

1.1 Welcome to Notre Dame College!

We are proud to have you as a member of the Notre Dame College community. We have written this handbook to answer some of the questions you may have concerning the College and its policies. Please read it thoroughly and retain it for future reference. It is the College's expectation and intention that the policies described in this handbook will from time to time be modified, rescinded or replaced. Should you have questions, please direct them to the Human Resources Department or your manager.

This handbook is not a contract, express or implied, and does not guarantee employment for any specific duration. Further, the policies stated in this handbook are subject to change, with or without prior notice, at the sole discretion of Notre Dame College. Please understand that no supervisor, manager or representative of Notre Dame College other than the President or the Vice President of Finance & Administration can enter into any agreement with you for employment for any specified period or to make any promises or commitments about your employment. Any such agreement entered into by the President or Vice President of Finance & Administration shall not be enforceable unless it is in writing. College employees are employed at-will and may be terminated, according to State law, with or without cause at any time or may resign for any reason at any time.

1.2 Mission

Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population in the liberal arts for personal, professional and global responsibility.

1.3 Philosophy

Insofar as Notre Dame College is a private, Catholic institution with its unique philosophy of education, it is expected that all administration and professional staff members will honor this philosophy before agreeing to enter into employment with the College.

Although non-Catholic personnel are not expected to make their own those tenets peculiar to Catholicism, neither may they, regardless of their own religious or moral persuasion, use their position to weaken either directly or indirectly the philosophy and educational objectives of the College.

1.4 Values List

The Values List of the Notre Dame College Community is a code of ethics and values for each member of our community. The primary goal of every person – student, faculty and staff – is the education of students.

To achieve this goal, we commit ourselves to these principles:

- Each student, colleague and visitor is of equal worth;
- A learning community values truth in all its forms;
- The College community honors the dignity of each person;
- A community is enhanced by the power that comes from uniqueness;
- The interdependence of all positions in a small college makes teamwork essential;
- Quality in the basics is the goal in every area;
- Imagination and versatility enrich every venture; and
- A sense of joy characterizes the Notre Dame College culture.

2.1 Equal Employment Opportunity Statement

The policy of the College is to maintain a workplace free of unlawful discriminatory practices. In accordance with Federal and state law, Notre Dame College does not discriminate in any term or condition of employment including: hiring, training, compensation, benefits, promotion, transfer, demotion, layoff, discipline, or discharge because of an individual's race, color, creed, age, gender, sexual orientation, religion, national origin, veteran status, physical or

mental disability, genetic information or any other basis of prohibited discrimination except when permitted by law to allow selection of Roman Catholics for certain designated positions.

Discrimination in any form, including slurs or jokes based on a protected classification, is to be promptly reported to the Director of Human Resources. All personnel have a responsibility to promote an environment free from discrimination and harassment. Any person who feels that he/she has witnessed or experienced discriminatory treatment or harassment, not in accordance with the College's policies and procedures, should promptly submit a complaint in accordance with the procedures set forth in this handbook. The measure of harassment is whether the conduct was unwelcome and offensive to the recipient; the alleged harasser's intentions are less significant. All personnel are prohibited from taking any kind of retaliatory action against an employee because of a good faith complaint about conduct prohibited by this policy. The Director of Human Resources or a designee will promptly investigate all complaints. Any employee who is found, in the judgment of the College, to be in violation of this policy shall be subject to disciplinary action, up to and including discharge.

2.2 Respectful Workplace

Notre Dame College believes in a respectful workplace. A respectful work place is one which promotes acceptance, is committed to diversity and requires respect for dignity and the interests of others. While there are laws and regulations that provide protection against discrimination, the College will go a step farther in creating a respectful workplace. **All employees are entitled to work in an environment which stresses acceptance, values diversity, and is free from any form of harassment or bullying.**

Sexual and other forms of illegal harassment and/or bullying is unacceptable. Any employee who harasses or bullies another may be subject to disciplinary action, up to and including termination. The College has a separate policy and procedure governing sexual harassment. Any employee who has a concern or complaint related specifically to sexual harassment should refer to the Title IX Policy.

2.3 Title IX Policy (Employee Sexual Misconduct Policy & Procedures)

A. Introduction

- i. Members of the College community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.
- ii. The College believes in zero tolerance for sex/gender-based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a responding party is found to have violated this policy.
- iii. The College's sex/gender harassment, discrimination and misconduct policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom.
- iv. The College uses preponderance of the evidence (also known as "more likely than not") as a standard for proof of whether a violation occurred. In campus resolution proceedings, legal terms like "guilt, "innocence" and "burdens of proof" are not applicable, but the College never assumes a responding party is in violation of College policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available from all relevant sources.

B. Title IX Coordinator

- i. The College's Title IX Coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination and misconduct policy. The Coordinator reports directly to the Dean of Students, and is

housed in the Clara Fritzsche Library Building. Questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the College Title IX Coordinator: Tera Johnson, Office of the Dean of Students, 2nd floor of the Clara Fritzsche Library Building, 216-373-5181, tjohnson@ndc.edu

- ii. Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with government authorities: Office for Civil Rights (OCR), 233 N. Michigan Avenue, Suite 240, Chicago, IL 60601, Customer Service Hotline #: (800) 368-1019, Fax: (202) 619-3818, TDD#: (800) 537-7697, Email: ocrmail@hhs.gov, Web: <http://www.ed.gov/ocr>
- iii. In the event that an incident involves alleged misconduct by the Title IX Coordinator, reports should be made directly to a Deputy Title IX Coordinator.
 1. Susan Anderson, 216-373-6396, andersons@ndc.edu.

