The most recent edition of the Employee Handbook is available in the Office for Human Resources and on the HR section of the website at www.iona.edu.
EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

The Employee Handbook is meant as a guide for the convenience of Iona College employees. This Employee Handbook supersedes the previous handbook or memoranda. It is not a contract of employment. Iona College does not guarantee an employee's employment for any specific period of time.

Iona College reserves the right to eliminate, modify or amend policies and procedures, rules, regulations, insurance coverage, retirement plans or employer and employee contributions, programs or services, all of the aforementioned at any time in the future with or without prior notice.

Your employment is at will. The terms and conditions of your employment may be amended, modified or terminated with or without cause and with or without prior notice, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work.

If you are interested in learning more about any of the topics in the handbook, please ask your supervisor or contact the Human Resources Department at (914) 633-2496.

We wish you the best of luck in your new position and hope that your employment with Iona College will be a rewarding experience.

I acknowledge receipt of the Iona College Employee Handbook. I understand that it is my responsibility to become familiar with the contents and to abide by the policies listed therein. I recognize the failure to abide by or the abuse of any of the policies or procedures so prescribed could lead to disciplinary action up to and including termination of my employment. I also understand that nothing in the College's Handbook is intended to create a contract between Iona College and me and that neither of us is obligated to continue the employment relationship for any specific period of time.

I have received a copy of the Iona College Employee Handbook and I understand that it contains important information on employee benefits and human resources policies.

I understand that Iona reserves the right to change, revise, amend, modify and/or supplement the employee handbook at any time for any reason whatsoever and acknowledge that any such amendment or supplement to this handbook will be available on Iona's website at www.iona.edu.

__________________________  ___________________________
Print Name  Signature

__________________________
Date
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THE COLLEGE CREST

The dominant feature in the design of the crest of Iona College is a conventionalized Celtic cross, the cross identified with the early Irish monasteries. An outstanding example among these was the monastery founded in 563 AD by St. Columba on Iona Island, off the west coast of Scotland. The star and fleur-de-lys are taken from the arms of the City of New Rochelle and symbolize the French families who came to the New World intent on establishing a community devoted to freedom and religious tolerance. The motto of the College “Certa bonum certamen,” was proposed in 1940 by the first president, Br. W.B. Cornelia. It became especially relevant before many months had passed, although the inspiration, taken from the exhortation of St. Paul to “Fight the good fight,” had referred to another kind of battle.

IONA COLLEGE STATEMENT ON DIVERSITY

Iona College is a diverse community of learners and scholars, dedicated to academic excellence in the tradition of the Christian Brothers and American Catholic higher education. We commit ourselves to education within the rich heritage of these legacies, especially intellectual inquiry and the values of justice, peace and service. Inherent in the Mission of Iona College is a commitment to Diversity.

In a spirit of openness and caring Iona seeks to foster this commitment to diversity by welcoming into our community people of all lifestyles and orientations. The college seeks to promote an open and inclusive environment for those of multiple backgrounds and differences including but not confined to age, lifestyle, national or ethnic origin, race, creed, color, sex, marital status, veteran status, sexual orientation, affectional preference, gender identity, citizenship status, disability or socio-economic background.

As an inclusive institution, Iona College welcomes to our faculty, student body, administration and staff, and alumni associations all who seek to learn, grow, and share their worldview in a constructive manner.

Effective October 21, 2009
A PLACE AND PURPOSE

Iona College takes its name from the island of Iona located in the Inner Hebrides just off the west coast of Scotland. It was on this tiny island that an Irish monk, Columba, established an abbey from which missionaries went forth to teach and evangelize. The island of Iona became a center of faith and learning which contributed significantly to the civilization and cultural development of Western Europe. It was in the spirit of this heritage that the Congregation of Christian Brothers founded Iona College in New Rochelle, New York, in 1940.

The original campus is situated in the gracious Beechmont section of New Rochelle. A city of over 72,000 people located on Long Island Sound in Westchester County, New Rochelle offers the sophistication of an established suburb, as well as easy access to New York City by automobile or public transportation. Rich in history and tradition, the “Queen of the Sound” has been the home of the French Huguenots, American poet-essayist Thomas Paine, and artist Norman Rockwell, as well as numerous leaders in commerce, industry and entertainment.

The college opened a branch campus in Orangeburg, Rockland County, New York, in July 1981.

Iona College has as its purpose the education of students through intellectual discipline and a developing awareness of self, structured upon a more complete understanding of their cultural, religious and social heritage. Iona College endeavors to develop informed, critical and responsible individuals, equipped to participate actively in culture and society. Experience has shown that the Christian Brothers’ origin and traditions are valuable aspects of Iona’s distinct character and strength.

In the spirit of the liberal arts, Iona engages students to search those disciplines which focus on fundamental questions of meaning, purpose and destiny. Students are directed to a study of questions of ultimate significance as they affect the “now” of their living and as they have been explored through the ages.

Iona College, in its curricula and varying modes of interaction with faculty, students and the community, conceives of itself as an institution drawing inspiration from the theological and philosophical bases characterizing the Judeo-Christian tradition. Thus, Iona College, with its emphasis on the liberal arts, seeks to present students with the opportunity to develop their potentialities to the fullest. The College strives to accomplish this by serving as a center where each area of learning is pursued according to its own principles, with liberty of inquiry.
BLESSED EDMUND IGNATIUS RICE
1762-1844

Blessed Edmund Ignatius Rice died almost 165 years ago, and during his lifetime, he created a dynamic momentum of caring for children and youth that exists until this day.

Born to a Catholic family in Callan, County of Kilkenny, Ireland in 1762, Edmund Rice developed a gift for business and trade and became a well-respected part of the community of Waterford. Known for his high ethics and compassion, Edmund Rice countered the prejudice that existed against Catholics, yet established a successful life. His brief marriage ended tragically when his wife, Mary, fell during her pregnancy, and she died upon giving birth to a handicapped daughter.

For 13 years, Edmund Rice continued his business dealings, but also became more drawn to his faith and times of reflection and prayer in order to cope with his sorrow. With the gentle support of his family and the nuns he befriended, he came to a realization that the youth of Ireland, and in particular those who lived amongst him in Waterford, were suffering deeply from day to day deprivation. They lived in desperate, inhumane circumstances, and he found himself drawn to them. He slowly realized his mission – to develop the means for these youth, and their families, to rise up above the poverty and degradation they suffered and become whole persons, able to realize their self worth.

In 1802, Edmund Rice founded the Congregation of Christian Brothers to carry on his mission, and today, the Brothers are located throughout the world. The first Brothers came to the United States in 1906, to All Saints Grammar School. In 1940, the Congregation founded Iona College in New Rochelle, NY.

In 1996, Edmund Rice was beatified by Pope John Paul II. The charism and philosophy of Blessed Edmund Rice inspires Iona College’s interactions with students and with all those who comprise the Iona community. As a College founded in the tradition of the Christian Brothers and American Catholic higher education, there is significant emphasis for Iona students to pursue their studies mindful of the fundamental questions of meaning and purpose in their lives.
Iona College is a caring academic community, inspired by the legacy of Blessed Edmund Rice and the Christian Brothers, which embodies opportunity, justice, and the liberating power of education.

Iona College’s purpose is to foster intellectual inquiry, community engagement, and an appreciation for diversity.

In the tradition of American Catholic Higher Education, Iona College commits its energies and resources to the development of graduates recognized for their ethics, creativity, and problem solving abilities; their independent and adaptable thinking; their joy in lifelong learning; and their enduring integration of mind, body, and spirit.

(Adopted May 2, 2012)
Commitment to Students
Iona College is committed to an ethic of care in which the intellectual, emotional, spiritual and physical welfare of the student is preeminent. This commitment is expressed through a partnership among student development professionals, instructional faculty and students that focuses upon the development of each student and the education of the whole person. The College affirms the recognition of the inherent worth and dignity of every student and shares the responsibility of providing a community of learning and of concern which is constructive, empowering, just and diverse.

Commitment to Employees
Iona College is committed to function in an environment which gives recognition to each employee's qualifications, job performance, suggestions, needs, concerns and problems, while providing wages, benefits and working conditions which are competitive to those prevailing in other colleges of our size. Iona College observes both the letter and spirit of the laws that govern good employee relations.

In return, the College expects all employees to take pride in their employment and to recognize the responsibility of belonging to a community whose goal is to promote Iona's Mission Statement.

How to Use This Handbook
This Employee Handbook is provided for your use as a ready reference and as a summary of our Human Resources policies, rules, and employee benefits. It is not a contract of employment. Iona College does not guarantee an employee's employment for any specific period of time. The Handbook is designed to acquaint you with the College and its mission. It is to your advantage to read the entire Handbook promptly, so that you will have a complete understanding of the material covered. If you have questions regarding any of the topics discussed in this Handbook, please contact Human Resources on extension 2496. The most current version of this handbook is available in the Human Resources section of the iona.edu website.

A Word About Your Supervisor
This is a special word to the new employee about your supervisor. He or she will be helpful in acquainting you with your job. Your supervisor will also do everything possible to assist you to feel more at home during your first days with Iona College. Remember, your supervisor probably started in a job much like yours and can guide and help you. If your supervisor does not know the answer to your specific questions, he/she will get it for you. Remember your supervisor has an interest in your job and your success at Iona College. When you do well, he/she does well.
THE OFFICE FOR HUMAN RESOURCES

Human Resources Department
The Human Resources Department is located on the second floor of McSpedon Hall and is open on weekdays from 8:00 am to 4:30 pm, or by appointment. You are encouraged to come by or call extension 2496 if you have questions regarding human resources polices and procedures, employees benefits, job postings or other employment issues.

You are also invited to visit the Human Resources web page on Iona’s Internet www.iona.edu. Information regarding employee benefits, employment opportunities and helpful Human Resources forms can be downloaded from this section of the web site.

Human Resources Mission
The Human Resources Department serves as a strategic partner in supporting the mission of Iona College by providing excellent service in the management of employee wage and salaries and by administering a competitive benefit program to aid in the retention of faculty, staff and administration.

The department seeks to further establish uniform policies and procedures that guide department heads in daily operations and assist with employee relations issues to ensure excellent productivity and morale. The department also ensures compliance with all federal and state rules and regulations as they relate to the Human Resources function.

Personnel

Tracey Wilmot
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e-mail: dhudson@iona.edu
COMPLIANCE

Family Educational Rights and Privacy Act of 1974
Iona College informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Local policy explains in detail the procedures used by the College for compliance with the provisions of the Act. Copies of the policy can be found in the Registrar's Office. The Registrar's Office also maintains a directory of records which lists all educational records maintained on students by this institution.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar.

Title IX of the Education Amendments of 1972 Prohibiting Sex Discrimination in Education
Iona College does not discriminate on the basis of sex in its educational programs or activities, as required by Title IX Regulations of the Education Amendments of 1972 and Part 86 of the Regulations of the Department of Health, Education and Welfare. This requirement not to discriminate in educational programs and activities extends to employment therein.

It is College policy that all members of the Iona community are responsible for assuring that the College is free from sexual harassment. A full description of policies and procedures regarding College policy on sexual harassment may be obtained in the Office for Human Resources.

For information regarding the College complaint process, policy and procedures for Gender and Sexual Harassment, please contact:

Tracey Wilmot
Director of Human Resources & Title IX Coordinator
McSpedon Hall, Second Floor
(914) 633-2067
twilmot@iona.edu

Title VII and Equal Opportunity
Iona College maintains a policy of non-discrimination on the basis of race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity, age, marital status, service in the armed forces of the United States, or against qualified individuals with disabilities on the basis of disability, in all its educational programs and employment practices, policies and procedures. The College complies with all state and federal regulations pertaining to equal opportunity, non-discrimination and affirmative action.

In listing these statements, the College chooses to comply with governmental regulations in the letter and spirit of the law. Anyone who observes ways in which the College is in violation of these principles is encouraged
to notify the Director for Human Resources and Ombudsperson for Iona College. Employees will not suffer retaliation for reporting instances of suspected harassment.

For information regarding the College policy and procedures for Harassment and Discrimination, please contact:

Dr. Michael Jordan  
Associate Vice President of Academic Affairs, Office of the Provost  
McSpedon Hall, First Floor  
Office of the Provost  
(914) 633-2206  
mjordan@iona.edu

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990
Iona College does not discriminate on the basis of handicap against otherwise qualified persons by excluding them from participating in, denying them the benefits of, or otherwise subjecting them to discrimination under any College program or activity. In addition, the College provides reasonable auxiliary aids and academic adjustments without charge.

