employee, even if such relationships are by marriage or adoption.

EQUAL OPPORTUNITY POLICY

In accordance with the federal law and the law of the Commonwealth of Virginia, Sweet Briar College does not discriminate in education activities or employment on the basis of age, sex, race, religion, handicap, national origin, veteran status, or sexual orientation. Any member of the Sweet Briar Community who believes he or she has been subjected to any form of discrimination should promptly report the incident to the following College officials.

Faculty complaint - Dean of the College

P.O. Box D
Sweet Briar, VA 24595
381-6205

Student complaint - Dean of Co-Curricular Life

P.O. Box H
Sweet Briar, VA 24595
381-6134

Staff complaint - Vice President for Finance and Administration

P.O. Box AN
Sweet Briar, VA 24595
381-6202

The investigation and possible discipline of an individual alleged to have engaged in discriminatory activity will be in accordance with (1) the Faculty Governance Manual, (2) the Constitution and By-Laws of the Student Government Association, or (3) the Employee Benefits & Policies Manual, whichever is applicable. Staff complaints should be addressed via the Grievance Policy.

Any member of the Sweet Briar community who engages in the behavior mentioned above is subject to disciplinary action, including dismissal. Conversely, where results of an investigation reveal that a complaint of discriminatory activity is frivolous or groundless, the individual having made such a complaint may be subject to the same disciplinary action, including dismissal.

HOME BUILDING PROGRAM

The College's "Lease and Purchase" agreement allows faculty and staff to lease land from the College and build homes, subject to necessary architectural and administrative approval, or buy existing homes the College determines it wishes to resell. Employees eligible for this program include full-time, tenure-track faculty members and full-time administrative department heads. Senior department members may also be approved to build if special permission is granted by the President and the Vice President for Finance and Administration.

HOME LOAN PROGRAM

A home loan program is available for eligible members of the faculty and staff. Eligibility for this program is the same as that listed above in the "Home Building Program Section." Details on this program may be obtained from the Vice President for Finance and Administration's Office.

HOUSING

Some unfurnished housing on the campus or in College-owned property off the campus is available for rent by faculty and staff. College housing is assigned by the Housing Committee; need, rank, and length of service (in that order) are the determining factors in assigning facilities. Rent and utilities are billed monthly. Requests for or inquiries about housing should be addressed to the Physical Plant Department.

INCLEMENT WEATHER POLICY

In general, it is the College's policy not to close due to inclement weather. However, certain weather conditions may result in a decision by the Senior Administration to close or suspend some normal operations. The Vice President for Finance and Administration in consultation with the Dean of the College and the President will determine exactly when such a condition exists. Up and until that determination is made, the following policies apply:

The College expects all employees to be on the job.

As the College is a residential community of students, faculty, and administrators, those departments and operations of the College that support its residential life must remain open for the duration of the inclement weather to ensure the safety and well-being of all people who live here. Departments that support the College's residential life, and whose workers are therefore considered "essential personnel," are Physical Plant, Grounds and Maintenance, Housekeeping, Security, Food Services, Residence Life and Housing, the Riding Center, and the Florence Elston Inn. Others may be classified as "essential personnel" by their department heads. Essential personnel will normally be required to report for work at their normally scheduled times, even when classes are canceled and/or administrative offices are closed. Deviations from this policy, if any, will be posted on the Emergency Information Hotline.

Nonessential employees who arrive at work within two (2) hours of their normal starting time will be paid for a full day's work.

Nonessential employees arriving later than two (2) hours of their normal starting time will be paid only for actual time worked.

Those employees who judge that they cannot come to work because of the weather must use vacation days in order to receive their regular pay. The two hour grace period does not apply to employees who do not come to work.

Faculty who judge that they cannot come to campus to teach classes should notify their department chair or a member of their department; if necessary, they should contact the Office of the Dean.

If the College determines that it will either delay opening or remain closed for the day, College Relations will notify the following local news media immediately about the nature of the emergency:

WLNI-FM, radio 105.9 FM
Lynchburg

WSET-TV, Channel 13
Lynchburg

WVTF-FM radio 89.1 FM
Roanoke

WVIR-TV Channel 29 Charlottesville

WDBJ-TV, Channel 7-Roanoke

WSLS-TV, Channel 10
Roanoke

The media determines how much or how little of our information is used; those who hear news about Sweet Briar and need more clarification about their status should call the Sweet Briar Emergency Information Hotline at (434)381-6400 for additional information, or a number designated by the department for updates. Additionally, a campus wide e-mail will be issued concerning the closing or other weather-related action.

SBC Telecom will post and update information about inclement weather conditions on the Sweet Briar Emergency Information Hotline at (434) 381-6400 and via e-mail. The message, which can be accessed from on and off-campus, will convey (1) whether classes are canceled (2) whether administrative offices are open or closed (3) whether essential personnel should report to work at their normally scheduled times or at other times, and (4) any other pertinent information.

Essential employees who are required to work when the college is closed will receive an hour's extra vacation time for each hour worked. Non-essential employees will be paid their regular workday.

Depending on the nature of the inclement weather, essential personnel and those employees who live on campus may be asked to perform emergency functions for which they are qualified but which may be different than the usual functions of their jobs.

Prothro Commons will continue to serve meals as normally scheduled. Meals will be provided to essential personnel who must remain on campus during the emergency.

Questions concerning the College's inclement weather policy should be referred to the Office of the Vice President for Finance and Administration.