C. Expectations with respect to employee and student relationships.

- i. For purposes of this policy, an employee includes faculty, staff, and administrators, but not undergraduate student employees or graduate students. Examples of professional responsibility include teaching, academic advising, mentoring, coaching a sport, moderating a student club or organization, serving on an evaluation or awards committee, serving on a dissertation committee, and supervising a student employee.
- ii. All employees are considered to have potential professional responsibility for undergraduate students. Thus, consensual romantic and/or sexual relationships (hereinafter referred to as “consensual relationships” between employees and undergraduate students are strictly prohibited.
- iii. Graduate Students
 1. With respect to graduate students having relationships with employees, consensual relationships are prohibited in cases where the employee has, or reasonably can expect to have, professional responsibility for that graduate student.
 2. With respect to graduate students having relationships with undergraduate students, consensual relationships are prohibited in cases where the graduate student has, or reasonably can expect to have, professional responsibility for that undergraduate student.
 3. All consensual relationships between graduate students and employees/undergraduate students must be immediately reported to the Director of Human Resources. Failure to do so may result in discipline.
- iv. On occasion, an employee will have a dating, romantic, sexual or marital relationship with an individual who then becomes an undergraduate student, or an individual with a pre-existing relationship with an undergraduate student will become an employee. It is the obligation of the employee to disclose that relationship or marriage to the Director of Human Resources. It is the obligation of the Director of Human Resources, in consultation with appropriate academic or administrative personnel, to take the steps that he or she deem necessary to insure that the educational experience of the undergraduate student, and other students in the College, is not materially affected by the relationship. Since individual cases may vary, the Director of Human Resources has discretion to consider specific circumstances—the nature of the relationship, the specifics of the student’s academic program, the employee’s duties, and constraints on the College—in fashioning these steps. The steps can range from no action, to the recusal of the employee from matters involving the student, to changes in the employee’s duties.
- v. In the case of a pre-existing consensual relationship, employees are expected to remove themselves from positions of professional responsibility with respect to the graduate student. Thus, the employee should resign from any committee affecting the graduate student, refrain from writing letters of reference or recommendation for the graduate student, and avoid or remove themselves from any other position of professional responsibility with respect to the graduate student. In cases where it is not feasible for the employee to remove themselves or where such removal would be harmful to the graduate student, the employee should submit a request for an exception from this paragraph to the Vice President of the division in which the employee works.

- vi. The appearance of impropriety can also arise from excessive fraternization between employees and students, for example, when an employee regularly visits a local bar to drink with a student who is of legal age. The College reserves the right to discipline employees for such excessive fraternization, even if not part of a consensual relationship, as defined above. It is not the intent of this policy to prevent casual socializing between employees and students, but rather, to ensure that all employees exercise common sense in their dealings with students, both on campus and in the community at large.
- vii. The College realizes that situations may arise where consensual relationships develop between consenting employees. Because of the potential for conflicts of interest, exploitation, favoritism and bias, the College prohibits this type of relationship between a supervisor and a subordinate. The individual in the position of greater authority bears the primary burden of accountability and must ensure that he/she does not exercise any supervisory or evaluative functions over the other person in the relationship. When a romantic or sexual relationship exists between a supervisor and a subordinate, the College reserves the right to take appropriate action, in its discretion, to protect the interests of the College, which may include transfer, alternative supervisory or evaluative arrangements or dismissal of both parties.
- viii. Violation of this Policy by an employee is considered a breach of professional ethics and may result in disciplinary action, up to and including termination of employment.

D. Applicable Definitions

- i. Reporting party – The person alleging a violation of the sexual misconduct policy.
- ii. Responding party – The person who is alleged to have violated the sexual misconduct policy.
- iii. Witness – A person who is requested to participate in an investigation because they may have information about alleged violations of the sexual misconduct policy.
- iv. Consent – Consent is defined as clear, knowing, and voluntary words or actions, which give permission for specific sexual activity.
 - 1. Consent is active, not passive.
 - 2. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in, and the conditions of, sexual activity.
 - 3. Silence, in and of itself, cannot be interpreted as consent.
 - 4. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
 - 5. Previous relationships or prior consent cannot imply consent to future sexual acts.
 - 6. Consent can be withdrawn once given, as long as that withdrawal is clearly communicated.
 - 7. In order to give consent, one must be of legal age. In the state of Ohio, that age is 16.
 - 8. Incapacitation – Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
 - a. Incapacitation can occur mentally or physically, from developmental disability, or by alcohol or other drug use.
 - b. Examples of causes of incapacitation include, but are not limited to, mental disability, sleep, unconsciousness, involuntary physical restraint, consuming alcohol or other drugs, or from the taking of rape drugs.
 - c. Sexual activity with someone you know to be, or should know to be, incapacitated constitutes a violation of this policy.
- v. Force – Force is defined as the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance, or that produces consent.

- vi. Coercion – Coercion is defined as unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- E. Sexual Misconduct Offenses
- i. Sexual Harassment is unwelcome, sexual, sex-based and/or gender-based verbal, written, online and/or physical conduct. Sexual harassment may be disciplined when it takes the form of quid pro quo harassment, retaliatory harassment and/or creates a hostile environment.
 - 1. Quid Pro Quo Harassment is:
 - a. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
 - b. By a person having power or authority over another constitutes sexual harassment when,
 - c. Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual’s educational [or employment] progress, development, or performance.
 - d. This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational [or employment] program.
 - e. Examples include, but are not limited to: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.
 - 2. A hostile environment is created when sexual harassment is:
 - a. Sufficiently severe, or
 - b. Persistent or pervasive, and
 - c. Objectively offensive that it
 - d. Unreasonably interferes with, denies, or limits someone’s ability to participate in or benefit from the College’s educational, employment, social and/or residential program.
 - 3. Examples of sexual harassment include, but are not limited to:
 - a. A professor insisting that a student has sex with him/her in exchange for a good grade regardless of whether the student agrees to the request.
 - b. An individual repeatedly sending sexually oriented jokes around on an email list s/he created, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall in which they both live.
 - c. Explicit sexual pictures displayed in a professor’s office, on the exterior of a residence hall door, or in other public spaces.
 - d. A professor engages students in a class in discussions about their past sexual experiences, yet the conversation is not in any way relevant to the subject matter of the class, and probes for explicit details, and demands that students answer, though they are clearly uncomfortable and hesitant.
 - e. An “ex” widely spreads false stories about his/her sex life with his/her former partner to the clear discomfort of the partner, turning the partner into a social outsider on campus.
 - f. Individuals take to calling a particular brunette individual “Monica” because of her resemblance to Monica Lewinsky. Soon, everyone adopts this nickname for her, and she is the target of relentless remarks about cigars, the president, “sexual relations” and Weight Watchers.
 - ii. Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a person upon another person, which is without consent and/or by force.