For information regarding disability accommodations for students, please contact:

Marlin Thomas  
Section 504 Coordinator  
Academic Resource Center, Amend Hall  
(914) 633-2226  
mthomas@iona.edu

For information regarding disability accommodations for staff, administration or faculty, or for information regarding the College policy and procedures for Disability Harassment and Discrimination, please contact:

Dr. Michael Jordan  
Associate Vice President of Academic Affairs, Office of the Provost  
McSpedon Hall, First Floor  
Office of the Provost  
(914) 633-2206  
mjordan@iona.edu

Immigration Reform and Control Act of 1996
Under the Immigration Reform and Control Act of 1996, new employees must properly complete the INS I-9 Form and provide proof of employment eligibility and identification. Rehired employees must also complete the form if they have not previously filed an I-9 Form, if the previous I-9 is more than three years old or if the previous I-9 is no longer valid.
**HIPAA**
The College recognizes that all employees have the right to privacy. All medical information is strictly confidential in accordance with the Public Health Department and The Health Insurance Portability and Accountability Act of 1996 (HIPAA).

**Family Medical Leave Act (FMLA)**
Under the FMLA, covered employers must grant an eligible employee (any employee who has been employed at Iona College for at least 12 months and has worked at least 1,250 hours during the 12 month period) up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons: for the birth and care of the newborn child of the employee; for placement with the employee of a son or daughter for adoption or foster care; to care for an immediate family member (spouse, child, or parent) with a serious health condition; or to take medical leave when the employee is unable to work because of a serious health condition.

The National Defense Authorization Act of 2008 (NDAA) amends the FMLA to permit a qualifying employee to take up to twenty-six (26) workweeks of unpaid leave during a twelve (12) month period to care for a spouse, child, parent or next of kin in the Armed Forces (including the reserves and National Guard) who “is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.” As used in this provision, a “serious injury or illness” is one suffered while on active duty “that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.” This new leave entitlement takes effect immediately.

Another significant statutory change contained in the NDAA is a provision that authorizes an employee to take up to twelve (12) weeks of unpaid leave for “any qualifying exigency” arising out of the employee’s spouse, child or parent’s activity duty (or notification of an impending call or order to active duty) in the Armed Forces in support of certain military operations.

**Blood Donation Leave**
Employees are permitted to take one three hour unpaid leave of absence per calendar year for the purpose of off-premises blood donation. Employees wishing to use this leave time should notify their direct supervisor, as well as the Office for Human Resources, at least three (3) working days prior to the intended leave. For positions requiring coverage, please provide notice at least ten (10) working days prior to the intended leave. Should the donation be in connection to an emergency (i.e. blood donation for employee surgery or that of a family member), accommodations for a shorter notice period will be allowed. As a condition of approving the leave, the Office for Human Resources may require the employee to provide documentation of the donation.
POLICIES

Harassment and Discrimination
It is the policy of Iona College that no member of the College community shall engage in harassment and/or discrimination. The College will not tolerate behavior between or among members of the College community that creates an unacceptable working, educational, or social environment.

Harassment and discrimination are unacceptable because they interfere not only with an individual's educational or work performance, but also with a person's sense of dignity and well-being in the community. Sexual harassment is also covered in this definition. What constitutes harassment or discrimination will vary with the particular circumstances. Either type of activity may be described generally as verbal, physical, written, or other conduct that denigrates or shows hostility or aversion to an individual on the basis of gender, race, color, religion, age, national origin, ethnicity, veteran status, sexual orientation, gender identity, marital status, disability or any basis prohibited by law when, from the standpoint of a reasonable person, such conduct is unwelcome and substantially interferes with an individual's work or school performance, creating an intimidating, hostile, or offensive working or learning environment even if the person engaging in the conduct does not intend to interfere, intimidate, or be hostile or offensive. In addition, the conduct must be sufficiently severe, persistent, or pervasive in that it creates a hostile or abusive educational or working environment.

It is important to note that a one-time incident may rise to the level of harassment if such conduct is sufficiently severe.

The Ombudsperson, Dr. Michael Jordan can be reached via phone at (914) 633-2206, email at mjordan@iona.edu or in person in the Office of the Provost on the first floor of McSpedon Hall. In the event that the Complainant or Respondent under this policy is the Ombudsperson, Dr. Michael Jordan, then the Complainant should contact Mr. Rick Palladino, Director of Libraries at (914) 633-2351, email at rpalladino@iona.edu or in person at Ryan Library. This policy is available on the Iona College website, any such amendment or supplement to this policy will be available on www.iona.edu.

DIVISION I. HARASSMENT AND DISCRIMINATION

Section 1. RATIONALE

a) Iona College complies with applicable provisions of state and federal law that prohibit discrimination in employment, in admission or access to its educational or extracurricular programs, activities, or facilities, on the basis of race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity, age, marital status, service in the armed forces of the United States, or against qualified individuals with disabilities on the basis of disability.

b) Harassment and discrimination will not be tolerated by Iona College. Such behavior subverts the mission of the College and threatens the careers, educational experience, and well-being of students, faculty, administrators, and staff. In both obvious and subtle ways, harassment and discrimination are destructive to individual students, faculty, administrators, staff, and the academic community as a whole. When through fear of reprisal, a student, staff member, administrator, or faculty member is subject to harassment or discrimination, the College's ability to carry out its mission is undermined. In addition, many forms of harassment have been recognized as violations of the civil rights laws by the federal courts, by the U.S. Equal Employment Opportunity Commission, by the New York State Division of Human Rights, and by the U.S. Department of Education.
c) Harassment and discrimination are especially serious when they threaten relationships between teacher and student or supervisor and subordinate. In such situations, harassment and discrimination unfairly exploit the power inherent in a faculty member's or supervisor's position. Through grades or recommendations for graduate work, wage increases or promotions and the like, a teacher or supervisor can have a decisive influence on a student's, staff member's, administrator's, or faculty member's career at the College and beyond.

d) While harassment and discrimination most often take place in situations where there is a power differential between the persons involved, the College also recognizes that harassment and discrimination may occur between persons of the same status.

Section 2. EXAMPLES OF HARASSMENT AND DISCRIMINATION

Discrimination may be related to an employee's employment, hiring separation from employment, training or failure to train, including, but not limited to any claims for salary, bonuses, severance pay, vacation pay or any benefits under the Employee Retirement Income Security Act (ERISA). Sexual or other harassment or discrimination may be based on race, color, national origin, ancestry, pregnancy, religion, marital status, gender, sexual orientation, gender identity, citizenship status, medication condition or disability (as defined by the Americans with Disabilities Act, or any other state or local laws), age, or any other unlawful discrimination (under the Age discrimination in Employment Act as amended by the Older Workers Benefit Protection Act of 1990, Title VII of the Civil Rights Act of 1964, as amended or any other federal state, or local laws), or retaliation for any claim of discrimination.

Case law provides many examples of discrimination. All, however, can be summarized in the following manner: Disparate treatment resulting in discrimination occurs when an employer treats some individuals less favorably than other, similarly situated individuals because of their race, color, religion, sex, ancestry, pregnancy, marital status, national origin, sexual orientation or gender identity. Thus, a Hispanic professor who has better credentials than a non-Hispanic professor, but was denied tenure while the non-Hispanic professor was granted tenure, will have a discrimination claim.

Examples of the verbal or physical conduct prohibited by Section 2 above include, but are not limited to:

a) Physical assault or battery;

b) A pattern of conduct (not legitimately related to the subject matter of a course if one is involved) which causes discomfort or humiliation or both, that includes one or more of the following: i) comments of a harassing or discriminatory nature or ii) explicit harassing or discriminatory statements, questions, jokes, or anecdotes, include the displaying or distribution of jokes and/or sexually explicit pictures via e-mail;

c) A pattern of harassing or discriminatory conduct which causes discomfort or humiliation, or both, to a reasonable person at whom the conduct was directed.
DIVISION II. IMPLEMENTATION AND EDUCATIONAL PROGRAMS

Section 1. EDUCATION AS A KEY ELEMENT OF THE COLLEGE POLICY

Educational efforts are essential to the establishment of a campus milieu that is as free as possible of harassment and discrimination and in which high standards of conduct are observed. There are at least four goals to be achieved through education about discrimination and harassment:

1. Ensuring that all victims (and potential victims) are aware of their rights;

2. Notifying individuals of conduct that is proscribed;

3. Informing all members of the College community about the proper way to respond to complaints about violations of this policy; and

4. Helping to educate all members of the College community about the problems this policy addresses.

Section 2. PREPARATION AND DISSEMINATION OF INFORMATION

The College shall distribute copies of this policy to all current and future members of the College community. A copy of the harassment and discrimination policy will be included in student orientation materials. In addition, copies of that policy will be made continuously available at appropriate campus locations and on the College Web site.

The Ombudsperson is charged with overseeing and reviewing content for training sessions.

The College Provost has responsibility for providing training sessions for persons who are likely to receive complaints that this policy has been violated, including, but not being limited to, resident advisers, academic advisers, college deans, and administrative personnel. Faculty and staff are expected to attend training within one year of being hired and to attend refresher sessions with each five-year interval of employment, based on hire date. The training can be in person or online. Records of training will be maintained by the Provost’s Office.

DIVISION III: HARASSMENT AND DISCRIMINATION COMPLAINT PROCEDURES

I. DEFINITIONS

a. APPEAL: Appeal means the request by the complainant or respondent to have a review of the determination of the hearing board.

b. APPEALS BOARD: Appeals board means the representatives of Iona College who have been delegated authority to decide if the hearing board made a prejudicial error.

c. COLLEGE: College means any reference to Iona College.

d. COMPLAINANT: Complainant means any employee or student of Iona College who makes an allegation of harassment and/or discrimination.
e. COMPLAINT: Complaint means any allegation, informal or formal, by the complainant of harassment, retaliation and/or discrimination which would be prohibited by the Iona College harassment and discrimination Policy, Title VII of the Civil Rights Act, Title IX of the Educational Amendments of 1972, the 1980 implementing regulation, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990 and any memorandum, directives, guidelines, or subsequent federal or New York state legislation regarding harassment and discrimination that may be issued or enacted.

f. CORRECTIVE ACTION: Corrective action means any sanction imposed by the president of the College, or the president’s designee.

g. DETERMINATION: Determination means the written advisory decision of the hearing board regarding the validity of the complaint.

h. HEARING BOARD: Hearing board means the representatives of Iona College who have been delegated authority to make an advisory determination as to the validity of a complaint at the formal hearing level.

i. HARASSMENT AND DISCRIMINATION COMMITTEE: Harassment and Discrimination Committee is the Iona College committee appointed by the president of the College, or the president’s designee, to monitor the effectiveness of the Iona College Harassment and Discrimination Policy. The Harassment and Discrimination Committee shall consist of eight members: four faculty members, two administrators, one staff member, and one student. The Harassment and Discrimination Committee shall elect its own chairperson.

j. OMBUDSPERSON: Ombudsperson means the employee designated to coordinate Iona College’s effort to comply with the Iona College Harassment and Discrimination Policy, Title VII of the Civil Rights Act, Title IX of the Educational Amendments of 1972, the 1980 implementing regulation, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990 and any memorandum, directives, guidelines, or subsequent federal or New York state legislation regarding harassment and discrimination that may be issued or enacted.

k. PREJUDICIAL ERROR: Prejudicial error means an error substantially affecting the outcome of a hearing.

l. PREponderance OF THE Evidence: Preponderance of the evidence means that the evidence must convince the trier of fact that the existence of the fact in question is more probable than not.

m. REPLY: Reply means the answer of the complainant or respondent to the claims made in an appeal.

n. RESPONDENT: Respondent means any employee or student of Iona College alleged to be responsible for committing an act of harassment and/or discrimination.

o. RESPONSE: Response means the respondent’s written answer to the allegations of harassment and/or discrimination in the complaint.

p. WORKING DAY: Working day means every day excluding Saturday, Sunday, and holidays recognized by Iona College.
II. FILING A COMPLAINT

a. ELIGIBILITY FOR FILING: Any student or employee of the College may file a harassment and discrimination complaint under this procedure.

b. PRECOMPLAINT MEETINGS: Normally a person considering whether to bring a harassment and discrimination charge will contact the Ombudsperson to discuss the matter. However, it is possible that the potential complainant might first consult with some other appropriate person on campus (including, but not limited to, a faculty member, academic adviser, dean, administrative supervisor, campus minister, counselor, or residence hall adviser). Nothing in this Policy requires a Complainant to contact the Respondent before making a complaint.

c. REFERRAL TO OMBUDSPERSON: It is the responsibility of the person consulted about a harassment and discrimination charge to refer the potential complainant to the Ombudsperson.

d. INITIAL MEETING WITH THE OMBUDSPERSON: At the first meeting between the complainant and the Ombudsperson, the Ombudsperson will:

1. Inform the complainant of the options within the College and outside of the College for pursuing a harassment and discrimination charge.
2. Give the complainant a copy of the Iona College Harassment and Discrimination Policy and Procedures.
3. A written record will be made for the Ombudsperson's file of the complaint, which will be started upon notification of a potential complaint.

e. INTERNAL OPTIONS AVAILABLE TO THE COMPLAINANT: The complainant is not required to decide on a course of action at the initial meeting with the Ombudsperson. However, the complainant must eventually decide to:

1. Discontinue participating in the internal process;
2. File an informal complaint with the Ombudsperson and request an informal mediation; or
3. File a formal complaint with the Ombudsperson and request a formal hearing.

f. COMPLAINT FORMS: Informal and formal complaint forms will be available from the Ombudsperson. The complaint forms should include the name and home or school address of the complainant and the respondent, the nature and date of the alleged act of harassment and discrimination, and the signature of the complainant. The complaint may also include the remedy sought by the complainant.

g. TIME LIMIT FOR FILING A COMPLAINT: The complainant must file an informal or formal complaint with the Ombudsperson within 180 actual days of the occurrence of the alleged act of harassment and discrimination by the accused. If the complainant initially files an informal complaint within the above time limit and the mediation of that complaint is unsuccessful, the complainant may then file a formal complaint. The subsequent filing of the formal complaint will be deemed to be timely (even if it is submitted to the Ombudsperson after the 180 day time limit has expired) so long as the other requirements herein have been satisfied.
III. PROCESSING AN INFORMAL COMPLAINT

a. NOTIFICATION OF THE RESPONDENT: Within one week of the filing of an informal complaint with the Ombudsperson, the Ombudsperson will contact the respondent in order to:

1. give the respondent a copy of the informal complaint that has been filed by the complainant and
2. give the respondent a copy of the Iona College Harassment and Discrimination Policy and Procedures.
3. A written record will be made for the Ombudsperson's file.

b. INFORMAL RESPONSE TO AN INFORMAL COMPLAINT: The respondent will have one week to file a written response to the informal complaint with the Ombudsperson. The response should indicate the respondent's willingness or unwillingness to participate in an informal mediation process. A copy of the response will be given to the complainant by the Ombudsperson.

c. WILLINGNESS OF RESPONDENT TO PARTICIPATE IN AN INFORMAL MEDIATION PROCESS: If the Ombudsperson receives a written response from the respondent indicating that the respondent will participate in the informal mediation process, the Ombudsperson will have one week to convene the informal mediation.

d. INFORMAL MEDIATION PROCESS: In many instances, an informal mediation process can be useful in resolving perceived and actual instances of harassment and discrimination or unprofessional conduct. Problems are sometimes easier to resolve when an informal atmosphere encourages people to identify the difficulty, talk it out, and agree on how to deal with it. Consequently, the Ombudsperson is encouraged to be flexible in arranging an informal mediation process which will best meet the needs of each individual case. In some instances, the Ombudsperson may find it appropriate to meet with the complainant and respondent separately, together, or in the presence of some other appropriate member of the College community. The informal mediation process may continue for as long as the Ombudsperson, complainant, and respondent are willing. No informal resolution may be imposed on either the complainant or the respondent without both parties consenting to the resolution.

e. RESOLUTION OF COMPLAINT AS A RESULT OF INFORMAL MEDIATION: If the informal mediation results in a resolution agreed to by the complainant and the respondent, the Ombudsperson will prepare a memorandum indicating the terms of the resolution and the need, if any, for follow up by the Ombudsperson. The complainant and the respondent must meet with the Ombudsperson within one week of the close of the informal mediation process in order to sign the memorandum. The complainant and respondent will each receive a copy of the memorandum. The original will be retained in the Ombudsperson's permanent file.

f. FAILURE TO ACHIEVE MUTUAL AGREEMENT TO A RESOLUTION OF A COMPLAINT AS A RESULT OF INFORMAL MEDIATION: If the informal mediation fails to produce a resolution mutually agreed to by the complainant and the respondent, the Ombudsperson will prepare a memorandum indicating that the informal mediation was not successful and send copies by certified mail (return receipt requested) to the complainant and the respondent. The complainant and the respondent must meet (either together or individually) with the Ombudsperson within one week of
receipt of the copies of that memorandum in order to sign the original memorandum confirming that mediation was not possible. The original memorandum with the signatures of the Ombudsperson, complainant, and respondent will be retained in the Ombudsperson’s permanent file.

g. **UNWILLINGNESS OF RESPONDENT TO PARTICIPATE IN AN INFORMAL MEDIATION PROCESS:** If the Ombudsperson does not receive an informal response from the respondent or receives an informal response indicating that the respondent is unwilling to participate in the informal mediation process, the Ombudsperson will immediately send letters by certified mail (return receipt requested) to the complainant and the respondent informing them that there will be no informal mediation. The letter will also indicate that the complainant has one week upon receipt of the certified letter to:

1. Inform the Ombudsperson whether he or she intends to continue participating in the College process;
2. File a written formal complaint with the Ombudsperson and request a formal hearing. (This will be allowed even if the 180 actual day time limit had expired before the unsuccessful mediation process was completed); or
3. Inform the Ombudsperson whether he or she intends to reserve the right to file a written formal complaint. (This will only be allowed if a subsequent formal complaint is filed with the Ombudsperson within 180 days of the alleged harassment and discrimination by the complainant.)

**IV. PROCESSING A FORMAL COMPLAINT**

a. **FILING OF A FORMAL COMPLAINT:** The formal complaint must be filed by the complainant with the Ombudsperson. If the complainant had filed an informal complaint against the respondent which was not resolved, the complainant may file the same, or an amended, statement of allegations in the formal complaint.

b. **NOTIFICATION OF THE RESPONDENT:** The Ombudsperson, upon the timely receipt of a formal complaint and request for a formal hearing by the complainant, will send a copy of that complaint by certified mail (return receipt requested) to the respondent. If the complainant had not previously filed an informal complaint regarding this same allegation of harassment and discrimination against the respondent, the Ombudsperson will send the respondent a copy of the Iona College Harassment and Discrimination Policy and Procedure. The Ombudsperson will also be available to meet with the respondent to discuss the complaint and the College’s policy and procedure.

c. **RESPONSE TO FORMAL COMPLAINT:** The respondent will have one week upon receipt of the formal complaint to file a written response with the Ombudsperson. The response should include a confirmation or denial of the allegations in the complaint; an indication of the extent to which the complaint has merit; and an acceptance or rejection of any remedy sought by the complainant. Upon receipt of the response, the Ombudsperson will send a copy of the response to the complainant by certified mail (return receipt requested).

d. **FAILURE TO RESPOND TO FORMAL COMPLAINT:** The failure of the respondent to respond to a formal complaint will not result in the termination of the formal hearing process.

e. **SUSPENSION OF FORMAL HEARING PROCESS:** The College may suspend the formal hearing process if there is any pending civil and/or criminal litigation in a related matter involving the parties.
f. FORMATION AND CONSTITUTION OF A HEARING BOARD: Upon receipt of a formal complaint and request for a formal hearing by a complainant, the Ombudsperson will immediately contact the chairperson of the Harassment and Discrimination Committee to arrange for the calling together of a hearing board. The hearing board will be chosen by the chairperson of the Harassment and Discrimination Committee from among the members of the Harassment and Discrimination Committee and a rotating pool of 48 members of the College community. The Ombudsperson will arrange for each member of the pool to participate in at least one annual training session in the law of Harassment and Discrimination and the Iona College Harassment and Discrimination Policy and Procedure.

The hearing board pool shall consist of 12 faculty members, 12 administrators, 12 staff members, and 12 students. The provost shall make appointments to the pool based on nominations of faculty and students by the academic deans and of administrators and staff members by the administrative officers. In each instance, an attempt should be made to gender balance the appointments.

The hearing board for a specific case will consist of five members:

- 1 member of the Harassment and Discrimination Committee who will serve as the chairperson
- 1 member of the pool who is a peer of the complainant
- 1 member of the pool who is a peer of the respondent
- 2 members of the pool who are neither peers of the complainant nor peers of the respondent

The hearing board should not consist of more than three members of the same sex.

Students may only be selected to serve on hearing boards in which the complainant or the respondent is a student. The Ombudsperson and the chairperson of the Harassment and Discrimination Committee may not serve on a hearing board.

The chairperson of the Harassment and Discrimination Committee will exclude from the hearing board any member of the pool who is not impartial with regard to the parties to a particular hearing or who has specific knowledge of the case in question.

g. SCHEDULING OF HEARING: The Ombudsperson shall set the date for the formal hearing to be held no more than three weeks after the Ombudsperson’s receipt of the complainant’s formal complaint. It is the responsibility of the Ombudsperson to notify the complainant and respondent as to the time and place of the formal hearing.

h. WITNESS LISTS: Two working days prior to the hearing, the complainant and the respondent will provide the Ombudsperson with a list of the witnesses who will be called to testify at the hearing. The Ombudsperson will immediately make each list available to the other party. Subsequent amendments to the witness lists will only be allowed at the discretion of the chairperson of the hearing board.

i. DOCUMENTS AVAILABLE TO HEARING BOARD: Prior to commencement of the formal hearing, each member of the hearing board will be provided with a copy of the formal complaint, the formal response, and the witness lists.
j. PERSONS PRESENT AT THE FORMAL HEARING: The formal hearing will be closed to the public. The people who may be present at the hearing are: the complainant, the respondent, the members of the formal hearing board, the stenographer, and the witnesses called by the complainant, the respondent, and the formal hearing board. Each witness will be allowed to be present in the hearing room only while he or she is giving testimony. In addition, the complainant and the respondent may each have present at the hearing one other person (who may act as an adviser but who will not be allowed to actively participate in the hearing.)

All persons who attend the hearing will be instructed by the chairperson of the hearing board as to the importance of confidentiality.

k. PROCEDURES GOVERNING THE CONDUCT OF THE FORMAL HEARING: The specific details for the conduct of a particular formal hearing shall be made by the hearing board. However, the formal hearing must be conducted as expeditiously and fairly as possible. In addition, each hearing must comply with the following requirements:

1. RECORD OF THE PROCEEDING: A stenographic transcript will be made to provide a permanent record of the proceeding.

2. OPENING STATEMENTS: The formal hearing will begin with an opening statement by the chairperson of the hearing board. The complainant and the respondent will then have the opportunity to make opening statements.

3. WITNESSES: The complainant, respondent, and hearing board will have the right to call such witnesses as they deem necessary to develop the facts pertinent to the case.

4. QUESTIONING OF WITNESSES: Formal rules of evidence shall not be applied at the formal hearing. The complainant, respondent, and the members of the hearing board will have the right to ask questions of any person participating in the hearing.

5. CLOSING STATEMENTS: After all witnesses have been fully questioned, the complainant and then the respondent will have the opportunity to make closing statements.

6. BURDEN OF PROOF: The complainant has the burden of proving his or her complaint by the preponderance of the evidence.

7. ISSUES AND OBJECTIONS ARISING DURING THE FORMAL HEARING: All decisions as to any issues and objections arising during the formal hearing, including, but not limited to, whether a potential witness may testify, whether certain documents and other real evidence are admissible, and whether certain questions are appropriate shall be made by the chairperson of the hearing board after consultation with the other members of the hearing board.

l. DETERMINATION BY HEARING BOARD: The hearing board will begin its deliberations in private after the closing statements have been made. The determination that harassment and discrimination have occurred will be made if four of the five hearing board so find. A written statement of the determination and a copy of the stenographic record of the hearing will be given to the president of the College (or the president's designee) within one week of the end of the formal hearing. Any member of the hearing board may write a supporting or dissenting position letter which will accompany the majority determination.
m. FINAL DECISION AND CORRECTIVE ACTION: The president of the College (or the president’s
designee) will have two weeks to review the stenographic record and the determination of the hearing
board and to issue a final decision which will include any corrective action which will be taken by the
College.

n. NOTIFICATION AND RECORD KEEPING: The president of the College (or the president’s
designee) will send copies of the hearing board’s determination and the president’s final decision by
certified mail (return receipt requested) to the complainant and the respondent. Additional copies will
be given to the Ombudsperson and the appropriate dean or administrator for the complainant and the
respondent and will become part of the permanent files of the complainant, the respondent, and the
Ombudsperson.