JURY DUTY/COURT APPEARANCE

An employee who is summoned for jury duty may request leave, with or without pay, to perform this civic duty. The employee must notify his/her supervisor immediately of the summons so that arrangements can be made for his/her usual job responsibilities. All compensation that is received from the Court on regular workdays must be assigned to Sweet Briar College if the College has granted a paid leave. An employee who is compensated by the court at more than full wages for the period of jury duty will be entitled to retain the difference between the court payment and his/her wage compensation. In the event such reimbursement is not paid to the College, the amount received during the paid leave will be deducted from subsequent paychecks. During the period served on jury duty, the employee is expected to report to work on each day that services are not required by the court or if one-half or more of the workday remains following the completion of jury service.

LAY-OFF/ REDUCTION IN FORCE

Sweet Briar College strives to provide consistent, stable employment for our workforce. However, there may be situations when, due to lack of work, organizational restructuring, and/or financial considerations it may be necessary to lay off an employee, or eliminate a position. The Director of Human Resources or Vice President of Finance and Administration must approve all lay-offs.

The selection of positions to be reduced or eliminated will be based on the needs of the college. If several individuals hold similar positions, the department head will develop a lay-off plan in conjunction with the Director of Human Resources, in order to ensure fairness and consistency of treatment. The lay-off plan will consider factors such as position status (e.g., full-time vs. part-time), seniority, the qualifications and skills of the incumbent, and performance.

If the layoff is expected to be temporary (e.g. seasonal), the employee will be given the opportunity to apply for temporary assignment to other departments, if available. At least two weeks' notice will be provided in the event of a temporary layoff. Employees will be recalled to their positions based on performance, although factors such as specialized skills or seniority may also be considered.

If the layoff is expected to be a permanent reduction in force, at least two weeks' notice will be provided to hourly employees, and at least one month will be provided to salaried employees. The employee will be given the opportunity to apply for other vacant positions within the college.

A position that is vacated by an employee who is laid off will not be filled for at least one year, unless the position is first offered to the former employee. An employee who does not accept an offer of re-employment will be considered to have resigned from his/her position. An employee who is re-called from layoff will have his/her sick leave and seniority reinstated upon rehire.

MOVING EXPENSE REIMBURSEMENT

The College may reimburse full-time faculty, department heads and other approved personnel for certain moving expenses. The moving allowance for each position will be determined by the appropriate Dean or administrative Department Head, based on his/her budget, the distance of the move, etc. but may not exceed \$3000. Moving expense allowances for academic departments will be determined by the Dean of the College. Approved reimbursements are limited to those allowed as non-taxable expenses by the IRS. These include items such as:

- moving van expense or truck rental from the employee's former home to Sweet Briar College
- lodging (for relocations of at least 400 miles)
- mileage reimbursement, at 18 cents per mile or the approved federal reimbursement rate in effect for relocation
- packing, crating, limited storage of furniture paid to authorized moving companies

Reimbursement to individuals (for packing, moving, etc.) is not permitted. To receive reimbursement, the employee must complete a Moving Expense Reimbursement Form, attach copies of invoices and proof of payment, and submit it to his/her Department Head.

Arrangements that exceed the above must be approved in advance by the Vice President of Finance and Administration and may be taxable to the employee. Please note that in order to be considered non-taxable, the employee's new place of employment must be at least 50 miles further from his/her former home than the prior place of employment. Please refer to IRS Publication 521, or your tax advisor, for more information.

NATIONAL GUARD/RESERVE POLICY

The College will grant up to two weeks leave of absence for employees who are required to serve on active duty in order to fulfill their commitment to the National Guard or Reserve forces. The College will reimburse the employee the difference between their College pay and military pay when proper documentation is presented. If the military pay exceeds the College pay, then the employee will not receive any compensation from the College during the period of time they are on active duty.

Employees called to serve in the Uniformed Services will be provided with benefits continuation and offered re-employment in compliance with the Uniformed Services Employees and Re-employment Rights Act of 1994 (USERRA) as well as any other state or federal laws. Employees called to service are asked to provide as much advance notice as possible and must provide their supervisor with written documentation of the activation order upon receipt.

OUTSIDE EMPLOYMENT

No Sweet Briar College employee shall engage in employment outside of the College during the hours for which she/he is employed to work for the College, or outside such hours in a manner or to an extent that affects or is deemed by his/her supervisor to affect his/her usefulness as an employee of the College or that is likely to be in violation of the College's Conflict of Interest Policy.

Appeals to cited violations of this policy may be made to the Senior Staff member to whom the supervisor reports, or the President if the supervisor is a Senior Staff member.

This policy applies to non-teaching staff. Policies relating to outside-employment of teaching faculty are contained in the Faculty Governance Manual.

PERSONNEL RECORDS

It is the policy of Sweet Briar College to respect the privacy of all employees. Personal information kept in an employee's file will be considered confidential and unavailable for public knowledge.

The Human Resources Department maintains a file on each employee that contains information required by law for retention. An employee should be aware of everything in his/her personnel file. This file may include information such as employment-related personal data, wage, salary and fringe benefits information, performance data, disciplinary action, etc.

Each employee has the right to review his/her file and should contact Human Resources to obtain access. Human Resources does not allow the file to leave the office. An employee who wishes to receive a copy of any document in his/her file should provide a written request to the HR Department. Please allow 24 hours for the request to be filled.