1. Sexual contact includes, but is not limited to, intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or any other intentional bodily contact in a sexual manner.
 - iii. Non-Consensual Sexual Intercourse is any sexual intercourse however slight, with any object, by a person upon another person, which is without consent and/or by force.
 1. Intercourse includes, but is not limited to, vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.
 - iv. Sexual Exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.
 1. Examples of sexual exploitation include, but are not limited to, invasion of sexual privacy; prostituting another person; non-consensual digital, video or audio recording of nudity or sexual activity; unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity; engaging in voyeurism; going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex); knowingly exposing someone to or transmitting an STI, STD or HIV to another person; intentionally or recklessly exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals; sexually-based stalking and/or bullying may also be forms of sexual exploitation
 - v. Domestic Violence is a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner.
 1. Domestic violence can be physical, sexual, emotional, economic, or psychological actions, or threats of actions, that influence another person.
 2. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone
 - vi. Dating Violence is violence committed by a person who is, or has been in, a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship
 - vii. Stalking is a pattern of two or more incidents of unwanted attention, harassment, contact, or other misconduct directed at a specific person based on sex or sexual orientation that would cause reasonable persons to fear harm to their physical health, mental or emotional health, safety, friends, family or property. Stalking may take many forms, including, but not limited to, persistent calling, texting, instant messaging, posting on a social networking site, monitoring behavior, and taking pictures as well as physical stalking. When the content of the messages or the nature of the physical stalking is of a sexual nature, sexual misconduct has occurred.
 - viii. Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for an allegation, for supporting a reporting party, or for assisting in providing information relevant to an allegation, is a violation of College policy.
- F. Reporting violations of the Sexual Misconduct Policy – The College strongly encourages any person who has experienced sexual misconduct to immediately report what occurred for their own protection and that of the entire College community. Reports of sexual misconduct can made in person, by phone, via email or in writing and will be accepted at any time, regardless of when the incident occurred.
- i. All members of the College community can report alleged violations of the sexual misconduct policy, including students, faculty, staff, guests, visitors, etc. to a member of the Title IX team:

1. Tera Johnson, Title IX Coordinator, 216-373-5181, tjohnson@ndc.edu, office located on the 2nd floor of the Clara Fritzsche Library Building.
2. Susan Anderson, Deputy Title IX Coordinator, 216-373-6396, andersons@ndc.edu, office located on the 1st floor of the Administration Building.
- ii. Anyone can also report alleged violations of sexual misconduct to the police.
 1. Notre Dame College Police, 216-373-5212, office located on the ground floor of the Administration Building
 2. South Euclid Police, 216-381-1234, located at 1349 South Green Road, South Euclid, OH.
- iii. Confidential Reporting & Resources – those wishing to make a confidential report of alleged violations of sexual misconduct can report to the following:
 1. NDC Counseling Center, 216-373-6459, office located in the Connelly Center.
 2. NDC Priests
 - a. Fr. John Blazek – 216-570-9276 (cell)
 - b. Fr. Anslem Zupka, 330-605-4842 (cell)
 - c. Fr. Edward Mehok, 216-382-5872 (home)
 3. Cleveland Rape Crisis Center – You can call or text their 24-Hour Crisis and Support Hotline at (216) 619-6192 or (440) 423-2020. You can also [chat online](#) to learn more about counseling and/or advocacy available to you on campus or at the main office downtown. If you know for sure that you'd like to work with a therapist or are seeking victim services (like advocacy through a criminal justice or on-campus hearing process), contact us at (216) 619-6194, ext. 141 or [request an appointment](#) online.

G. Once a Report is Received

- i. When the Title IX Coordinator or Deputy Coordinator receives a report of an alleged violation of the sexual misconduct policy, an initial assessment will be done to consider the nature of the report, the safety of the campus community, and the reporting party's preference for resolution. The reporting party will receive information about the resolution process options, information about their rights as a reporting party, and campus and local support resources.
- ii. At the conclusion of the initial assessment, and in consultation with the Title IX Coordinator, interim measures may be put in place.
- iii. The report will then be referred for either informal resolution or formal resolution. Please note that informal resolution is never used when violent behavior is involved, when the Title IX Coordinator determines a situation is not eligible, or the parties are reluctant to participate in good faith.

H. Sexual Misconduct Resolution Processes

- i. Informal Resolution Process
 1. Before pursuing the Formal Resolution Process, every reasonable effort will be made to constructively resolve the conflict between parties by ways of mediation. Both parties will be brought together by the Title IX Coordinator to discuss the behavior.
 2. If informal efforts are unsuccessful, the formal resolution process will be initiated.
 3. Either party has the right to end the informal process and begin the formal process at any time prior to the conclusion of the process.
- ii. Formal Resolution Process
 1. If the reporting party wishes to pursue a formal resolution, if the College – based on the alleged policy violation – wishes to pursue a formal resolution, or informal resolution is unsuccessful, the formal resolution process will begin.
 2. The Title IX Coordinator will appoint two investigators to conduct the investigation. The College has trained and certified Title IX investigators designated to formally investigate reports of alleged violations of the sexual misconduct policy.
 3. The investigators will take the following steps:

- a. Gather information, typically via interview, from the reporting party, responding party, and any witnesses who may have information relevant to the initial report. Both the reporting and responding party will have the opportunity to provide a list of witnesses they wish the interviewers to speak with.
 - i. All interviews will be recorded and, upon conclusion, summarized in writing and sent to the individual who was interviewed for review. The individual can accept the written summary of the interview by submitting an electronic statement saying the notes are an accurate account of their interview or can add to/edit the written summary of their interview. If there are discrepancies between the notes and what the individual wants to add/edit, they recording will be reviewed again.
 - ii. Once an individual accepts the summary of their interview, the electronic recording will be destroyed. The written summary will be what is used in the investigators' report.
 - iii. Additional information, including photographs, electronic evidence and/or forensic evidence will also be gathered through this process.
 - iv. Investigators may need to conduct multiple interview in order to follow up or clarify information gathered through other interviews.
 - b. Based on the interviews and review of additional information (if provided), a formal charge letter will be issued to the responding party outlining the specific alleged policy violations.
 - c. At the conclusion of the investigation, the investigators will write a preliminary report which will including the following:
 - i. The names of the investigators and their contact information.
 - ii. Alleged policy violations.
 - iii. A list of involved parties.
 - iv. A brief overview of the case.
 - v. The steps in which the investigators took to gather information.
 - vi. Summaries of all interviews.
 - vii. Any additional information or materials collected.
 - viii. The report will be made available to both the reporting and responding party for review.
 1. Both parties have the opportunity to respond to information in the report as well as provide the investigators questions they would like asked of other parties.
 2. The investigators will follow up, as appropriate, on any responses and/or questions based on the preliminary report.
 - d. Any updates or changes will be made to the preliminary report and then the final report will be submitted to the director of Human Resources and/or direct supervisor of the employee to make a decision on responsibility and, if appropriate, sanctions.
 4. If either party wishes to appeal, they must follow the process outlined below (section I).
- iii. At any point during the investigation, if it is determined there is no reasonable cause to believe that College policy has been violated, the Title IX Coordinator has authority to terminate the investigation and end resolution proceedings.
 - iv. The College's resolution will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. However, the College may undertake a short delay (several days to weeks) in its investigation or resolution process, to comply with a law enforcement request for cooperation (e.g.: to allow for criminal evidence collection) when criminal charges on the basis of the same behaviors that invoke

this process are being investigated. The College will promptly resume its investigation and processes once notified by law enforcement that the initial evidence collection process is complete.

- I. Appeal Process – A employee found responsible for violating this policy may appeal the findings and conditions of sanctions imposed by following steps to request an appeal:
 - i. Electronically submit a letter to the Title IX Coordinator within 72 hours of receipt of the outcome.
 - ii. The letter must include the reason(s) for appeal, any supporting facts, and the recommended solution.
 - iii. Reasons for appeal include:
 1. A procedural error occurred that significantly impacted the outcome of the hearing.
 2. The sanctions imposed are extraordinarily disproportionate to the violation(s).
 3. New and significant information was discovered that could have affected the outcome of the hearing and was not known, or could not reasonably have been know, at the time of the hearing.
 - iv. If your appeal letter includes the above information, the letter will be reviewed by the College’s appeal board who will either grant or deny the appeal by majority vote. If your appeal letter does not include the above information, the appeal will not be considered and the outcome of your hearing is final.
 - v. It is the sole responsibility of the employee appealing to clearly exhibit in their letter that one of the three reasons for appeal has been met. Except as required to explain the basis of new information, or answer clarifying questions from the board, an appeal is limited to review of the appeal letter and supporting documents submitted by the student appealing.
 - vi. An appeal is not a rehearing of the case and cannot be submitted simply because the employee disagrees with the outcome.
 - vii. The employee will be notified in writing of the outcome of the appeal by the Title IX Coordinator. This letter will be sent to your NDC email account.
 - viii. Review by an appeal board is final, and no other College official shall review the case.
 - ix. Members of the appeal board will never be members of the original hearing.
- J. Sanctions – The following sanctions may be imposed upon any employee of the College found to have violated this sexual misconduct policy.
 - i. Employee Sanctions include, but are not limited to verbal or written warning, performance improvement, plan, required counseling or training, demotion, loss of annual pay increase, suspension without pay, suspension with pay, termination, or other sanctions as appropriate.
 1. Any employee found responsible for violating the Sexual Exploitation or Sexual Harassment policies will likely receive a recommended sanction ranging from warning termination, depending on the severity of the incident, and taking into account any previous disciplinary violations.
 2. Any employee found responsible for violating the Non-Consensual Sexual Contact policy (where no intercourse has occurred) will likely receive a sanction ranging from probation to termination, depending on the severity of the incident, and taking into account any previous disciplinary violations.
 3. Any employee found responsible for violating the Non-Consensual Sexual Intercourse policy will likely face a recommended sanction of suspension or termination.
 - ii. The decision-making body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.
- K. Participation of advisors/advocates in the resolution process
 - i. All parties are entitled to an advisor/advocate of their choosing to guide and accompany them throughout the resolution process. The advisor/advocate may be any member of the Notre Dame College community, friend, mentor, family member, attorney or any other supporter a party chooses who is both eligible and available.
 - ii. People who will be called as witnesses may not serve as advisors/advocates.

- iii. The parties are entitled to be accompanied by their advisor/advocate in all meetings and interviews at which the party is entitled to be present
 - iv. Advisors/advocates should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity, and in good faith.
 - v. The College cannot guarantee equal advisory rights, meaning that if one party selects an advisor/advocate who is an attorney, but the other party does not, or cannot afford an attorney, the College is not obligated to provide one.
 - vi. All advisors/advocates are subject to the same campus rules, whether they are attorneys or not.
 - vii. Advisors/advocates may not present on behalf of their party at any point during the process.
 - 1. Advisors/advocates should request or wait for a break in the proceedings if they wish to interact with campus officials.
 - 2. Advisors/advocates may confer quietly with their advisees as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks to allow for private conversation.
 - viii. Advisors/advocates are expected to refrain from interference with the College investigation and resolution. Any advisor/advocate who steps out of their role in any meeting under the resolution process will be warned once. If the advisor/advocate continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor/advocate will be asked to leave.
 - 1. When an advisor/advocate is removed from a meeting, that meeting will typically continue without the advisor present.
 - 2. The Title IX Coordinator or Deputy Coordinator will determine whether the advisor/advocate may be reinstated, may be replaced by a different advisor/advocate, or whether the party will forfeit the right to an advisor/advocate for the remainder of the process.
 - ix. Advisors/advocates are expected to maintain the privacy of the records shared with them by the College. These records may not be shared with 3rd parties, disclosed publicly, or used for purposes not explicitly authorized by the College. The College may seek to restrict the role of any advisor/advocate who does not respect the sensitive nature of the process or who fails to abide by the College's privacy expectations.
 - x. The College expects an advisor/advocate to adjust their schedule to allow them to attend College meetings when scheduled. The College does not typically change scheduled meetings to accommodate an advisor's/advocate's inability to attend. The College will, however make provisions to allow an advisor/advocate who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available.
 - xi. The parties must advise the investigators of the identity of their advisor/advocate at least two (2) business days before the date of their first meeting with investigators. The parties must provide subsequent timely notice to the investigators if they change advisors/advocates at any time.
 - xii. No audio or video recording of any kind other than as required by institutional procedure is permitted during meetings with campus officials.
- L. Rights of both the reporting and responding parties
- i. The right to have all alleged violations treated with seriousness, dignity, and confidentiality.
 - ii. The right to preservation of confidentiality, to the extent possible and allowed by law.
 - iii. The right to a prompt and equitable resolution to the complaint.
 - iv. The right not to have any complaint of sexual violence mediated.
 - v. The right to be informed of College and community resources, including, but not limited to, College Police, the College Counseling Center, local police, and the Cleveland Rape Crisis Center.
 - vi. The right to bring an advocate/advisor to all phases of the process.
 - vii. The right to interim measures as described above in section 5, G.
 - viii. The right to have the case investigated and heard by individuals who have received, at minimum, annual sexual misconduct training.