V. PROCESSING AN APPEAL

a. RIGHT OF APPEAL: If the complainant or respondent is dissatisfied with the determination of the
hearing board, he or she may appeal that determination to the Appeals Board. Such an appeal must be
made in writing to the Ombudsperson within one week of the receipt of the certified letter containing
the determination of the hearing board and final decision of the president. The appeal must briefly
state the basis for the dissatisfaction. The appeal process may not be used to reconsider the facts but
only to determine if there has been a prejudicial error in applying the Iona College Harassment and
Discrimination Policy and Procedure at the formal hearing.

b. NOTIFICATION TO PARTY NOT FILING AN APPEAL: Upon the timely receipt of the appeal
request, the Ombudsperson will send a copy of the appeal request to the other party. Upon receipt of
that notification, that party will then have one week to file a written reply with the Ombudsperson.

c. FORMATION AND CONSTITUTION OF APPEALS BOARD: The appeals board will consist
of one member of the Harassment and Discrimination Committee (who will serve as the chairperson
of the Appeals Board) and two members of the trained pool (described in IV (f) above) who will be
selected by the chairperson of the Harassment and Discrimination Committee. The appeals board will
consist of one peer of the complainant, one peer of the respondent, and one person who is neither a
peer of the complainant nor a peer of the respondent. The appeals board should have no more than
two members of the same sex. Members of the appeals board may not have served on the formal
hearing board.

d. PROCEDURES GOVERNING CONDUCT OF THE APPEALS PROCESS:

   1. INFORMATION SUPPLIED TO APPEALS BOARD: The Ombudsperson will supply the
appeals board with copies of the complaint, the response, the stenographic recording of the hearing,
the determination of the board, the final decision of the president, the appeal, and the reply. No
new evidence may be introduced during the appeals process.

   2. TIME AND MANNER OF THE APPEALS HEARING: The Ombudsperson will arrange for
the appeals board to conduct the appeals hearing within one week of the deadline for filing the
reply. The appeals board will then consider the materials submitted by the Ombudsperson.
e. DECISION OF THE APPEALS BOARD: The decision of the appeals board will be submitted in writing to the president of the College (or the president’s designee) and the Ombudsperson within one week of the end of the appeals hearing. If the appeals board determines that there was no prejudicial error, it will affirm the hearing board’s determination. However, if the appeals board determines that there had been a prejudicial error committed by the hearing board, the appeals board will remand the case to the Ombudsperson for a new hearing. If the case is remanded, a new hearing board will be formed and scheduled to hear evidence, in accordance with the requirements contained in Section IV, within one week of the receipt of the decision of the appeals board by the Ombudsperson.

f. NOTIFICATION OF THE DECISION OF THE APPEALS BOARD: The president of the College will send a copy of the decision of the appeals board by certified mail (return receipt requested) to the complainant and the respondent. Copies of the decision will also be sent to all parties who received copies of the determination of the hearing board in order to be placed in the permanent files of the complainant, the respondent, and the Ombudsperson.

g. FINALITY OF DECISION OF APPEALS BOARD: The decision of the appeals board will constitute the final determination as to whether the formal hearing was conducted with prejudicial error.

VI. GENERAL PROVISIONS

a. WAIVER OF TIME REQUIREMENTS: The waiver of time requirements throughout this process may be made at the sole discretion of the Ombudsperson in those instances where the Ombudsperson has concluded that to follow the time requirements would be impossible or would result in unfairness. The Ombudsperson may also waive the time requirements in those instances where the complainant and the respondent mutually consent to the waiver.

b. PROHIBITION OF RETALIATION: No person shall be subject to discharge, suspension, discipline, harassment, or any form of discrimination for having utilized or assisted others in the utilization of this harassment and discrimination complaint process.

c. AVAILABILITY OF OTHER PROCEDURES: This Harassment and Discrimination Procedure is primarily designed to handle personal harassment and discrimination complaints initiated by individual members of the College against other members of the College. This procedure does not preclude the College itself from initiating actions under other appropriate procedures.

For more information regarding the College policy and procedures for Harassment and Discrimination, please contact:

Dr. Michael Jordan  
Associate Vice President of Academic Affairs  
McSpedon Hall, First Floor  
Office of the Provost  
(914) 633-2206  
mjordan@iona.edu
Accommodations for Employees with Disabilities

Section 1. Discrimination against a Qualified Person with a Disability

Iona College recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, and similar state laws (hereinafter "applicable law" or "law[s]"), which are designed to eliminate discrimination against qualified individuals with disabilities. Disabilities may include physical or mental impairments which substantially limit one or more of a person's major life activities, and which necessitate modifications to the facilities, programs, or services of the College. Iona College is committed to making reasonable accommodations for qualifying students, faculty, and employees with disabilities as required by applicable laws. Moreover, Iona College is committed to making the campus and its facilities accessible as required by applicable laws. The College cannot make accommodations that are unduly burdensome or that fundamentally alter the nature of the College's programs.

Because the College’s Policy is intended to be co-existent with the requirements of applicable laws, nothing in this policy is intended to provide less substantive benefits or procedural protections than are required by these laws. Likewise, nothing in this policy is intended to provide greater substantive benefits or procedural protections than are required by these laws. This also means that the College’s ADA Policy and Procedures may have limited or no applicability to the College’s study abroad or other programs operated outside the United States. However, practical considerations of style and a desire to present information to the College community in a useful, efficient manner dictate that the precise wording of these laws is not restated verbatim in all provisions of this policy.

Therefore, the specific language of such laws and controlling interpretations thereof are incorporated by reference herein, and in the event of any apparent discrepancy between the language of this policy and such legal authority, the College’s obligations will be determined exclusively by the latter.

Section 2. Procedures for Requesting Accommodation

While responsibility for the accommodation of employees with qualifying disabilities must be assumed and shared by all members of the College community, the College has established the following process that is designed to facilitate the reasonable accommodation of employees with disabilities:

a. ELIGIBILITY: Any employee of the College may request an accommodation under this procedure.

b. REQUEST FOR AN ACCOMMODATION: It is the sole responsibility of the individual seeking an accommodation to make a written request for an accommodation by identifying their disability with supporting documentation that is current, complete and verifiable. The individual must then deliver the written request and the supporting documentation to the Office of the Ombudsperson. Documentation of disability furnished by the employee will be kept confidential and will be shared only with College personnel involved with the coordination and facilitation of services and accommodations, except as is otherwise required by law or a health or safety issue. Since insufficient information may jeopardize the accommodations process, the College reserves the right to request additional documentation considered necessary to the formulation of a reasonable and appropriate accommodation plan. The cost of obtaining any such additional documentation shall be borne by the employee. The College also reserves the right to request an independent evaluation by a professional of its choosing. The cost of obtaining any such independent evaluation shall be borne by the College.
Section 3. Documentation

The College requires appropriately current documentation of any or all disabilities for which an accommodation is requested, provided at the expense of the employee requesting the accommodation, prior to determining what services and accommodations may be undertaken for employees with qualifying disabilities.

Generally, documentation verifying the disability must:

1. be prepared by an objective professional qualified in the diagnoses of such conditions;

2. include information regarding the testing procedures followed, the instruments used to assess the disability, the test results, and a written interpretation of these results as they pertain to employment and/or participation in the College’s programs;

3. reflect the individual’s present level of functioning in the areas related to the particular accommodations being sought;

4. be appropriately recent, e.g., prepared within the last several years before the first request for accommodation.

The Ombudsperson ultimately determines whether the documentation submitted is adequate to support a requested accommodation and whether the individual preparing the documentation is qualified to make the diagnosis at issue.

Section 4. Appeals

a. RIGHT OF APPEAL: If the individual is unsatisfied with the determination for an accommodation, made by the Ombudsperson, he or she may appeal the determination.

b. PROCEDURES GOVERNING THE INFORMAL APPEALS PROCESS: In the event that the individual finds the resolution of the Ombudsperson unacceptable, the individual should then seek additional assistance from the Provost and Vice President for Academic Affairs. All parties are required to put forth their best efforts to resolve the matter according to reasonable expectations under state and federal guidelines. The request for an informal review need not be in writing. The informal appeal process is intended to have all relevant parties discuss the matter and resolve the individual’s request(s). Although, all parties are highly encouraged to resolve the matter through the informal appeals process, the individual may directly elect to make a formal appeal.

c. PROCEDURES GOVERNING THE FORMAL APPEALS PROCESS: The individual must deliver to the Office of the Ombudsperson a written request for a formal review of the initial determination for an accommodation. Upon receipt of this appeal, the Office of the Ombudsperson has fifteen (15) days to resolve the individual’s formal review of the initial determination for an accommodation. If
the individual remains unsatisfied, and beginning on the sixteenth day after delivery of the request for a formal review, the individual may file a written appeal delivered to the Provost and Vice President for Academic Affairs. The appeal should be detailed and be supported by all relevant documentation, requesting a specific resolution. At this point, the Provost may choose to meet with the individual or make a decision without such meeting. Next, the Provost will deliver to the individual a written determination and recommendation for resolution of the complaint. The decision of the Provost will be final.

Section 5. Contact Information

Dr. Michael Jordan  
*Associate Vice President of Academic Affairs*  
Office of the Provost  
Iona College  
715 North Avenue  
McSpedon Hall  
New Rochelle, NY 10801  
(914) 633-2206  
mjordan@iona.edu

Section 6. Harassment/Discrimination based on a Disability

a. **PROHIBITION OF RETALIATION:** No person shall be subject to discharge, suspension, discipline, harassment, or any form of discrimination for having utilized or assisted in the utilization of the process for requesting an accommodation.

b. **PROCEDURES RELATING TO HARASSMENT/DISCRIMINATION BASED ON A DISABILITY:** If the individual feels as though they are being harassed or discriminated against, the individual may file a complaint with the Ombudsperson under the Iona College Harassment and Discrimination Policy.

**Abuse of a Minor**

Abuse of a minor is illegal and will not be tolerated by Iona College.

Edmund Rice, founder of the Christian Brothers, devoted his life to the protection and nurturing of children. At Iona College, the tradition of Edmund Rice is carried out through the many ways in which children are welcome onto the campus and into the life of pre-professional programs. Iona College holds the protection of children in paramount importance and expects all who are employed here or who attend classes or programs here to do the same.

**Suspicion of Abuse**

If there should be any suspicion on the part of a parent or guardian that their child was abused in any way, by a member of the Iona Community or on the grounds of Iona College, they will be urged to bring their complaint directly to the police.
Rules of Conduct

Rules and regulations have been established to ensure the safety and security of our employees, students and visitors. Employees should demonstrate integrity, good judgment, consideration and respect for others.

For employees to work efficiently and amicably together in an organization, rules of conduct must be maintained. The following are some but not all of the violations that are considered serious and may result in disciplinary action or termination.

The violations include, but are not limited to:

1. falsification of employment records or other college records;
2. intentional manipulation and misreporting of college data;
3. conflict of interest;
4. excessive, unauthorized absenteeism or lateness;
5. excessive socializing during scheduled work hours;
6. unauthorized absence from work area;
7. loafing or sleeping while on duty;
8. failure to follow instructions or refusal to accept a job assignment;
9. insubordination;
10. use of vile, intemperate or abusive language;
11. use or unauthorized possession of intoxicants on College premises, or reporting to work under the influence of alcohol;
12. illegal use and/or possession of narcotics;
13. possession of a weapon on Iona College premises;
14. gambling, conducting raffles, pools, or other games of chance or possession of gambling devices on College premises;
15. unauthorized sale of merchandise, tickets or services;
16. larceny, misappropriation, or unauthorized possession or use of property or funds belonging to the College or to any other employee, student or visitor;
17. negligent or deliberate destruction or misuse of College property or property of another employee, student or visitor;
18. creating unsafe or unsanitary conditions, or contributing to such conditions by an act of omission;
19. smoking in unauthorized areas;
20. unauthorized possession, use, copying or reading of College records, or disclosure of information contained in such records to unauthorized persons;
21. abuse of a minor in any way;
22. threatening, intimidating or coercing students, visitors or other employees;
23. fighting, horseplay, or other disorderly conduct or annoying students, visitors or other employees;
24. soliciting and/or accepting gratuities from visitors, vendors, occupants of College housing and off-campus housing, or other employees;
25. unauthorized use of Iona College telephones, computers or other technology for personal business;
26. poor personal hygiene or improper care and/or condition of uniforms/clothing while on duty on College premises;
27. any willful act or conduct detrimental to Iona College operations, including any form of discrimination or harassment.
Warning/Performance Notices
If an employee does not abide by the rules of conduct, his/her department head may issue a verbal and/or written warning notice. All employees must have satisfactory job performance. If an employee's job performance falls to unsatisfactory or needs improvement, a performance notice may be issued to the employee.

Warning notices are used for conduct issues or job performance problems.

Employee Discipline
It is recognized that an employee may be disciplined, for example, for excessive or habitual absenteeism, lateness or acts of conduct that are detrimental to the College. The above will result in disciplinary action, such as a verbal or written warning, up to and including termination from employment.

College Property
Employees are expected to exercise care in the use of College property and to utilize such property only for authorized purposes. Report any broken equipment to your supervisor.