A Sweet Briar College employee who applies for another position within the College does so with the understanding that any performance-related information may be released to the Supervisor and/or Department Head of the area to which he/she is applying.

Information such as an employee's home address, phone number, salary or other confidential information will not be released without the employee's written consent. If such information is required internally, it is given on a "need to know" basis only.

PETS ON CAMPUS

Sweet Briar College is a residential community, and as a result, pets are permitted in certain residences and homes. However, faculty, staff and visitors are asked to observe the following restrictions and guidelines if they choose to bring their pet to campus:

1. Animals are strictly prohibited in the residence halls and in buildings where food is prepared including Prothro, the Bistro, the Conference Center and Inn, and the Bookshop.
2. Animals must be under close control at all times. Animals are permitted on campus without a leash provided their owner is physically present and can easily restrain their animal. There must be a direct line of sight between the owner and animal at all times. Animals that exhibit uncontrollable behaviors must be restrained at all times. Failure to follow these rules will result in the following:
 - Written warning on the first offense
 - \$25 fine for second offense
 - \$50 fine for third offense
 - \$100 fine for fourth offense
 - \$150 fine for all future offenses and animal will be turned over to Amherst Animal Control
3. Fines must be paid to Public Safety within 10 business days. Failure to pay within 10 business days regardless of number of offenses will result in animal being turned over to Amherst Animal Control
4. Tying animals up outside of buildings is not allowed since this may prevent access to buildings, and may be harmful to animals tied for long hours.
5. Please be mindful of the fact that colleagues and students may be allergic to animals, afraid of them, or annoyed by excess barking. Also remember that we work in a diverse community, and what is normal and acceptable to one person may be frightening or culturally inappropriate to another.
6. Our Physical Plant staff works hard to maintain the cleanliness of buildings and grounds and would appreciate pet owners' assistance. Owners are asked to pick up after their animals.

The Department of Safety reserves the right at anytime to ask owners to leave their pets at home, or ban them from the campus.

All resident pet owners are expected to adhere to Amherst County and Virginia Commonwealth regulations pertaining to licensing and vaccination requirements. (Effective September 3, 2007)

POLICY ON CONFLICT OF INTERESTS FOR OFFICERS AND EMPLOYEES WITH EXECUTIVE OR ADMINISTRATIVE RESPONSIBILITIES

Officers of the Corporation, officers of the College and employees with executive or administrative responsibilities have a duty of loyalty and fidelity to Sweet Briar College in carrying out their responsibilities. This duty means that such individuals must administer the affairs of the College honestly and economically, exercising their best judgment, skill and care on behalf of the College. In order to assist such individuals to meet these responsibilities, and in order to provide consistency with the provisions of Virginia's Nonstock Corporation Act and Article II, Section 13 of the Bylaws of the College, the following policy has been developed and implemented so that conflicts of interest may be avoided.

1. Applicability of Policy.

This conflict of interest policy shall apply to the officers of the Corporation, the officers of the College and those employees with executive or administrative responsibilities from time to time designated by the President of the College.

2. Duty of Loyalty.

All officers of the Corporation, officers of the College and employees with executive or administrative responsibilities are required to exercise the utmost good faith in all transactions and matters concerning their duties to the College and its property. In all dealings with and/or on behalf of the College, such individuals will be held to a strict rule of honest and fair dealing. They shall not use their position, nor use or disclose knowledge gained there from, in any way that might give rise to a conflict between the interests of the College and their own. They shall not, at any time, act in a manner that is contrary to the interests of the College.

3. Independent Decision Making.

Such individuals may not accept gifts, favors or hospitality that might influence their decision-making or actions on behalf of the College. Although some overlap or duality of interests may from time to time develop, such duality should not adversely affect the College. To that end, each such person should report promptly, in the manner prescribed in Section 4, the possible existence of a duality or conflict of interests for such person or any other person subject to this policy.

4. Disclosure of Any Duality of Interest or Possible Conflict of Interests.

Prior to consummating a transaction or acting upon a matter involving the possible existence of a duality or conflict of interest, the individual involved shall make a full disclosure of all relevant facts. Such disclosure shall be made to the Chairman of the Board by officers of the Corporation and officers of the College. Such disclosure shall be made to the President of the College by employees of the College with executive or administrative responsibilities. In addition, such individuals shall periodically report in a similar manner all affiliations, whether as a director, officer, partner, management employee, consultant or other significant relationship involving ownership or governance, with any other for-profit or non-profit entity, (i) from which the College obtains or may be expected to obtain goods or services; (ii) to which the College provides or may be expected to provide goods or services; or (iii) which competes or may be expected to compete in any respect with the College. Any such existing or potential relationship with a subsidiary, joint venture or the like should be disclosed as well. The term "goods or services" includes commercial, industrial, banking and professional services or goods.

5. Annual Update.

Each such individual shall, at least annually, update the disclosure regarding any such interests.

REPORTING MISCONDUCT (WHISTLEBLOWER POLICY)

Sweet Briar College expects its employees to perform their duties in accordance with applicable laws and regulations, College policies, and high ethical standards. Any employee who reasonably believes that some policy, practice, or activity of the College is in violation of the law is strongly encouraged to report the suspected activity. Examples of illegal or dishonest activities are violations of federal, state or local laws, billing for services not performed, misappropriation of funds, or fraudulent reporting. Fabrication, falsification, or plagiarism in proposing, performing or reviewing research, or in reporting research results are illegal and dishonest; therefore, may result in immediate dismissal.