- ix. The right to receive regular updates regarding the investigation including the timeline of investigation and any changes that may be made to it.
- x. The right to review all documentary evidence available regarding the complaint.
- xi. The right to recommend witnesses during the investigation.
- xii. The right not to have irrelevant sexual history discussed.
- xiii. The right to make an impact statement and to have it considered by the hearing board when determining sanctions.
- xiv. The right to be informed of the outcome and sanction(s) of the process within a timely manner.
- xv. The right to appeal in accordance with the standards for appeal as outlined in section 4, I.

M. Additional Information

- i. The College aims to bring all allegations to a resolution within 60 business days, but can be extended as necessary for appropriate cause.
- ii. Use of alcohol or other drugs will never function to excuse any behavior that violates this policy.
- iii. This policy is applicable regardless of the sexual orientation and/or gender identity of individuals engaging in sexual activity.
- iv. Witnesses are expected to cooperate with and participate in the College's investigation.
 - 1. Any witness who declines to participate in, or cooperate with, an investigation will not be permitted to offer evidence or testimony later in a hearing.
 - 2. Witnesses may provide written statements in lieu of interviews during the investigation and may be interviewed remotely by phone, Skype (or similar technology), if they cannot be interviewed in person.
- v. Any other College policies may fall within this section when a violation is motivated by the actual, or perceived, membership of the reporting party's sex or gender.
- vi. In most circumstances, the College will treat attempts to commit any of the violations listed in the Sexual Misconduct Policy as if those attempts had been completed.
- vii. The College will not tolerate intentional false reporting of incidents. It is a violation of the Dishonesty Policy (section 3, E) to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.
- viii. If there is a Code of Conduct (section 3) violation or violations associated with an alleged violation of this Sexual Misconduct policy, all violations will follow the Sexual Misconduct resolution process.
- ix. Amnesty for Victims and Witnesses
 - 1. The College community encourages the reporting of misconduct and crimes by victims and witnesses. Sometimes, victims or witnesses are hesitant to report to College officials or participate in resolution processes because they fear that they themselves may be accused of policy violations at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to College officials, and that witnesses come forward to share what they know. To encourage reporting, the College pursues a policy of offering victims of misconduct and witnesses amnesty from minor policy violations related to the incident.
- x. Training of personnel tasked with implementing these procedures (the Title IX Coordinator, investigators, hearing officers, appellate officers, etc.) will be trained at least annually. This training will include, but is not limited to: how to appropriately remedy, investigate, render findings and determine appropriate sanctions in reference to sexual misconduct allegations; the College's Sexual Misconduct Policy and Procedures; confidentiality and privacy; and applicable laws, regulations and federal regulatory guidance.
- xi. All records will be kept indefinitely.
- xii. Campus Resources (all are confidential reporting options, too)
 - 1. NDC Counseling Center, 216-373-6459, office located in the Connelly Center.
 - 2. NDC Priests
 - a. Fr. John Blazek – 216-570-9276 (cell)
 - b. Fr. Anslem Zupka, 330-605-4842 (cell)

c. Fr. Edward Mehok, 216-382-5872 (home)

xiii. Local Resources

1. Cleveland Rape Crisis Center: 216-619-6192 (24/7)
2. Domestic Violence & Child Advocacy Center: 216-391-4357 (24/7)
3. Hillcrest Hospital SANE Unit: 440-312-3138
4. University Hospitals SANE Unit: 216-844-3722

xiv. National Resources

1. Rape, Abuse, Incest National Network (RAINN): 800-656-4673
2. National Domestic Violence Hotline: 800-799-7233

2.4 Alcohol and Controlled Substance Policy

Notre Dame College has a vital interest in maintaining a safe, healthful and productive workplace and educational environment. The College recognizes that the possession, use or distribution of controlled substances in or around the College presents a threat to the health, safety and productivity of our employees. Therefore in an effort to cooperate to the fullest extent possible with the Drug-Free Workplace Act of 1988 and Chapter 3719 of the Ohio Revised Code, the College has established the following policy.

The actual or attempted manufacture, distribution, dispensation, sale, purchase, transfer or unauthorized possession of alcohol or any controlled substance by any employee while on the College's premises is prohibited. Compliance with this policy is a condition of employment and any employee who engages in any such conduct will be subject to criminal prosecution to the full extent of applicable federal, state and local laws. In addition, the Controlled Substances Act, 21 U.S.C. 845a, makes it a federal crime to distribute, possess with the intent to distribute or manufacture a controlled substance within 1000 feet of a school or college punishable by double the sentence that would apply if the crime occurred elsewhere.

The consumption or use of alcohol (except the moderate consumption of alcohol at College-sponsored events where the use of alcohol is approved by the College) or any non-prescription controlled substance by any employee while on the College's premises or while on College-sponsored business and supervising or monitoring any of the College's students is prohibited. Reporting to work, either at the beginning of the employee's work shift or following any break, or being on College property while under the influence of alcohol or any non-prescription controlled substance by any employee is prohibited. The illegal use of prescription drugs while on duty, while on College property, while on College-sponsored business or while supervising or monitoring any of the College's students is also prohibited. Compliance with this policy is a condition of employment. Any employee who engages in such prohibited conduct will be subject to disciplinary action up to and including termination.

Any employee who is convicted of a violation of any criminal drug statute occurring on the College's premises must notify the College no later than five (5) days after such conviction. Such employee will be subject to discharge.

If your job duties include driving either your own or a College vehicle, you must report any DUI's on or off-duty no later than 24 hours after arrest.