Work performed for the College by an employee is considered work product and is the property of Iona College, during active employment and after termination.

Conflict of Interest
Conflict of interest is defined to be any activity that violates, or could potentially violate, the College’s code of the highest ethical conduct with respect to the actions and business relationships of all employees while on duty. If you think you have a possible conflict of interest involving Iona College, you should immediately inform your department head.

Computer Use Policy
The computer resources of Iona College are available to authorized students, faculty, administrators, and staff for educational, research, and administrative purposes. It is Iona’s policy to keep restrictions on the individual user to a minimum, while providing the best possible service to other users of the system. In order to maintain this policy, it is essential that the users themselves observe reasonable standards of behavior regarding the use of the computing facilities. The following actions are prohibited:

- Any attempt to modify or damage computer equipment
- Any attempt to modify or damage computer or network software
- Improper use of the computer equipment
- Installation of non-academic games on College systems
- Recreational game playing
- Unauthorized use of an ID belonging to another user
- Unauthorized reading, use of, or deletion of private files or email belonging to another user
- Sharing user IDs and passwords with other users or any other person
- Any attempt to circumvent system protection and security features
- Knowingly using any system to produce system failure or degrade performance
- Engaging in unauthorized duplication, alteration or destruction of data, programs or software
- Transmitting or disclosing data, programs or software belonging to others or duplicating copyrighted materials
- Use of computer resources for private purposes, including, but not limited to, the use of computer resources for profit making or illegal purposes

All users are expected to be familiar with and abide by the copyright laws of the United States. Such use must also comply with laws defined by the Digital Millennium Copyright Act of 1998.

For all official electronic communication between the College and enrolled students the authorized vehicle will be the email address assigned to students, faculty, and staff by Iona College. All employees are expected to check email regularly and respond to messages in a timely manner. This includes communication between faculty and students. Users are asked to delete unnecessary email on an annual basis.

The College reserves the right to investigate any of the above abuses, as well as any other interference with the proper functioning of the College network or infringements upon another user’s rights. Any user found to have violated any of these regulations will be subject to loss of use of the computer facilities, deactivation of their computer account and other disciplinary action, including liability for the misused computer equipment, which could easily amount to thousands of dollars, as well as expulsion from school.

The College reserves the right to monitor and inspect transactions, electronic mail and data stored in or processed through any of the College’s computing or business systems. Users should not assume that any messages or other information stored in the College’s systems is private or confidential or that the College or its designated representatives will not have a need to access and review this information.

This policy and any and all rules and regulations regarding the use of college computers are subject to revisions. All users are expected to be familiar with any revisions in the regulations. The college reserves the right to monitor all data contained in the system to protect the integrity of the system and to reassure compliance with this policy.

**Personal Information Protection**

It is a priority of Iona College to preserve the integrity of personally identifying information that may be collected during the course of regular college business. Negligence or inappropriate use of personal data will not be accepted. Information regarding applicants, employees, students and donors is subject to legal protection.

As part of the Iona College Information Security Policy, each employee is responsible for the following:

- Safeguarding personally identifying information which may include such things as name, address, age, gender, identification numbers (employee ID, Social Security number), income, employment, assets, liabilities, source of funds, payment records, personal references and health records. This includes paper and electronic files and recordkeeping.
- Securely locking files and paper records containing personal information.
- Ensuring computers and applicable programs are password protected.
- Ensuring computer passwords are used consistently and changed frequently.
- Shredding and carefully disposing of records containing personally identifying information.
Limiting access to personal information to only those who have an absolute need for its use.

Disallowing the dissemination of personal information to outside parties without specific prior permission from the Director for Human Resources and/or the Vice Provost for Information Technology.

Immediately reporting a breach in data security to the Director for Campus Safety and Security and the Director for Human Resources and/or the Vice Provost for Information Technology.

For the full Personal Information Protection policy and additional information on securing personal data or to attend a training session on Personal Information Security, please contact the Director for Human Resources on extension 2067.

**Smoking Policy**

It is College policy to maintain a smoke-free environment. Smoking is prohibited in any indoor area on campus and also includes the stadiums, gymnasiums and reception areas and dining rooms. Smoking is permitted outside of the buildings, except in areas listed above. Employees are encouraged to place expended cigarettes in appropriate containers which are located throughout campus.

**Office Telephones**

College office telephones are to be used in conducting official business and should not be used for matters relating to personal business. It is recognized an emergency can develop at home or at the College. Please keep personal calls, including those made on your personal cellular phone to a minimum and as brief as possible. The College has the right to monitor voice mail. Department heads are responsible for reviewing their monthly telephone statement for usage.

If you need to make a personal long distance telephone call, please use your phone card, credit card or a pay phone. The College will not accept collect calls for employees.

**Personal Mail**

The College mail system is for handling official College mail only. Employees may purchase stamps or pay for their postage and mail their personal correspondence from the Mail Services Department located in Doorley Hall.

**Solicitation and Distribution**

The College does not permit solicitation of employees by outside organizations while on duty or by employees of the College for the purpose of selling raffles, merchandise, memberships in other organizations or other charities, unless approved by the President’s Office.

This is necessary to minimize the intrusion of employees’ privacy, as well as to prevent the disruption of normal work activity.
**Substance Abuse**
The College does not permit the possession, use or sale of illegal drugs, controlled substances or alcohol on campus. An employee involved in any of the above activities will be disciplined up to and including termination from the College.

**Absenteeism**
The College maintains effective levels of staffing throughout the year in order to provide the highest quality services to our students.

It is recognized that employees can suffer an illness or injury due to no fault of their own and need to take time off to permit recovery.

Your department head or the Office of Human Resources may require a physician's note when you apply for sick time or return from an illness or injury. Upon return to work, you should be able to perform all of your job duties and responsibilities.

Excessive or unauthorized absences will not be tolerated and can lead to disciplinary action up to and including termination.

**Media Relations**
Under Advancement and External Affairs, the Public Relations Office, monitors all press and media inquiries. On occasion, employees may receive calls and inquiries from reporters and other media representatives. Employees are not authorized to respond to media inquiries or discuss these matters with media representatives unless expressly authorized to do so by the Public Relations Office. To ensure that the information we release is correct, consistent and in accordance with the College policy, we request that all employees should immediately refer any media inquiry to the Public Relations Office at x2726.

**Safety & Security**
Crime prevention on campus requires the continued active support of the whole College community. All employees should review the safety precautions in their respective offices.

All personal property should be kept in a secure place. Do not leave handbags, purses and wallets on top of or beneath your desk or in an unsecured locker. Items of value should not be left in your car.

Employees should report loss or theft of personal items or College property immediately to their supervisor and/or the Campus Safety & Security Department, extension 2560.

Iona College will not be held responsible for the replacement of lost, stolen or damaged items.
Campus Traffic & Parking Regulations
Parking regulations are provided to employees for their safety and for the well being of the entire College community.

Employees that park on College property must register their motor vehicle with the Campus Safety & Security Department (extension 2245). Employees are given a parking permit which must be displayed at all times in the vehicle when parked on College property.

The Campus Safety and Security Office must be notified in writing, and the appropriate forms completed, if you change cars or if there is a change to your license plate.

Vehicles that fail to be or are improperly registered with the Campus Safety and Security Office or are parked in a fire lane, or tow-away zone or those blocking a driveway or obstructing a roadway or parking area or parked in a handicapped space (without permit) will be towed at the expense of the owner.

Fire and Emergency Evacuation
Employees must comply with the following procedures in case of a fire or emergency evacuation:

1. All employees, students, and visitors must evacuate the building when the fire alarm sounds. You are not permitted to re-enter the building until the Fire Department has approved it.

2. Pull the local alarm if you see smoke or fire. If no alarm is nearby call Security (extension 2560) or the Fire Department.

3. Do not attempt to extinguish the fire yourself.

4. Leave the building at the nearest possible exit and walk clear of the building. All employees should make themselves familiar with all the exits in the building.

5. In case of fire do not use the elevators. Use the stairway to leave the building.

6. Each department head is responsible for an employee check to ensure all employees are accounted for.

7. Do not compromise your safety by trying to take personal property.

8. Exit the building immediately.

9. During a Fire Emergency the Fire Department will be in charge with the Security and Facilities Departments assisting them.
Emergency Text Message Notification System
Iona College has an emergency text message notification system. In the event of a campus emergency, Campus Safety and Security is able to send a text message notification to your cell phone. In order to receive these emergency notifications, your cell phone must be able to receive text messages. This text message will advise you of the emergency and provide further instructions. For information on signing up for e2 notification, please visit www.iona.edu/campusalert, or contact the Ryan Help Desk at (914) 633-2635.

Whistle blower hotline
Iona College has contracted with a third party vendor (Lighthouse Services) to provide a "whistle blower hotline," which is managed and staffed by an outside company in order to maintain the anonymity of the complainant. For the full policy and information on making an anonymous complaint, please visit: www.iona.edu/ombuds/policies/whistleblower.cfm, or contact the Office for Human Resources.


**College Council**

The College Council serves as the plenary governance body representing the collective interests of the Iona College Community. The College Council serves as the principal liaison and advisory body to the Administration on behalf of the Standing Committees and the Constituent Assemblies. The powers of the College Council are derived from and subject to the powers of the Board of Trustees.

Website: http://www.iona.edu/academic/collegecouncil/
**Constituent Assemblies**

**Faculty Senate:** The Faculty Senate is the primary means by which the Faculty participates in the College Council and in the governance of the College. It is concerned with all significant issues that affect the academic life of the College and/or the welfare of the Faculty. Website: http://www.iona.edu/academic/facultysenate/

**Staff and Administrative Council (SAC):** The Staff and Administrative Council is a body of members elected to represent the staff and administration of Iona College. SAC serves as a forum for the expression and exchange of ideas and concerns of those represented and as a means of communicating advice and recommendations to the College Council and its standing committees. Website: http://www.iona.edu/admin/sac/

**Student Government Association (SGA):** The Student Government Association is comprised of elected student representatives, academic senators, and campus organization presidents or their designees. The SGA attempts to enhance the educational experience of each student, and is based on the belief that a complete education extends beyond the academic program. Also, the SGA maintains that this development can be attained through active involvement in student organizations, founded on the principles of cooperation, concern, leadership and service. It also provides a means of effective communication between the students, faculty and administration.

Website: http://www.iona.edu/studentlife/studentdevelopment/clubs/sga.cfm

**Employee Participation in College Governance**

**Message from the Provost:**

“The College is committed to a truly participative form of shared governance and, for this reason, managers are expected to allow members of their staff time during the working day to participate on governance committees.

As best as is possible, governance committees (and constituent assemblies) should try and schedule meetings at the most convenient times for the majority of members.

It is unrealistic to assume that every member will be free to attend every meeting. We all have different busy times in our schedule and different operating calendars in our units. It is quite often that faculty members will excuse themselves from RTA, CAA, Budget, (etc.) meetings if the meeting conflicts with a scheduled class they are teaching. It is not infrequent that a student member will not attend a meeting of a committee if they are scheduled for class at the same time or if they have a conflicting meeting and are available to attend only one. Similarly, I would expect that a staff member might need to absent her/himself from a governance committee meeting if an important work item or a scheduled unit meeting is in conflict. We need to simply recognize that conflicts in scheduling will occur and individuals need to prioritize. Our compensated services to the College and our students should always take precedence.”
EMPLOYMENT

Employment Applications and Resumes
Iona College relies upon the accuracy of information contained in the employment application, resume and other data presented throughout the hiring process and during employment. Any misrepresentation, falsifications, or material omissions in any of this information or data may result in the College’s exclusion of the individual from further consideration for employment or, if the person has been hired, termination from employment.

Employment Categories

The definitions of employee categories at the College are as follows:

- a **regular full-time** employee is one who works a 35 or 40 hour work week and has completed the 90 day probationary period.

- a **regular part-time** employee is one who works less than a full-time employee and has completed the 90 day probationary period.

- a **probationary** employee is one who is in probationary status. Each new employee at the College must successfully complete a 90 day probationary period before being considered a regular full-time or part-time employee. This initial new hire probation may be extended beyond ninety (90) days if the supervisor deems significant improvement in job performance is necessary before granting regular employee status.

- a **temporary** employee is one who is either full-time or part-time, but hired to fill a position for a period not to exceed 6 months.

Iona College or the employee may terminate employment during the probationary period without advance notice.

At Will Employment
Iona College is an “at will” employer. This means that the terms and conditions of your employment may be changed with or without cause and without prior notice. An employee at any time may be separated from employment, with or without cause and without prior notice. The College does not guarantee employment for any specific duration.