If an employee has reason to suspect illegal, dishonest or fraudulent activity, he/she should report the matter to his/her immediate supervisor (or the Dean of the College, in the case of faculty).

In the event the employee is uncomfortable reporting the matter to the supervisor, he/she may also contact:

- The Vice President for Finance and Administration
- The President of the College
- The chair of the audit committee, Ms. Jane Hager, President & CEO, Prescott Investment Corp., 206 Pinnacle Road, Lyndeborough, NH 03082. Phone: 603-654-2790, Fax: 603-654-2100, E-mail: jehpres@aol.com
- Individuals may also contact Sweet Briar's external accountants at Cherry, Bekaert & Holland, LLP, Phone: 434-847-6643.

Employees who in good faith report suspected wrongdoing are ensured protection against harassment or retaliation (please refer to the employee Complaint and Grievance policy).

REPORTING TO WORK AND CALL-IN POLICY

Employees are expected to report for work as scheduled on time and be ready to proceed with work as outlined by their supervisor.

If an employee is unable to work due to sickness, etc., he/she should notify his/her immediate supervisor before normal scheduled work time, so scheduling can be accomplished to cover the absence. Failure by the employee to notify his/her supervisor in a timely manner that he/she will not be at the regularly scheduled job will result in disciplinary action, including dismissal.

Employees are expected from time to time, as conditions require, to work overtime as directed by their supervisor. Non-exempt Employees will be paid for actual hours worked or a minimum of two (2) hours when called to campus to perform a job function before or after their normal scheduled work hours. Employees are expected to agreeably and satisfactorily perform the duties in their job description and any and all other duties of a similar nature and character that may be assigned.

HARRASSMENT POLICY

Sweet Briar College is committed to providing a learning and work environment free of unlawful harassment. In keeping with this commitment, the College prohibits and will not tolerate unlawful harassment because of sex, race, religion, creed, color, national origin or ancestry, physical or mental disability, medical conditions, marital status, age, sexual orientation or any other basis protected by federal, state, or local law.

It is the policy of Sweet Briar College to prohibit unlawful harassment within the campus community of faculty, staff, students and guests by any person and in any form, and to apply the procedures outlined below in responding to any complaints of harassment. The College is committed to investigate promptly any complaints of harassment. Where unlawful harassment is found to have occurred, the College will take appropriate disciplinary action reasonably calculated to end the harassment, up to and including termination of employment.

Definition of Harassment:

Harassment is behavior, directed at another person, that is abusive or demeaning and includes or implies a reference to the individual's race, religion, gender, national origin, or other protected status, and that has the purpose or effect of creating an intimidating or hostile environment, or interfering with the individual's work or academic performance.

Examples of Harassment

The kinds of behavior that may constitute harassment include, but are not limited to:

- Verbal conduct such as epithets, derogatory jokes, name-calling, comments or slurs related to race, ethnicity, religion, sexual orientation, or other protected status.
- Abuse, insults or jokes about an individual's physical features, national origin, accent, or speech
- Display of graffiti, posters, photographs, cartoons, drawings or gestures which are derogatory, racist, or offensive;
- Physical conduct such as, assault, unwanted touching, blocking normal movement, denial of access to facilities or services, or interfering with work because of sex, race, physical ability, or any other protected basis;
- Unwanted sexual advances, invitations, innuendos or comments, or discussion of sexual activities or comments about an individual's body or sexual experiences;
- Sexually-oriented gestures, leering, or display of sexually-oriented or suggestive pictures, drawings, cartoons or posters
- Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss, or offers of employment benefits in return for sexual favors; and
- Retaliation for having reported or threatened to report harassment.
- Sending emails or websites to others that contain harassing or offensive messages, pictures, etc.

The College recognizes that tension may exist between academic freedom and the legal limits of expression. The College also recognizes that in an academic community, the legitimate study of any discipline may raise issues related to race, sex, religion, etc. that cause some individuals to be uncomfortable. However, such study is not considered harassment. Individuals who feel that the content of a course or discussion is inappropriate are encouraged to bring the matter to the attention of the Dean of the College.

Consensual Relations

Central to the College's educational mission is the preservation of an atmosphere of trust, freedom of expression, academic freedom, and respect for the dignity of each member of the College community. Actions by faculty, staff, or students that harm these standards of expected conduct undermine the mission of the College.

The College considers any relationship of a sexual nature between a faculty or staff member and a student to be inappropriate. All faculty and staff at Sweet Briar should understand that they would bear the principal burden of responsibility in any action based on harassment that may arise from engaging in such a relationship. Faculty and staff should also bear in mind that initial consent to such relationships does not preclude a charge of sexual harassment in the future.

Accordingly, the College discourages faculty, administrators and staff members from engaging in romantic or sexual relations with individuals over whom they exercise evaluative or supervisory power, including recommending them for fellowships, awards, or employment. Such relationships may place in doubt the supervisor's fairness or professional judgment, or give the appearance of favoritism. The College serves notice

that such faculty, administrators, or staff will be held responsible in all actions related to sexual harassment that may result from such relationships.

Complaint Process

Harassment can be a very subjective area. What seems to be humorous or acceptable to one person may be perceived as offensive or inappropriate to another. Any employee or student who is confronted with behavior that they feel is harassing is encouraged to tell the person that they find the behavior offensive or bothersome. Often this is enough to stop the behavior. However, they are not required to confront another person directly, if they are uncomfortable doing so, or believe that such action may result in retaliation.