Employees can obtain information concerning drug and alcohol counseling, treatment and rehabilitation resources from Human Resources.

2.5 Reasonable Accommodation

The College provides reasonable accommodations to otherwise qualified employees who are disabled or become disabled and need assistance to perform the essential functions of their positions, in accordance with the law. The interactive process shall be used to determine what, if any, reasonable accommodation will be made.

2.6 Employment Applications and Resumes

The College relies upon the accuracy of all information contained in the employment application, as well as the accuracy of other data and information presented in your resume and throughout the hiring process and subsequent employment. Any misrepresentation, falsification or material omission of any of this information may result in your exclusion from further consideration for employment or, if you have already been hired, termination of employment.

2.7 Background Checks

A background check of a candidate is an important part of the selection process when hiring new employees and volunteers. A background check is conducted to promote a safe work environment and to protect the College's most important assets: the people the College serves.

A satisfactory background check is defined as the absence of a criminal history record which, in the College's sole discretion, bears a significant relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position. In the case of an individual that may function within a financial capacity or have job duties that handle financial accounts, a background check related to their financial and credit history may also be required.

Employees subject to pre-employment background checks include all faculty, adjunct faculty, full-time staff, part-time staff, seasonal and temporary staff, all coaches including volunteer coaches and employees who are rehired by the College after a twelve-month break in service.

Human Resources will be responsible for conducting background checks through the appropriate vendors. Copies of Background Check Consent Forms and Background Reports will be maintained in Human Resources. All applicants must complete and sign the appropriate Notre Dame College Background Check Consent Form. Falsification of information submitted on College application materials may be grounds for disqualification or separation.

During the final interview process, all candidates will be notified that any job offer is contingent upon successful completion of the background check. (e.g., "Successful completion of a background check is required for employment.")

Only criminal convictions, guilty pleas, and pleas of no contest will be considered in determining an applicant's suitability for employment. Detention or arrest without conviction or plea of no contest typically do not constitute valid grounds for employment decisions or play a part in the decision-making process.

In determining an applicant's suitability for employment where the applicant has criminal convictions on the applicant's record, consideration will be given to the specific duties of the position, the number of offenses and circumstances of each, the length of time since the conviction(s), and the accuracy of the explanation on the application.

If a candidate or current employee disputes the accuracy of any information obtained in a background check (including criminal records), the employee shall be referred to the agency that provided the information. Such dispute may impact the hiring process. A candidate disputing the accuracy of information will have three (3) business days to conclusively demonstrate the inaccuracy of the information obtained in a background check, after which time an employment decision may be made.

In the event that an employee subject to this policy receives a criminal conviction after successful completion of the initial background check, that employee must inform Human Resources. Human Resources will then determine whether or not the conviction is relevant to the employee's job under this policy. If the conviction is not relevant, no adverse action will be taken. If the conviction is relevant, employment may be terminated or the employee may resign. Employees who fail to notify Human Resources about a "subsequent criminal conviction" will be terminated for cause.

2.8 Employment of Relatives

In accordance with general College policy, the basic criteria for the hiring and promotion of all College employees shall be appropriate qualifications and performance. Relationship by family or marriage shall constitute neither an advantage nor a deterrent to hiring by the College, provided the individual meets and fulfills appropriate institutional hiring standards.

Due to the potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment which can be carried into the daily working relationship, the following restrictions apply to the hiring of relatives. No person shall be assigned to a department or unit under the supervision of a relative who has or may have a direct effect on the person's progress or performance, nor shall relatives work for the same immediate supervisor, without prior written approval of the administrative head of the organizational unit, the office of the President, and the Director of Human Resources, as appropriate. The President may grant exceptions to this policy for temporary appointments or if it is in the best interest of the College to do so.

Both individuals have the obligation to disclose their relationship. Should individuals become "relatives" for purposes of this policy after hire, the College reserves the right to remove any actual or perceived conflict by transferring duties or positions. In some cases, termination may be the action chosen by the College.

For the purpose of this policy, "relative" is defined as any of the following: relationship by law—guardian; relationship by blood—parent, child, grandparent, grandchild, brother, sister, uncle, nephew, niece, first cousin; and relationships by marriage—husband, wife, step-parent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, nieces, spouse/partner of any of the above and cohabitating couples, and "significant others" (i.e., those in dating relationships). This definition is not to be construed to exclude the possibility of questions of nepotism in the case of other relationships.

For the purpose of this policy, nepotism is defined as appointment and/or promotion bestowed in consideration of family or personal relationship and not merit.

The College reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved. In these situations, the College reserves the right to remove any actual or perceived conflict by transferring duties or positions. In some cases, termination may be the action chosen by the College.

2.9 Outside Activities

Employees are required to conduct their activities on behalf of the College with the utmost good faith and loyalty. Employees may not compete with the College or convert business opportunities of the College to their personal gain or advantage or the gain or advantage of another. Employees may not convert confidential information or trade secrets of the College to their personal gain or advantage or the gain or advantage of others.

Outside employment may not interfere with efficient performance of the institutional assignment. The outside job may not conflict with the interests of the College. The outside employment may not be of a type that would reasonably give rise to criticism or suspicion of conflicting interests or duties. The employee shall provide advance

notification to their supervisor of the anticipated outside employment. The supervisor, in turn, will notify the unit vice president who will decide if the President's permission is needed, based on the type of employment.

2.10 Conflict of Interest

1. An individual's status as an employee takes precedence over the employee's status as a student. There may be instances where policies or laws for students on a particular subject will differ from policies or laws for employees on that same subject. In those instances, employees must follow the policy as it applies to employees and may not claim that they are exempt from an employee policy due to their additional status as a student. In order to avoid conflicts of interest, employees may not seek or hold a student office, either elected or appointed. An employee may not work on school assignments during work hours, unless the employee has obtained special permission from the appropriate supervisor.

In cases where an employee has a work-related issue, the employee must utilize the policies and procedures applicable to employees. Issues arising as a result of an employee's status as a student must be resolved according to policies and procedures applicable to students. Individuals who are employees and students of the College are responsible for their conduct in both arenas.