Probationary Period
The first ninety (90) calendar days of your employment are a period for you to acquaint yourself with your new job. Also, your supervisor will evaluate your job performance, how well you manage your responsibilities and interact with other employees, as well as students, if applicable.

After this initial new hire probation, an employee may be put on probationary status if his or her supervisor deems significant improvement in job performance is necessary.
Employee Background Checks
All offers of employment and re-employment for regular employees will be contingent on a background check. Iona College reserve the right to rescind offers of employment at any time, should the results of a background check be unfavorable.

Orientation
The Human Resources Department holds an orientation shortly after you begin employment. You will be given an informal presentation of Iona College, The Mission of Iona, a review of benefits and College policies and procedures.

Following your Human Resources orientation, you will begin a year-long orientation process to the Mission of Iona College through the Office of Mission Integration. You will be contacted by a member of the Personal Orientation Team who will meet with you one on one and introduce you to the story of Blessed Edmund Rice, founder of the Congregation of Christian Brothers. He or she will also take you on a tour of the campus and share the history and heritage of Iona College.

Once you have been employed for six months, you will be invited to attend a “Celebration of Welcome” workshop, where you will meet other recently hired employees and hear from long-time members of the community who will share their personal experiences of our lived mission.

After one year of service, you will be invited to attend a mini-retreat to review your Iona experience and bring to a close your year-long Mission orientation.

Your Department Head will introduce you to co-workers and inform you about hours of work, meal breaks, attendance, supplies, restrooms and your specific job duties and responsibilities. If anything is not quite clear, mention this to your supervisor. Please also feel free to contact the Office for Human Resources at any time should you have any questions or need clarification on any aspect of your employment.

Job Opportunities
It is the College's policy to encourage and promote the professional growth of each employee. Recognizing that our employees are our greatest asset, we take an interest in giving them the first chance to apply for open positions at the College. Preference will be given based on ability, qualifications, potential to do the job and current job performance.

Vacant administrative and staff positions will be posted on the bulletin board by the Human Resources Office on the second floor of McSpedon Hall for a period of five (5) working days before being opened up to the public. If you see a job listed that interests you, apply directly as indicated on the posting.

Open positions are updated regularly and can also be viewed by visiting the Human Resources section of the Iona College web page at www.iona.edu.

Current employees of Iona College must be in their current position for at least one (1) year and have a good performance record in order to apply for other available positions at the College.
Bulletin Board and Website
A bulletin board is conveniently located near the Human Resources Office on the second floor of McSpedon Hall. The purpose of the board is to allow the College to inform employees of matters of interest. Check the board regularly for announcements, job openings, health plan information and other job-related items.

You may also visit the Human Resources section of the Iona College website at www.iona.edu.

Performance Appraisals
Iona College has established a systematic performance appraisal program for both administrative and staff employees. Performance appraisals will be based on your job description, duties and responsibilities. It is a time when you and your supervisor can discuss strengths and weaknesses and future development. Performance appraisals are done annually.

Performance appraisals are done to assist you in the following ways:

1. to help you better understand your job responsibilities at Iona,
2. to help you increase your productivity and effectiveness by involving you in the appraisal and planning process,
3. to mutually discuss and set written goals and objectives for the coming year.

Change in Personal Data
It is the responsibility of the Human Resources Department to maintain and safeguard the confidentiality of all employee records. Please notify Human Resources in writing if you experience a change in any of the following, please note, a specific form may be required in order to make the requested change:

- marital status
- address
- legal name
- home phone number
- insurance beneficiary
- W4 exemptions and IT-2104 (if applicable)
- emergency contact

Appearance and Dress
Iona College has earned a respected position in education and in the community. You may be in contact with students, parents, vendors and other employees of the College. This requires employees to conduct themselves in a professional and business-like manner. The College expects that employees will further this image by dressing in business attire appropriate for their job. See your supervisor about proper attire in your department.
Employment of Relatives
The College does not assign employee’s relatives to the same department and/or allow a reporting relationship to a supervisor who is a relative of the employee.

Inside Iona Newsletter
Employees are encouraged to read the Inside Iona e-newsletter. The newsletter is written for faculty, administration and staff members to keep you informed of campus events and activities and is available online at www.iona.edu/news/insideiona. The publication is distributed bi-weekly via e-mailed link. Items for Inside Iona can be submitted for publication using the online form or can be sent to Inside Iona in the College Communications Office via campus mail or by fax at (914) 633-2068. The deadline for submission is noon on the Friday preceding publication. We encourage submissions of events, activities, faculty accomplishments, campus news and employee-related news, such as births and weddings.

For questions or to reach the Inside Iona staff, please call extension 2783.
WORK SCHEDULE AND TIME OFF

Work Schedule
Dependable service to students and the efficient operation of the College is made possible by your adherence to your assigned work schedule. You are expected to be at your work station on time and engaged in your assigned tasks during your work period. Your supervisor will advise you of any changes in your scheduled work hours.

Punctuality
You are expected to report to work at the scheduled reporting time. Work ethic and service to students and the community is an integral part of Iona College. Persistent lateness may lead to disciplinary action, up to and including termination.

Meal Period
All employees working a seven (7) or eight (8) hour shift are entitled to a one (1) hour lunch break. A lunch break is non-paid time. Lunch breaks may not be used to shorten the scheduled work day. All meal periods must be arranged with your supervisor.

Holidays
Iona College observes the following paid holidays annually:

- New Year’s Day
- Martin Luther King Jr. Day
- Presidents Day
- St. Patrick’s Day
- Easter Holiday (3)
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Holiday (3)
- Christmas Holiday

Regular full-time employees are eligible for the aforementioned holidays. Regular part-time employees who work at least twenty (20) hours per week are entitled to pro-rated holidays.

In order to receive holiday pay you must report for work on your scheduled day before and your scheduled day after the holiday.

When a holiday falls within an employee’s vacation, the day will be re-scheduled or added to the vacation period.
If you are scheduled to work on a holiday you will usually be given an alternate day off with straight time pay within the same bi-weekly pay period. If your supervisor cannot schedule you off within the same pay period, you may elect to receive the holiday as straight time pay.

**Personal Days**
Regular full-time employees classified as staff employees are entitled to the following personal days:

- 2 day after 1 year of employment
- 3 days after 5 years of employment

Regular part-time employees are not entitled to personal days.

Administrators are not entitled to personal days.

Personal days must be taken in the calendar year earned and cannot be carried over to the new calendar year.

A request for an earned personal day off must be approved two weeks in advance, unless an emergency situation exists.

**Vacation Time**
Vacation time is earned by all regular full-time and part-time employees working at least twenty (20) hours per week. Vacation provides a period of rest and relaxation away from the job so you may return better prepared to perform your job duties and responsibilities. Pay in lieu of vacation is not permitted.

You must be employed at least three (3) months before you request paid vacation time. Vacation is earned upon the successful completion of the ninety (90) day new hire probationary period.

**Vacation Accrual**
Vacation time is dependent on your job title and continuous years of service to the College.

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<td>Staff</td>
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Because of scheduling requirements, vacation may at times be taken in advance of fully earning it. If you terminate employment before accruing the vacation time taken, the unearned portion will be withheld from your final paycheck.

Note: Accrual rate is based on scheduled work hours only. Additional hours above and beyond the ordinary work schedule (i.e. overtime) do not count toward vacation accrual.

**Vacation Procedure**
You may take your vacation time at any time of the year, subject to the operational needs of your department for adequate staffing. All vacation time must be approved in advance and scheduled by your supervisor. Every attempt will be made to grant your request. Conflicts in the scheduling of vacation time will usually be resolved on the basis of seniority.

Vacation time must be used during the calendar year (January to December) in which it is earned.

Approval may be given to carry over a maximum of one-half (1/2) of your vacation into the next calendar year. Your department head must approve the carry over of vacation. This carry over must be used by June 30th of the new calendar year. Unused vacation time will be forfeited, unless failure to take vacation was by management request.

**Postponement of Scheduled Vacation Due to Illness**
When sickness begins prior to scheduled vacation, the vacation may be postponed for another time. If you become ill after your vacation has started, you will be considered on vacation.

**Bereavement Leave**
After 30 days of continuous employment, full-time regular employees are entitled to bereavement day(s) at straight base pay. Part-time employees and employees on a leave of absence are not eligible for bereavement days.

**RELATIONSHIP DAYS**

- Parent: 5
- Spouse: 5
- Child: 5
- Legal Guardian: 5
Mother-in-law 5
Father-in-law 5
Brother 3
Sister 3
Grandparent 2
Grandchild 2
Aunt 1
Uncle 1

Full-time employees with less than thirty (30) days of consecutive employment may request an unpaid leave of absence.

**Jury Duty Leave**
The College recognizes your responsibility to exercise your civic duty and encourages you to serve as a juror when called. You will be paid your regular bi-weekly salary while on jury duty. If you are excused before noon while on jury duty, you are expected to report back to work.

**Jury Duty Procedure**
The Jury Duty notice must be reviewed by your supervisor and a copy forwarded to the Human Resources Department in order for you to receive your paycheck. Please note that if you volunteer for jury duty, you will not receive your regular pay.

Upon completion of jury duty service you must endorse your jury duty check over to Iona College and submit the check to the Human Resources Department, if applicable. Reimbursement by the court for travel expenses belongs to you.

**Leave of Absence**
A Leave of Absence is an absence from work for an approved reason, such as military, illness, maternity, short or long term disability, workers’ compensation, personal leave, or leave under the Family and Medical Leave Act (FMLA).

All leaves, including those listed above run concurrently.

All full-time and part-time employees who work at least 1,250 hours per year and have one (1) year of service may request a leave of absence for illness, disability, child care or valid personal reasons. Leaves of absence for military, short-term disability, and workers’ compensation may be granted to employees with less than twelve (12) months of service.

All requests for leaves must be made in writing and will be considered for approval consistent with the operating needs of the department.

Additional holidays, sick time and vacation time do not accrue after five (5) weeks of leave time.

An employee on a leave of absence must forward his/her contributions for the dental, medical and life insurance plan, if enrolled in the plan, to continue insurance coverage.
The College does not guarantee that it will be able to reinstate you to your former position when you are ready to return to work, though we will make every reasonable effort to do so. In the case of FMLA, the College will reinstate you in your former position or equivalent position or in the next position available.

Upon returning from maternity, medical, long or short-term disability or workers’ compensation leave you are required to complete the necessary HR paperwork along with your physician stating you are medically approved to return to work.

Family and Medical Leave permits any employee who has been employed at Iona College for at least 12 months and has worked at least 1,250 hours during the 12 month period may be eligible for an unpaid leave up to 12 weeks under following circumstances:

a. upon the birth or adoption of a child* by the employee;

b. upon the "serious health condition" of the employee; or

c. upon the "serious health condition" of the employee's spouse, parent or child.

*The term child is defined as ‘biological, adopted or foster child, stepchild, legal ward or a child of a person standing in loco parentis.’

The National Defense Authorization Act of 2008 (NDAA) amends the FMLA to permit a qualifying employee to take up to twenty-six (26) workweeks of unpaid leave during a twelve (12) month period to care for a spouse, child, parent or next of kin in the Armed Forces (including the reserves and National Guard) who “is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.” As used in this provision, a “serious injury or illness” is one suffered while on active duty “that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.” This new leave entitlement takes effect immediately.

Another significant statutory change contained in the NDAA is a provision that authorizes an employee to take up to twelve (12) weeks of unpaid leave for “any qualifying exigency” arising out of the employee’s spouse, child or parent’s activity duty (or notification of an impending call or order to active duty) in the Armed Forces in support of certain military operations.

**Maternity Leave**


An employee is eligible to receive short-term disability insurance payments beginning on the eighth consecutive day of disability. An employee may use any earned sick time. If an employee does not have earned sick time, the insurance carrier will pay up to one-half (1/2) of his/her weekly salary to a maximum of $170.00 per week.

New York State Law requires the pregnant employee and treating physician to complete NYS Form DB 450. Failure to return this DB 450 Form to the Human Resources Department will result in non-payment.
**Sick Leave**

Sick Leave is only granted in case of genuine illness or injury (off the job). An employee accrues Sick Leave time after thirty (30) days of employment and the leave is paid at straight time.

**Administrators:** Full-time administrative employees are entitled to six (6) months of sick time per year. An eligible employee after six (6) months of continuous illness may apply for Long Term Disability insurance.

**Staff:** Staff employees who are full-time accrue eight (8) days per year. Unused sick leave may be carried over to the new year to a maximum of sixty (60) days accumulation. An employee without paid sick leave may apply for Short Term Disability insurance. An eligible employee after six (6) months of illness may apply for Long Term Disability insurance.

**Part-time employees:** Employees are not eligible for paid sick leave. Part-time employees may be eligible for Short Term Disability.