An employee who believes that s/he has been subjected to harassment has the right to make use of all the established procedures of the College, including the filing of a complaint. This may be done in accordance with the Employee Complaints and Grievances Policy.

Reports of harassment should be made promptly before the conduct becomes severe or pervasive. In an emergency situation, such as after normal business hours, or in the event an individual is concerned for his/her safety, he/she should contact the Sweet Briar College Department of Safety. As soon as possible thereafter, the individual should report any conduct that may be harassment to one of the appropriate contact persons.

Please refer to the following when reporting harassment complaints concerning:

- **Faculty** – See *Faculty Governance Manual*.
- **Staff** – See *Employee Complaints and Grievances Policy on page 31 of the 2003 Benefits and Policies Manual or online at www.hr.sbc.edu*.
- **Student** – See *Student Handbook*.
- **Visitors and Guests** - See *Employee Complaints and Grievances Policy*

Obligation to Report

In order to take appropriate corrective action, the College must be aware of harassment or related retaliation. Therefore, anyone who believes that s/he has experienced or witnessed harassment or related retaliation should promptly report such behavior as outlined in the Employee Complaints and Grievance Policy.

Additionally, any supervisor who experiences, witnesses or receives a written or oral report or complaint of harassment or related retaliation shall promptly report it as outlined in the Employee Complaints and Grievance Policy.

Protection of the Accused

The College is committed to due process, and will make an effort to protect the rights of both the complainant and the accused throughout the investigation. Where results of an investigation reveal that a complaint is frivolous or groundless, the individual making such a complaint may be subject to disciplinary action, including dismissal, in accordance with the College's policies concerning the making of false statements. Such action will be handled through the appropriate student judicial or faculty and staff disciplinary procedures.

Confidentiality

Confidentiality will be maintained throughout the entire investigatory process to the extent practicable and appropriate under the circumstances to protect the privacy of persons involved. The persons charged with investigating the complaint must discuss the complaint or the underlying behavior only with the persons involved in the case who have a need to know the information, which must include the complainant and the accused harasser.

Obligation to Respond

The College is required by law to investigate any complaint of harassment and will strive to protect, to the greatest extent possible, the confidentiality of persons reporting or accused of harassment. However, the College cannot guarantee complete confidentiality where it would conflict with the College's obligation to investigate. Individuals who desire to discuss possible claims of harassment in a more confidential setting to clarify whether to proceed with a complaint are encouraged to contact the Employee Assistance Program (EAP).

TERMINATION OF EMPLOYMENT PROCEDURE

The College expects to receive a minimum of two (2) weeks notice on any voluntary employee termination. Similarly, the College will normally give a minimum of two (2) weeks notice concerning an involuntary termination. The college will not give two weeks notice when gross misconduct, insubordination, theft, moral turpitude, or on-campus use of drugs or alcohol are a factor in the termination of the employee. Employees who fail to give proper notice to the College on their voluntary terminations will not leave the College in good standing.

TRAVEL EXPENSE REIMBURSEMENT

The College will reimburse faculty and staff for legitimate traveling expenses incurred when they are conducting College business.

Automobile Expense

The College will reimburse faculty and staff for the use of their own car for College travel. The reimbursement rate is determined periodically by the College.

Other Expenses

The College will reimburse each faculty and staff member for their actual travel expenses (airline fares, train tickets, lodging, meals, etc.). The reimbursement can be accomplished with a travel advance authorized by the proper department head before or after the fact. In either case, a College expense voucher must be submitted to document all expenses that the College is being asked to reimburse. Failure to document these expenses (copies of tickets, bills, etc.) could disallow the noted expenses as a legitimate business expense and the participating faculty or staff member could be asked by the IRS to pay income tax on those undocumented expenses. Any unused advance should be returned to the College with a corresponding notation on the expense voucher. The College does not support travel for faculty and staff spouses. Exceptions to this policy must be approved by the President or Dean of the College.

WORK HOURS

The official operating hours of the College are 8:30 a.m. - 5:00 p.m. Monday through Friday. With the exception of a one-hour lunch break, all offices are expected to be sufficiently staffed during those hours. However, individual schedules may vary, based on the needs of the position and department. The Department Head must approve any permanent changes in work hours. All College employees are expected to be working on College business during their work hours.

IX. GENERAL INFORMATION**BANKING**

The Sweet Briar College Cashier's Office cashes checks of reasonable denominations (not salary checks). The office is open during the academic year Monday through Friday from 8:45 a.m. to 12:15 p.m. and on Friday afternoons from 2:00 p.m. to 4:00 p.m. The bank is located on the third floor of the Student Commons.

CAMPUS SCHOOL (NURSERY SCHOOL AND KINDERGARTEN)

Sweet Briar College maintains a Campus School for two purposes:

1. To provide a laboratory setting for college students to augment their studies in Early Childhood Education and Child Development
2. To provide quality, developmentally appropriate early education for 4 & 5 year old children from Sweet Briar and the local community.

The following services are provided Monday through Friday:

- **PRESCHOOL**, 8:30 a.m. – 1:00 p.m. for children who are 4 years old by September 30 of the year they enter school
- **KINDERGARTEN**, 8:30 a.m. – 1:00 p.m. for children who are 5 years old by September 30 of the year they enter school
- **BEFORE SCHOOL CARE**, from 8:15 a.m. for parents who need care for their children before regular school hours
- **AFTERNOON CARE** until 5:30 p.m.