2. The purpose of the following policy and list of procedures is to prevent the personal interests of staff members and college officers from interfering with the performance of their Notre Dame College duties. A potential conflict of interest occurs when the personal or private interests might lead an independent observer reasonably to question whether the individual's professional actions or decisions are influenced by considerations of significant personal interest, financial or otherwise at the expense of Notre Dame College. As soon as a transaction could potentially create a conflict of interest, the college officer, staff or faculty member shall take the following actions of this policy.
 1. Disclosure. Disclose fully in writing the precise nature of his/her interest in such transaction to the College President or designate; and,
 2. Non-Participation. Refrain from participation (individually or as a committee member) in the College's consideration of the proposed transaction unless permitted by the College President.

Definitions

1. Conflict of Interest- a conflict, or the appearance of a conflict between the private interests and official responsibilities of a person in a position of trust and responsibility at Notre Dame College. Persons in a position of trust at Notre Dame College include staff members, faculty members, members of the administration and Board of Trustees of Notre Dame College.
2. Board- means Board of Trustees
3. Staff Member- means a person who receives all or part of his/her income from the payroll of Notre Dame College including but not limited to: directors, officers and employees of the college.
4. Family Member- a spouse, parent, child or spouse of a child, brother or sister, or spouse of a brother or sister, of a staff member.
5. Material Financial Interest- a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a staff member's or family member's judgment with respect to transactions to which the entity is a party.
6. Contract of Transaction- any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind; the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship; or review of a charitable organization by Notre Dame College. The making of a gift to Notre Dame College is not a Contract or Transaction.

Policy and Practices

1. Full disclosure, by notice in writing shall be made by the interested parties to the College President or a designate in all conflicts of interest, including but not limited to the following:
 - a. A staff member is related to another staff member by blood, marriage, or domestic partnership.
 - b. A staff member in a supervisory capacity is related to another staff member who she/he supervises.
 - c. A staff member or their organization stands to benefit from a transaction, or a staff member of such organization receives payment from another organization for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
 - d. A staff member's organization received funding from Notre Dame College.
 - e. A staff member is a member of the governing body of a contributor to Notre Dame College.
 - f. A staff member competing with Notre Dame College in the rendering of services or in any other contract or transaction with a third party.
 - g. A staff member's having a material financial interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative of or consultant to; an entity or individual that competes with Notre Dame College in the provision of services or in any other Contract or Transaction with a third party.
 - h. A staff member accepting gifts, entertainment or other favors from any individual or entity that:
 - i. Does or is seeking to do business with, or is a competitor of Notre Dame college; or
 - ii. Has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from Notre Dame College.
2. Following full disclosure of a possible conflict of interest or any condition listed above, the College President shall determine whether a conflict of interest exists and, if so, the College President shall authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect Notre Dame College's best interests.
3. Prior to an action on a contract or transaction involving a conflict of interest, a staff member having a conflict of interest and who is in attendance at the meeting shall disclose all facts material to the conflict of interest. Such disclosure shall be reflected in the minutes of the meeting.
4. A staff member who plans not to attend a meeting at which he or she has a reason to believe that the College will act on a matter in which the person has a conflict of interest shall disclose to the chair of the meeting all facts material to the conflict of interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
5. An interested officer or staff member shall not participate in any discussion or debate or of any committee or subcommittee thereof in which the subject of the discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present committee member.
6. Anyone in a position to make decisions about spending Notre Dame College's resources who also stands to benefit from that decision has a duty to disclose that conflict as soon as it arises (or becomes apparent). He or she should not participate in any final decisions.
7. In the event that it is not clear that a conflict of interest exists, the individual with the potential conflict shall disclose the circumstances to the College President who shall determine whether there exists a conflict of interest that is subject to this policy.

Confidentiality

1. Each staff member shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of Notre Dame College. Furthermore, a staff member shall not disclose or use information relating to the business of Notre Dame College for the personal profit or advantage to themselves or a family member.

Review of Policy

1. A copy of this policy shall be given to all staff members, and other key persons having a relationship with Notre Dame College. Each officer and staff member shall sign and date the policy at the beginning of his or her term of service or employment and each year thereafter. Failure to sign does not nullify the policy.
2. Each new staff member or officer of Notre Dame College shall be required to review a copy of this policy and to acknowledge in writing that he or she has done so.
3. This policy and disclosure form must be reviewed and filed annually by all specified parties. All staff members and officers of the College shall identify any relationships, positions or circumstances in which they are involved which he or she believes could contribute to a conflict of interest.
4. This policy shall be reviewed by the College President or designate annually and any changes will be communicated immediately to all staff members and officers of the College.

2.11 Intellectual Property Policy

Intellectual Property at Notre Dame College: Ownership of Instructional Works

1. INTRODUCTION

Pursuant to the College's mission, Notre Dame College (NDC) creates, preserves, and disseminates knowledge through teaching, learning, research, and scholarship. That knowledge may involve faculty, student, staff, and third-party authors and creators. It often takes the form of intellectual property which can be further developed and/or shared with others, locally, nationally, and globally, for further societal benefit. This Policy seeks to protect the interests of both intellectual property creators and NDC, while also ensuring that both the NDC community and society benefit from the fair and full dissemination of knowledge and innovation.

Please reference the Notre Dame College *Conflict of Interest* policy statement as it applies to the development of intellectual property, scope of employment and significant use of resources as defined in this policy.

Nothing in this policy relieves NDC of the obligation of adhering to Federal and State law or third party contracts and agreements.

2. EFFECTIVE DATE

This policy will be effective March 15, 2010 ("Effective Date") for all personnel. It will apply to all Intellectual Property disclosed on or after the Effective Date. Intellectual Property disclosed before the Effective Date will be subject to this policy unless otherwise agreed by NDC and all Creators of the Intellectual Property.

3. DEFINITIONS

Terms not defined elsewhere in this policy are defined below.

- a. **Assigning Creator** means an individual or group of individuals who have assigned IP rights and title to NDC under this Policy.
- b. **Course** means a comprehensive set of individual units of learning, usually defined by expected outcomes, in which participants engage prescribed subject matter as determined by Curriculum. A course often transcends a single faculty member's design, to engage institutional sanction and authority.
- c. **Course Material** means educational subject-matter artifacts used to deliver a Course, including syllabi, bibliography, outlines, assignments, structured lessons, quizzes, tests, grading rubrics, notes, presentations, and examples created for NDC classroom and learning programs that are used to deliver Courses.
- d. **Course Packs** means a compilation of various reproduced copyrighted works (e.g., articles from journals, chapters from textbooks, and various other readings) that an instructor assembles, and that students may purchase at a college bookstore. Permissions must be obtained and copyrights cleared to create and reproduce printed course packs for sale.