Upon termination, if an employee has taken and been granted paid sick leave which the employee has not accrued, the unearned portion will be deducted from the final paycheck.

An ill employee must notify his/her department head at least one (1) hour before the shift starts. Proof of illness may be required.

**Time Off To Vote**

Your work schedule must allow four (4) consecutive hours in which to vote in a general election. Since the polls are open from 6:00 a.m. to 9:00 p.m., normally it is not necessary to take time off from work in order to vote.

**Weather Conditions**

Employees unable to report to work due to severe weather conditions must call their department head at least one hour before their shift starts.

If the College remains open and an employee fails to report for work, he/she may use an earned vacation day or personal day; otherwise an employee is not eligible to receive pay.

College closings are announced on the following radio and television stations:

**Westchester**
- WVOX - 1460 AM
- WFAS - 1230 AM
- News 12

**New York City**
- WOR - 710 AM
- WINS - 1010 AM

Employees may also visit the Iona College website at www.iona.edu or call the main phone number, (914) 633-2000 for information on weather related closings and delays. Employees who have signed up for e2 notification will receive a text message if the college is closed or if there is a delayed opening due to weather conditions. For information on signing up for e2 notification, please visit www.iona.edu/campusalert, or contact the Ryan Help Desk at (914) 633-2635.
BENEFITS, SERVICES AND EMPLOYEE DISCOUNTS

Credit Union
The Academic Federal Credit Union provides checking, holiday and vacation club accounts, savings, Visa cards, car loans, home mortgages and many other services. The credit union is a member of the National Credit Union Administration, an agency of the federal government. All employees are eligible to join.

Information is available in the Human Resources Department or by contacting the Credit Union at 914-923-3608. You may also visit the Human Resources website at www.iona.edu or the Academic Federal Credit Union site at www.academicfcu.org for additional information.

Day Camp
The Iona College Day Camp runs from the end of June to the beginning of August. Please check the on-line camp brochure for dates or call the day camp telephone number (914-633-2305) for more information. A minimum two week enrollment is required. The weeks need not be contiguous. Ages range from five (5) through thirteen (13).

Iona College offers full-time employees a discount of thirty (30) percent. For additional information, please contact the Day Camp on extension 2305.

Bookstore
The Iona College bookstore is located on the ground floor of the LaPenta Student Union. With their ID card, employees may receive a twenty percent (20%) discount on most bookstore items.

Admission to College Events
Employees may receive two complimentary tickets to home athletic events until games are sold out. Tickets should be picked up from the box office one hour prior to each game. Employees may also receive preferred admission rates at concerts and dramatic productions, as well as student social affairs held on campus. Valid Iona identification is required.

Food Services Discount and Meal Plan
The Meal Plan is maintained by the Business Services Office located on the ground floor of Doorley Hall. Full time employees may purchase the meal plan which can be paid for via payroll deduction.

Coffee, tea and cold fountain beverages are available free of charge at the La Penta Snack Bar and in the Vitanza Commons for all employees. The number of beverages permitted on a daily basis is limited to four.

529 College Savings Program
Iona College offers full time employees the opportunity to enroll in a 529 College Savings Program through payroll deduction. New York’s 529 College Savings Program Direct Plan provides a flexible, convenient, and low-cost way to save for college. The money from your account can be used to pay for tuition, fees, books, room and board, supplies, and other qualified higher education expenses at any eligible post-secondary school in the United States and abroad. This includes most colleges, universities, graduate schools, and vocational schools.
You can save for a child, grandchild, friend or yourself. New York State taxpayers can deduct up to $5,000 of contributions to their Program account ($10,000 for a married couple filing jointly) on their state income tax return each year. However, contributions are not deductible for federal income tax purposes.

**Family Allowance**
The College grants a one time $450.00 cash allowance, less applicable taxes, for the birth or adoption of child of a regular full-time employee. In order to receive payment the employee must provide adoption documentation, birth certificate or hospital discharge paperwork to the Human Resources Department.

**Flexible Spending Accounts**
In 1978, the US Congress created IRS Code 125 to make benefits more affordable for employees. This helps you save on taxes and increase your take home pay.

**Eligibility:**
Regular full-time employees are eligible to participate in the flexible spending accounts.

**Medical Account:**
You may set aside pretax dollars to pay for expenses such as office visit co-payments, prescription drug co-payments, prescription eyeglasses, and many other qualified items.

**Dependant Care Account:**
You may also set aside pretax dollars to pay for dependant care, such as childcare or eldercare expenses.

**The Transportation Benefit Plan:**
Allows employees to pay for their transit passes, commuter (up to $230.00 per month) and qualified parking costs (up to $230.00 per month) on a pre-tax basis. Please note that only employee expenses (not dependant) are eligible.

**The “Use it or Lose it” Rule:**
Under IRS rules, an employee will lose any remaining account balance not used by December 31 of each plan year under the Medical Account and Dependant Care Account. For this reason, an employee should plan carefully.

**Status Change:**
Once enrolled, employees may not change their election. To comply with IRS regulations, employees may only make a change in the election at the beginning of each plan year. This means you may not make a change in your elections after the open enrollment period.

An exception exists when an individuals’ family status changes. The IRS defines family status changes as; marriage or divorce, death of spouse or dependant, birth or adoption of a child, job change of spouse, change in health coverage or full-time to part-time employment, and termination or commencement of employment.
Health Insurance
All full-time employees are eligible to enroll in the group medical plan on the first of the month after the date of hire. Employees who choose not to enroll within the first two weeks of employment must wait for the open enrollment period each December to join the plan, unless there is a special circumstance, such as marriage, birth of a child or loss of other coverage.

The College pays 80% of the cost of the plan and the employee pays 20% through pre-tax payroll deductions. Call the Human Resources Department for additional information.

The College reserves the right to change the employee's contribution, to modify or amend the plan design or terminate the group plan.

The College complies with all applicable HIPAA (Health Insurance Portability and Accountability Act of 1996) laws.

Retiree Health Insurance
For employees retiring at age 65 with ten years of full time, continuous service on or after January 1, 1998 the college will share the cost of health care coverage for the employee, spouse, eligible dependants and surviving spouses. The employee will be responsible to pay a certain portion of the plan cost in order to receive coverage.

To further control costs, the College initiated a cap on its share of premiums paid. This cap is two (2) times the premium in effect on July 1, 1997.

For those employees hired after May 31, 1997, the College will pay 50% of retiree and spousal medical coverage after retirement age 65 and with 25 years of continuous full time service. The ‘cap’ described above will also be in effect for this group.

There will be a graduated scale of employee/Iona contributions for employees who retire between 10 and 25 years of service as follows:

<table>
<thead>
<tr>
<th>Years of Continuous Full Time Service</th>
<th>Percent of Iona's Contribution to the Cost of Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 to 14 years</td>
<td>20%</td>
</tr>
<tr>
<td>15 to 19 years</td>
<td>30%</td>
</tr>
<tr>
<td>20 to 24 years</td>
<td>40%</td>
</tr>
<tr>
<td>25 or more years</td>
<td>50%</td>
</tr>
</tbody>
</table>

All employees hired or rehired on or after July 1, 2002 will not be eligible for retiree health plan benefits.

Upon retirement Medicare Part A and Part B insurance will become your primary insurance with the Iona Health Plan acting as secondary. To apply for Medicare, contact the Social Security Office at (800)772-1213 or visit their website at www.ssa.gov. The College reserves the right to change the employee's contribution, to modify or amend the plan design and/or terminate the group plan.

Employees who plan to retire from Iona College should contact the Human Resources Department as soon as possible on extension 2049 for additional information regarding retiree health benefits.
**Dental Plan**

Full-time employees are eligible to enroll in the dental plan on the first of the month after their date of hire. Employees who choose not to enroll within the first two weeks of employment must wait for the open enrollment period each December to join the plan. An employee pays the full cost of the plan. Call the Human Resources Department on extension 2496 for more information.

**Life Insurance**

All full-time employees are eligible to enroll in the Life Insurance plan the first of the month after their date of hire. The Life Insurance plan includes Accidental Death and Dismemberment insurance. An employee is covered for twice (2x) his/her annual salary rounded up to the nearest thousand. There is no open enrollment period for Life Insurance.

The College pays for 75% of the monthly insurance cost and the employee pays 25%.

The College reserves the right to change the employee contribution, to modify or amend the plan design or to terminate the group plan.

**Supplemental Life Insurance**

Full-time employees are also eligible to apply for Supplemental Life Insurance through Iona College. Please note, supplemental insurance may be purchased in increments of $10,000 up to five (5) times your annual earnings or $500,000. Evidence of insurability may be required.

**Short Term Disability**

Every employee is covered by New York State Disability Insurance. You are eligible to make a claim for short term disability benefits if you have been out of work because of an off-the-job illness or injury for seven (7) or more consecutive days. You are entitled to 50% of your weekly average wages up to a maximum of $170.00 per week. Additional details may be obtained by calling the Human Resources Department.

New York State Law requires employees out sick more than 7 days to file a NYS Form DB 450. This includes staff, administration and faculty employees.

To supplement New York State Disability Insurance, Iona College offers staff employees the opportunity to purchase additional coverage through AFLAC. AFLAC’s Short Term Disability gives you the ability to protect your income in the short term, up to 6 months. Most disabilities statistically are resolved within 12 months. AFLAC policies are portable, and the price never changes through age 70. Maternity coverage is available. Please contact Jim Burns directly at (203) 856-3602 or j1_burns@us.aflac.com for more information.

**Long Term Disability**

All full-time employees are automatically enrolled at no cost in the Long Term Disability insurance plan after one (1) year of full-time employment. After six (6) months of illness you are entitled to apply for Long Term Disability benefits. Contact the Human Resources Department on extension 2049 for additional information.

The College reserves the right to modify or amend the plan, charge employees for this coverage if needed in the future and/or terminate the plan.
New York State Law requires employees out sick more than 7 days to file a NYS Form DB 450. This includes staff, administration and faculty employees.

**Long Term Care**
Full-time employees are eligible to participate in the Long Term Care (LTC) insurance plan. This is an employee paid, voluntary plan. Contributions may be tax deductible (see Form IT-249 when filing your taxes).

Long Term Care is defined as a broad range of services provided to people who need extended care and have lost the capacity to care for themselves as a result of a chronic illness, disability or cognitive impairment.

Please visit the New York State Partnership for Long Term Care at www.nyspltc.org. This web site contains information on policy comparisons, average premium cost, Medicaid, tax credit (if eligible) and other news items.

For additional information, please contact the Office for Human Resources on extension 2049.

**Personal Property and Liability Insurance**
Full time employees are able to purchase group auto, home, mobile home, renters, recreational vehicle, boat and personal excess liability (umbrella) insurance at discounted group rates. Payroll or bank account deduction options are also available. For a free insurance review and premium quote call MetLife at 1 800 GET-MET 8 (1-800-438-6388) to speak with an insurance consultant. Please remember to mention that you are an Iona College employee in order to ensure you receive the group discount rate. It is also helpful to have your current policies with you when you call.

**Retirement Annuity (RA)**
After two full years of employment, full-time employees are eligible to participate in the TIAA/CREF Group Retirement Pension Plan. In order to enroll, the employee must match (before taxes) the College contribution of 5%, but no higher. Regular part-time employees who work a minimum of 1,000 hours per calendar year are eligible to enroll. For new employees who had full time service at an institution of higher learning, credit toward the waiting period may be granted.

It is the employee’s responsibility to enroll in the retirement plan by completing the appropriate application and salary reduction paperwork.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>College Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two (2) to seven (7) completed years of full-time service</td>
<td>5.0%</td>
</tr>
<tr>
<td>After seven (7) years of full-time service</td>
<td>7.5%</td>
</tr>
<tr>
<td>After eleven (11) years of full-time service</td>
<td>10.0%</td>
</tr>
</tbody>
</table>

The plan document and summary plan description for the RA plan are available on the Human Resources section of the Iona website at www.iona.edu, or by calling the Office of Human Resources on extension 2049.
Supplemental Retirement Annuity Plan (SRA)
Employees not meeting the time requirement for eligibility in the RA plan may enroll in the SRA account. The College does not contribute to this plan.

The above plans are 403(b) tax-sheltered plans and are required to be filed with the Internal Revenue Service.

The Human Resources Department offers information on RA and SRA accounts, or you may visit the TIAA-CREF web site at www.tiaa-cref.org, or call their toll free number, (800) 842-2733 for additional information.

The plan document and summary plan description for the SRA plan are available on the Human Resources section of the Iona website at www.iona.edu, or by calling the Office of Human Resources on extension 2049.