Enrollment is on a first-come basis with the following exception: **SWEET BRIAR FACULTY AND STAFF MEMBERS ARE GIVEN PREFERENCE IN ENROLLMENT UNTIL FEBRUARY 1 PRECEDING THE YEAR THE CHILD ENTERS THE CAMPUS SCHOOL.** Sweet Briar College also grants a 50% reduction of tuition for its full-time employees for the morning program only. There are opportunities for need-based partial scholarships. For current tuition rates or additional information call the Campus School Director at (434) 381-6182.

COLLEGE LIBRARIES

Official policies, procedures and specific information concerning the library resources available to the Sweet Briar community are available at <http://www.cochran.sbc.edu>, (or from the SBC web page index, choose libraries.) For assistance or current information on hours, services, and policies, please call the main library at (434)381-6138. A recording of current hours is available at (434) 381-6211. The Department of Safety issued employee identification card is also a library card. Faculty members may check out books for a four-month period, staff for four weeks.

Library faculty members each serve as liaison with several academic departments for the purpose of collection development. Book requests and questions may be directed to the library faculty working with the department in question.

Smoking is prohibited in all College Libraries.

COMPUTER SOFTWARE TRAINING

Academic Computing offers training and consulting services to all Sweet Briar College students, faculty, and staff. Software training workshops are offered on a regular basis for faculty, staff and students. Sweet Briar community members (spouses, children, etc...) are welcome to attend workshops if there is space available. Workshops are offered during the day and in the evening and are free. Workshop sessions are typically about 90 minutes in length.

For a schedule of upcoming courses, visit: <http://www.ac.sbc.edu/training/schedule.html>

To register, contact the Academic Technology Trainer with your name, the class you would like to attend and the date and time of the class. Each class has a limited number of available spaces, so please make your reservation early. Please sign up no later than 24 hours in advance. If you have specific training needs or requests, please contact the Academic Technology Trainer. It is possible to organize training sessions for departments, student groups and classes. One-on-one consulting for special projects is also available

DEPARTMENT OF SAFETY

The Department of Safety serves as a communication headquarters for all emergency situations. If assistance is needed, the telephone number to call is 6144 (6111 for emergencies). Requests for police or fire-fighting assistance, rescue squad or ambulance service should be reported via extension 6111 directly to the Department of Safety, which will notify other authorities as necessary and take appropriate action. After normal office hours, requests for emergency maintenance on college-owned property should be reported to the Information Center via extension 6100. For off-campus emergency maintenance on college-owned vehicles, call 1-800-333-6144.

FUND RAISING

The Office of Development is responsible for all of the fund raising activities for Sweet Briar College and is responsible for coordinating and prioritizing specific fund raising activities after consultation with the Development Committee of the Board of Directors and the President.

Those wishing to engage in fund raising activities in the College's community should consult with the Vice President for Development first, prior to initiating any effort. Gifts-in-kind, such as books, art, and other materials that have a related use to Sweet Briar's academic program, are welcome. If such a gift is offered to anyone in the Sweet Briar community, the Office of Development should be consulted.

GUEST HOUSING

Friends of the College may be housed in the Florence Elston Inn. For reservations and room rates call (434) 381-6207.

INFORMATION CENTER

The Information Center is the campus source of information for telephone numbers, transportation, campus events, etc. The telephone number to call from a 6XXX extension is 0, but the number to call from all other locations is (434) 381-6100. There is a toll-free, emergency telephone number, 1-800-333-6144 (calls are not transferable to any other Sweet Briar number).

MAINTENANCE

Reports of necessary minor repairs or maintenance problems connected with college-owned buildings should be noted on a college work order and mailed to the Director of Physical Plant or call x-6789 (only on campus) with your name, location, phone number and a concise description of your work request. Work orders may also be submitted online at <http://www.sbc.edu/workorder/>. The need for emergency repairs at night or on weekends is to be reported to the Information Center, which will relay the request to the appropriate person.

Requests for major maintenance work such as painting, refurbishing, etc., should be similarly submitted on college work orders and mailed to the Director of Physical Plant by January 31 for consideration in the annual budget.

If any faculty or staff are accidentally locked out of campus home or office, entrance may be obtained through Security personnel.

MEDIA CENTER

The Media Center, a division of the Library, provides media and audio-visual services at the College. The center is open 40 hours a week, with times posted on the laboratory door in the lower level of Benedict. Open at other times by appointment, 381-6184. Media requests should be submitted via the form located at http://www.media.sbc.edu/request_form.html

Services offered:

- Audio-visual equipment loan
 - Video camera
 - Slide projector
 - VCRs
 - Television
 - PA system
- Instructions on setting up and using equipment
- Setting up of public address systems
- Media equipment assistance for forums or lectures
- Closed circuit television setup
- Taped programs from satellite dish
- Audio recordings
- Simple editing of video tapes
- Management of classroom media equipment
- Transfer of foreign tapes to American NTSC format
- Transfer of NTSC format to PAL or SECAM

Equipment loans and policies:

- Faculty should reserve specific equipment as early as possible. Every effort will be made to honor all requests.
- Try to reserve equipment during normal working hours. Forms are distributed to department chairs at the beginning of each year and are available from the Media Center. When requesting equipment not readily available in the classrooms, use the forms.
- Equipment is the responsibility of the person(s) or department who requests it, including its security and protection from any damages.
- Media equipment may not be used by anyone not employed by Sweet Briar College, unless prior permission is obtained in writing from the director. Faculty or administrative staff should fill out request forms. Media equipment is not intended for personal use.
- A list of available equipment for use is found in 03 Benedict. Lists are also sent to each department chair.

- If special instructions or equipment is needed, please call the Media Center at (434) 381-6184.
- The Media Center will provide departments with both audio and video tapes at cost.

NEWSPAPERS

Faculty and staff may subscribe to the New York Times, USA Today, Wall Street Journal, Richmond Times Dispatch and Lynchburg News and Advance at the Information Center. Delivery is made each day at the Information Center located in the Florence Elston Inn. The New York Times, Richmond Times, and USA Today may be purchased at the paper boxes located outside of Prothro Commons. The USA Today may also be purchased outside of the Sweet Briar Book Shop. All newspapers can be subscribed to through the mail.

NOTARY PUBLIC

There are four notaries public on campus:

- Rita Cash - Accounts Receivable Office
- Tammy Jarvis - Department of Safety Office
- Theresa McNabb – Vice President of Finance & Administration Office
- Kris Ogden – Dean’s Office

OFFICE OF COLLEGE RELATIONS

The College Relations Office oversees all public information, publicity, promotional materials, college publications (both print and electronic), media relations, and arrangements for public events at the College. The Executive Assistant to the President is the official spokesperson for the College, determining control and management of news generated by College policies, plans, programs, personnel, and activities.

The College Relations Office prepares and distributes news releases and public service announcements, and initiates and arranges interviews with the news media, both print and broadcast. All interviews with the press, in person or by telephone, and all requests by news reporters, photographers, or filmmakers to work on campus should be cleared by the College Relations Office. Anyone wishing to initiate any contact with the news media should first consult with the Director.

Design, editorial, and production guidance is also provided to departments that plan to produce a video, advertisements, periodicals, newsletters, calendars, handbooks, world wide web sites, signs, banners, flags, brochures, posters, and other promotional or informational materials for use on or off campus. All copy for general mailings and all printed materials, as well as any product using the College seal or emblem, should be cleared by the Director of Publications.

The College Relations Office is also eager to help developers create visually exciting and interesting web pages and evaluate pages at various stages of development. College departments, offices, and organizations wishing to establish a link from the SBC web site should contact the College Relations Office for a copy of the policy on linking and maintaining a link from the official college web site.

POST OFFICE / MAILING SERVICES

A U. S. Post Office is located in Meta Glass. Hours of operation are 8:30 a.m. – 4:15 p.m. Monday – Friday, and 8:30 – noon on federal holidays. Individual boxes may be rented.

A central mailing service for all office and departmental correspondence is located in the Meta Glass Lobby. When authorized by the department head, postage will be charged to the department.

SMOKING

“Secondary smoke” has been determined to be harmful to health. Smoking is prohibited in all academic buildings and in public areas of administrative buildings. This includes but is not limited to laboratories, classrooms, seminar rooms, microcomputer laboratories, lounges, and adjacent hallways and stairwells. Smoking is also prohibited in the College libraries, the Gymnasium, the Pannell Center, Prothro Commons, and the Babcock Fine Arts Center.

SWEET BRIAR COLLEGE ART GALLERIES

The Sweet Briar College Art Galleries are dedicated to the enrichment of cultural life on the campus, in the community, and throughout Central Virginia. Open to the public, the art galleries display the Sweet Briar collection as well as a variety of traveling exhibitions. In the collection, representative examples of American, European, and Japanese art form the core of a collection with strength in prints and drawings, and paintings. These are exhibited, along with important traveling collections, at the main gallery located in the Anne Gary Pannell Center.

Two additional sites on campus feature exhibitions organized through the College galleries. At Babcock Fine Arts Center, in support of the studio art program, the main lobby and adjacent gallery feature exhibitions by artists at work today. In the main lobby of Benedict Hall, exhibitions are scheduled to complement and augment the humanities courses that are taught in that building.

Faculty is encouraged to bring classes into the galleries for guided tours or for object-centered instruction. Educational programs of related lectures and films enhance the visitor’s appreciation of the works of art on display. Group tours are arranged for local schools and community organizations.

SWEET BRIAR COLLEGE PERFORMING ARTS COMMITTEE-BABCOCK SEASON

The College’s Performing Arts Committee (which is made up of faculty, staff, and student representatives) sponsors performing arts events presented by professional touring artists. The purpose of the Babcock Season is to bring top quality artists to the campus to augment Sweet Briar’s educational mission. The Season is planned with the intention of presenting a balanced variety of different types of music, dance, and drama. Faculty and staff tickets for Babcock Season events are free. Please call the Box Office at (434) 381-6120 to make reservations. The Performing Arts Committee welcomes suggestions for the Babcock Season and other performances from the college community. A questionnaire is circulated annually in the fall to solicit suggestions, and plans are made during the winter for events taking place in the following academic year. Written suggestions are always welcomed by the Chair of the Performing Arts Committee.

TELEPHONES

Sweet Briar College provides telephone service for the entire campus. The College utilizes a central PBX for all telephone service. Telephone numbers connected to the PBX can be identified as follows:

Private Residences	381-5900 thru 381-5999
College Extensions	381-6100 thru 381-6899
Public Phones	381-6900 thru 381-6999
Student Phones	381-7100 thru 381-7399

To access college extensions, student phones, or public phones simply dial the last four digits of the phone number. To dial any (434) 381-5XXX number, first dial 9 plus the entire phone number.