Tuition Remission Program
All regular full-time employees are eligible to apply for tuition remission upon completion of the three month probationary period. Employees are responsible for books and additional fees, if applicable. The tuition remission benefits at the College will be valued at the amount of tuition costs, which remain after a TAP and Pell award are credited. Administrators, faculty or staff personnel seeking benefit from the College’s Tuition Remission Program must apply for PELL and TAP by filing the required financial aid forms annually. The Student Financial Services Office is located on the second floor of McSpedon Hall. Further details regarding the tuition remission policy may be obtained from the Human Resources Department.

Active full-time employees: Full tuition for undergraduate and/or graduate courses.

Spouses of full-time employees: Full tuition for undergraduate and 1/3 tuition for graduate courses.

Children of full-time employees: The tuition remission benefit extends over eight (8) semesters for dependent children. Full-time student dependents of full time employees who meet eligibility criteria will also be permitted to take a maximum of six (6) courses in special sessions over the same eight (8) semester period.

The following represents years of service necessary for children to be eligible for remission, note children of employees are not eligible for graduate tuition remission:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Tuition Remission</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>½ remission per child</td>
</tr>
<tr>
<td>3</td>
<td>Full remission for the 1st child; ½ remission for the second and subsequent children concurrently enrolled</td>
</tr>
<tr>
<td>10</td>
<td>Full remission for all children concurrently enrolled</td>
</tr>
</tbody>
</table>

NOTE: Per Federal law, all graduate tuition remission above $5,250 annually is taxable as ordinary income. Under IRS regulations, employees are required to pay taxes on the value of the graduate remission for both the employee and any dependents. The tax may be waived if the graduate course is a requirement of your current position. For a waiver application, contact Human Resources on x2496.
Tuition Exchange Program
Iona College is a member of Tuition Exchange, Inc. (TE) a program that provides an opportunity for eligible dependent children of active full-time employees to apply for undergraduate scholarships at participating member institutions.

An employee must have three years of full-time continuous service before a dependent child can apply.

Application for the TE program does not guarantee acceptance at a TE member institution or ensure a TE scholarship.

The TE program is a scholarship program, not a fringe benefit provided by Iona College. TE information can be found in the Office of Admissions. Information is also available on the Tuition Exchange website, www.tuitionexchange.org.

Unemployment Benefits
If you become unemployed due to no fault of your own and no other job is available, you may be entitled to up to twenty-six (26) weeks of New York State Unemployment benefits. For additional information regarding Unemployment Insurance, visit the Department of Labor website at www.dol.gov or in New York, www.labor.state.ny.us.

Workers' Compensation Benefits
All Iona College employees are covered by New York State Workers’ Compensation Law for injury or illness from the job. You may be eligible for payment of lost wages and medical bills under the law. Employees are responsible for immediately reporting an injury or illness to their department head and Campus Safety and Security. Please note, if an employee is injured or becomes ill from the job and requires medical care, they must be treated by a Workers’ Compensation in-network physician. A list of in-network physicians can be obtained from Security upon making your report, and can also be obtained by calling the Human Resources Department at extension 2049.

Social Security Benefits
All employees are required to have a social security number in order to be processed for payment of wages. Both the employer and employee contribute to Social Security. To obtain a social security number please contact the nearest Social Security Administration Office in your county or visit the official web site of the Social Security Administration at www.ssa.gov, or call the toll free telephone number, (800) 772-1213.

Service Award Program
Full-time employees are eligible for a service award after completing the following years of service:

<table>
<thead>
<tr>
<th>Pro Fidelitate</th>
<th>Pro Operis</th>
<th>Bene Merenti</th>
<th>Pro Multis Annis</th>
<th>Facere Et Docere</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Years</td>
<td>20 Years</td>
<td>30 Years</td>
<td>40 Years</td>
<td>50 Years</td>
</tr>
</tbody>
</table>
COMPENSATION

Salary
Your hourly rate and/or salary is based on your job class, duties and responsibilities. Your department head will give this information to you when an offer of employment is made.

Overtime Pay for Non-Exempt Employees
Overtime is defined as time worked in excess of the normal full-time 35 or 40 hour work week. All hours worked beyond 35 but less than 40 hours will be paid as straight time. Time and a half (1 1/2) is paid beginning with 40 or more hours per week. All time worked above 35 or 40 hours must be approved by your department head in advance. Compensatory time in lieu of overtime pay may be granted in some instances.

Under the Fair Labor Standard Act of 1938, exempt employees are excluded from overtime pay.

Paychecks
Administrative and staff employees are paid on a biweekly basis. Employees are paid on Friday except for holidays. The biweekly period begins on Sunday and ends two weeks later on Saturday. Upon hire, employees are paid to date in the first applicable pay period. There is no waiting period or lag in pay for full time employees. Part time employees will have a two week lag in pay.

Immediately report any error in your paycheck to your supervisor so the mistake can be corrected. If you lose your paycheck, report it immediately to the Payroll Department, extension 2495.

Payroll Deductions
Iona College is legally required to make the following deductions from your paycheck when applicable: all federal, state and city taxes, social security, Medicare, child support, garnishments or federal levies.

Other payroll deductions, such as life, medical, dental, tax sheltered annuity, charitable contributions and credit union deductions are voluntary.

Paycheck Cashing
Employees may have their paycheck directly deposited into their personal bank account by completing a form in the Human Resources Department. They may also cash their check at their bank or use a check cashing service.

W-2 Wage and Tax Statement
By January 30 all employees receive their W-2 Form for the prior year. If you do not receive the W-2 Form or misplace it, please contact the Payroll Office on extension 2495.

Salary Advances
The College does not permit salary advances or loans for any employee.
General Increase
Annual across the board increases for administrative and staff employees are generally given on or about July 1st of each year. For faculty, this increase is generally given on September 1st of each year. The percentage of the increase is determined by the Board of Trustees. Employees hired after January 1st are not eligible for the general increase for that year. The College reserves the right to cease any monetary salary or hourly increases from year to year.

Garnishments and Wage Assignments
The College is required by law to honor and process garnishments, wage assignments, child support court orders, federal and state tax levies against the earnings of those affected employees.

It is the responsibility of each employee to maintain his/her financial dealings in good order. A garnishment, federal levy or wage assignment is costly for the employee and the College.

If you have received a garnishment, federal levy or wage assignment please contact Human Resources at extension 2446.
EMPLOYEE RELATIONS

Employee Relations
The College maintains employee compensation, working conditions and employee relations practices conducive to maximum employee cooperation and productivity. Our relations are guided by this overriding goal, and the Mission of Iona College.

Upon employment you will have received and signed for this Employee Handbook which covers policies and procedures governing employment at Iona College. You are encouraged to get acquainted with the information in this booklet, and contact Human Resources at extension 2496 with any questions.

Employee Grievance Procedure
The College recognizes that it is important for employees to have a formal procedure for resolving complaints that cannot be settled through normal communication channels with your supervisor. Occasions or events may occur when employees believe that a condition of employment or decision affecting them is unjust or inequitable. Employees having a grievance have the right to be heard and may expect a fair resolution without fear of jeopardizing their employment status. In these situations, employees are encouraged to make use of the following procedural steps and to contact the Director for Human Resources on extension 2067 for additional information.

Initially, the employee should discuss the situation with his/her supervisor. If there is no resolution at this point, the employee should discuss the problem with the department head. If no resolution occurs at this level, it may be appealed to a Human Resources Grievance Committee. An administrator and two staff members will be selected to hear the appeal. The Director for Human Resources will attend as a non-voting member. The Human Resources Grievance Committee hears the grievance and gives a response to the employee. If no resolution occurs at this level, it may be appealed to the Vice President for Finance and Administration. The appeal is final.

<table>
<thead>
<tr>
<th>Steps</th>
<th>To Whom Addressed</th>
<th>Time For Reply</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Supervisor</td>
<td>5 working days</td>
</tr>
<tr>
<td>2</td>
<td>Department Head</td>
<td>5 working days</td>
</tr>
<tr>
<td>3</td>
<td>Human Resources Committee</td>
<td>5 working days</td>
</tr>
<tr>
<td>4</td>
<td>President’s Committee</td>
<td>7 working days</td>
</tr>
</tbody>
</table>

Grievance forms are available in the Human Resources Department.

Iona College encourages employees to resolve issues with their supervisor before beginning the formal grievance procedure. In many cases the problem is a misunderstanding or hurt feelings that can be resolved with listening and discussion. The Director for Human Resources is available to meet with you and guide you through the grievance process and/or mediate resolutions informally. Employees will not face retaliation for bringing forth grievances.
LEAVING IONA

Resignation and Termination
We try hard to make your employment at the College mutually rewarding. Sometimes, however, despite the College’s best efforts, employees leave because they want to leave. They move, find themselves in different circumstances, or simply want a change. So, too, as an at will employer, the College retains the right to enlarge, reduce, make changes in, or terminate employees with or without reason.

If you voluntarily resign, the amount of notice you are required to give your supervisor is equal to your annual vacation accrual. If you do not give the appropriate notice you will lose your accrued vacation.

All Iona College property including but not limited to keys, business cards, ID badge, parking permit, cell phones, pagers, credit cards, tools, uniforms, library books and computer related equipment must be returned to your supervisor upon termination.

Exit Interview
Upon separation from the College, employees may be scheduled for an exit interview with the Director for Human Resources to discuss their reasons for leaving and the coordination of applicable benefits. The purpose of the interview is to answer any questions you may have upon separation from employment, and to evaluate your employment experience.

COBRA Continuation of Benefits
The Consolidated Omnibus Budget Reconciliation Act (COBRA) enables an employee to purchase insurance. You and your dependents may remain enrolled in the College’s group Health and Dental plan after your employment with the College ends. You are also eligible to convert your group life insurance to a one year term policy.

The College will charge you 102 percent of the group medical or dental premium rate per month for each person covered under COBRA. Coverage may last up to 18, 29, or 36 months depending on the qualifying event under the federal law.

When COBRA benefits expire, you may be able to convert your coverage to a limited individual policy, making premium payments directly to the insurance carrier or HMO.

The College complies with all applicable HIPAA (Health Insurance Portability and Accountability Act of 1996) laws.

References for Employees
The Human Resources Department does not release information on employees who leave Iona College, except the employee’s name, job title, date employed and last day worked. No other information is released.

Employment records are retained for seven years after the employee separates from the College, in keeping with the federal and state law. After seven (7) years the College has no obligation to store personnel records.
Terminal Vacation, Sick and Personal Leave
When you terminate, all accrued vacation minus used vacation time will be paid in your final paycheck. If you have less than three (3) months of service, you have not earned any vacation time and are not eligible for terminal vacation pay. The termination date is defined as the last date actually worked and is not extended by vacation time or holiday pay. If an employee is involuntarily discharged from his or her position (for example, in instances of gross misconduct, violation of campus policy or unlawful activity), payment of terminal vacation may be denied.

The college does not pay out accrued but unused sick or personal time.
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CAMPUS MAP
New Rochelle, New York

LEGEND
1. McSpedon Hall (Admissions)
2. Cornelia Hall
3. Doorley Hall
4. East Hall
5. Robert V. LaPenta Student Union
6. Spellman Hall
7. Amend Hall/Rudin Tutoring Center
8. Ryan Library
9. Memorial Park
10. North Avenue Residence Hall
11. Conese Hall
12. Christopher J. Murphy Auditorium
13. Murphy Center
14. Arrigoni Library & Technology Center
15. Loftus Hall
16. Hales Hall (formerly South Hall)
17. Dwork Hall
18. Arrigoni Center
19. Egan Hall
20. Arts Center
21. English House
22. Modern Foreign Languages House
23. History House
24. Speech Communication House
25. Hynes Athletics Center
26. Education Houses
27. Sociology House
28. Hogan Hall
29. Mazzella Field
30. Rice Hall
31. Rice Oval
32. Joyce Advancement House
33. DeSantis Alumni House
34. Brothers Residence
35. Facilities House
36. Montgomery House
37. Finance, Business Economic & Legal Studies House
38. Information Systems House
39. Brothers Residence
40. Marketing & International Business/Management, Business Administration & Health Care Management
41. Accounting House
42. Brothers Residence
43. Blessed Edmund Rice Chapel
44. Social Work, Political Science House
45. Apartments at Eastchester
46. Wellness Center
47. Speech, Language & Hearing Clinic at Holy Family

PARKING LOTS
A. Summit Avenue Lot
B. Murphy Lot
C. McSpedon Guest Lot
D. Columba Lot
E. LaPenta Lot
F. Garage
G. Montgomery Lot

Accessible parking available in all lots other than Montgomery.

To Apartments at Eastchester

Iona College | 715 North Avenue | New Rochelle, NY 10801
The most recent edition of the Employee Handbook is available in the Office for Human Resources and on the HR section of the website at www.iona.edu.