The following chart describes how to place calls to Amherst, Lynchburg, and long-distance calls from the College:

Direct Dial Local	9 + Phone Number
Lynchburg	9 + Phone Number
Long Distance	9 + 1 + Area Code + Phone Number
International	9 + 011 + Country Code + City Code + Phone No.
Calling Card	9 + 0 + Area Code + Phone Number
Collect	9 + 0 + Area Code + Phone Number
Person-to-Person	Not allowed

If you experience any trouble, please contact the SBC Telecom Office at (434) 381-6102. They will handle all troubles and billing problems.

VEHICLE/PARKING REGULATIONS

All cars or trucks of college employees must be registered with the Department of Safety. Upon registration, the vehicle decal must be displayed on the rearview mirror. All faculty, staff, and students have the privilege of operating, parking, or storing a vehicle on the campus of Sweet Briar College as long as each one of them obeys the following regulations. Failure to obey these regulations can lead to the revocation of said privilege.

A. Registration

All vehicles must be registered with the Department of Safety within 1 week of arrival on campus. Information needed to register a vehicle is as follows: name, license plate number and state of registration, make (e.g., Ford), model (e.g. Mustang), year, color, number of doors (2 or 4), and social security number. There is no charge for registration of faculty/staff vehicles.

B. Regulations

1. Faculty and Staff Parking Areas:

Students may not park in these areas except from 5 pm to 8 am Monday - Thursday and 5 pm Friday - 8 am Monday.

2. Student Parking Lots:

All students must park in student parking areas Elijah, Meta Glass, and Guion at all times while their vehicles remain on campus. Student vehicles are identified with student decal issued during registration.

3. No Parking:

- There is no parking on walkways, fire lanes, or lawn areas. Fines and/or towing will be applied on the first and all subsequent offenses.
- There is no student parking at any time (including weekends) in the spaces marked "Faculty and Staff" behind Manson. These spaces are reserved for Admissions Office personnel who often work on weekends.
- There is no parking in the Quad without special permission from the Chief of Police prior to entering the Quad. (381-6144)
- There is no parking anytime in spaces reserved for the handicapped, unless the vehicle has a handicapped license tag or the driver has permission from the Department of Safety.
- There is no parking on streets and other hard surface areas, which are not designated as parking areas.
- There is no parking, except for Food Service and Printing/Mail employees, behind the wall at Meta Glass.
- There is no parking, except for Health Center employees, behind The Health Center.
- There is no parking on any striped pavement.

4. Fines:

- Failure to Display Parking Permit/Register Vehicle. \$10.00
- Reckless Driving. \$75.00

- Parking in Handicapped area. \$100.00
- Parked on Walkway or Lawn area. \$20.00
- Parked Street/Hard Surface area not designated as a parking lot. \$20.00
- Parked on Striped Pavement or Parked in Quad \$20.00
- Parked behind the Health Center \$35.00
- Parked in a Fire Lane. \$50.00
- Chapel/Load Zone. \$20.00
- Parked in the Student Commons Lot/Post Office Lot in excess of 20 minutes. \$35.00

Payment of fines: All fines are to be paid at the Department of Safety. Fines will be accumulated during the entire school year. The person who registered the vehicle is responsible for the payment of all parking fines. If a vehicle operator thinks he/she has been unjustly fined, he/she may appeal the fine to the Chief of Police, providing that appeal is made within five days of the date of offense. You may complete an appeal online at <http://www.police.sbc.edu/ticketappeal.htm>. You may also obtain an appeal form at the Department of Safety. Absolutely no appeals will be granted beyond the 5-day period.

5. Towing:

When it becomes necessary to tow a vehicle, the person to whom the vehicle is registered will be responsible for paying the towing company fee, whether or not the towing activity is completed. If an employee's vehicle has been towed, check with the Department of Safety to determine the location of the vehicle and the hours during which it may be claimed.

THE COLLEGE WILL NOT BE LIABLE FOR ANY DAMAGE RESULTING FROM TOWING.

C. Miscellaneous:

Any operator of a vehicle on the Sweet Briar Campus is subject to the above regulations. Any accident must be reported immediately to the Department of Safety at Sweet Briar by calling 381-6144 or 6111.

It is understood that students will comply with their individual insurance regulations concerning borrowing, lending, and riding in vehicles. Vehicle operators who borrow vehicles from other owners will be fined for parking violations in the name of the campus-registered owner of the vehicle borrowed.

Due precaution should be taken not to overload any vehicle.

The above regulations supersede any other regulations concerning vehicle operation, parking, storing, etc., whether written, verbal, or implied.

Bicycle Regulations:

- All bicycles must be registered with the Department of Safety within one week of arrival on campus. *Free* bicycle stickers are available from the Police Officer on duty or from the Department of Safety Office (between 7 a.m. - 6 p.m., seven days a week). A database is kept in the Department of Safety Office to assist in the return of lost bicycles.
- All bicycles must be equipped with red reflectors or red reflecting tape.
- Any bicycle operated at night must be equipped with a headlight.
- Parking: At no time should a bicycle be parked on any part of the campus roads or walkways, nor on the arcades, nor in the public areas of the residence halls.