- e. **Creator** means any individual or group of individuals, affiliated with the college or not, who make, conceive, reduce to practice, invent, author, or otherwise make a substantive intellectual contribution to the creation of Intellectual Property.
- f. **Curriculum** means the descriptive attributes of a collection of NDC Courses, such as course descriptions, course sequences, intended learning outcomes, evaluation methods and assessment materials, and, Course topics, that constitute an area of specialization.
- g. **Derivative work** is a work based upon one or more pre-existing works for example, translations, screenplays based on books, musical arrangements, dramatizations, and fictionalizations. The right to create derivative works is one of the exclusive rights granted to copyright owners. As a result, authors of potentially derivative works should seek permission from the author of the original works, or assert fair use as legally permitted.
- h. **Externally Funded Works** means any development work that is funded by governmental, commercial, industrial, or other public or private organizations, that is the subject of an agreement or other contract with NDC.
- i. **Intellectual Property or IP** means and includes any disclosure of
 - inventions, either orally or in writing (*an invention represent a new scientific or technical idea, and the means of its embodiment or accomplishment, which is subject to specific tests to be patentable*);
 - inventions and discoveries (patented, patentable or otherwise);
 - know-how and other trade secrets;
 - processes;
 - unique materials;
 - works of authorship;
 - software;
 - other creative, artistic, or copyrightable works;
 - trademarks and service marks;
 - mask works (*mask works are generally three dimensional-patterned images that are used with the design of integrated circuitry*); and,
 - any other tangible or intangible thing protectable at law which has value.

IP also includes physical embodiments of intellectual effort, e.g., models, machines, devices, designs, apparatus, instrumentation, circuits, computer programs, biological materials, chemicals, other compositions of matter, plants, research records and data, and laboratory notebooks and reports.

- j. **Internally Funded Works** means any research or development project funded by an NDC division or department with NDC funds (a “sponsored work”).
- k. **Original Work** means any IP, produced by Creator or Personnel, other than Course Material or Scholarly Works.
- l. **Personnel** means all regular and temporary NDC employees, and Students Employees acting in the scope of employment (including work study assignments), as well as non-employee consultants, visiting instructors, participants of NDC sponsored projects and programs, visitors, and others using Resources. This Policy shall continue to bind any person whose relationship with NDC becomes terminated.
- m. **Resources** means any support administered by or through NDC including funds, facilities, services, equipment, or Personnel; and funds, facilities, services, equipment, or Personnel which are provided by government, commercial, industrial, or other public or private organizations and administered or controlled by NDC.
- n. **Scholarly Works** include textbooks, theses, dissertations, scholarly papers, artistic works, and other works resulting from independent academic efforts which are covered by copyright law. Scholarly Works shall not include courseware (works acting as a tool or building block to produce a course), device-like works or institutional works. NDC employees who fulfill the staff role in developing Scholarly Works shall be considered performing a work made for hire.

- o. Scope of Employment** means all activities related to: (1) the field or discipline of an NDC faculty member's appointment, including the general obligation of a faculty member to teach, to do creative work, and to conduct research; and (2) the employment responsibilities of non-faculty NDC Personnel for which such Personnel receive compensation from NDC, where compensation is any consideration, monetary or otherwise, including the ability to use Resources. When determining the employment responsibilities of non-faculty NDC Personnel, the primary source for determination should be that individual's job description or similar written statement of duties.
- p. Works Made For Hire** means that creation of course material or a course is either conducted by an employee within the scope of their employment, or that the course material or course is mutually agreed upon by NDC and the employee via contract that the work is specifically assigned to the employee, work subject to contractual restrictions or commissioned by the college, and, therefore considered a work made for hire.
- q. Significant Use of Resources** means use of Resources, including assistance from Personnel that is not nominal or incidental and is material to the development of the applicable Intellectual Property. NDC acknowledges that the precise determination of what usage of Resources shall be considered significant involves the exercise of judgment based on the circumstances and on practices within the discipline. Although it is the responsibility of the Vice President of Academic Affairs or Dean of Online Educational Services to evaluate situations and determine if substantial use of resources has occurred, Personnel have an obligation to notify their supervisor or primary contractual NDC contact person when their work may involve more than nominal use.

Significant Use of Resources includes:

1. the use of specialized facilities, equipment, services or supplies provided by NDC;
2. more than nominal or incidental use of NDC non-faculty Personnel, including Students;
3. extended use of Personnel's time and energy (on-the-job time) in creating or promoting the work that results in significantly reduced levels of job performance.

Significant Use of Resources does not include:

1. Student use of Resources to fulfill their Course requirements.
2. Nominal or incidental use of resources, including the use of routinely available office equipment, assigned office space, desktop and laptop computers, telephones, library facilities, and copiers

4. GENERAL PROVISIONS

- A. Purpose.** The purpose of this Policy is to set forth the terms and conditions whereby NDC, Personnel, and Students establish and maintain their interests in Intellectual Property created by or used at NDC, taking into account NDC activities, applicable laws, federal policies, and the mission of NDC. However, it is acknowledged that such activities and other factors are diverse and subject to sometimes rapid change. Therefore, this Policy cannot and should not be mechanically applied to every situation that might arise. Decisions are expected, in the exercise of professional judgment, to best serve the public, to result in the effective and efficient transfer of knowledge, and to be consistent with NDC policies and objectives. Procedures under this Policy shall be established by the Vice President of Academic Affairs and shall be consistent with interpretations of this Policy. In the event of a conflict between the procedures established and this Policy, this Policy shall govern. Subject to the foregoing, this Policy also recognizes certain general principles:
1. NDC encourages the wide dissemination of ideas and creative works produced at NDC for the greatest possible public benefit.
 2. The traditional right of scholars to publish should be protected.
 3. If NDC provides extra or special support for the development or production of ideas and works, either with money, facilities, equipment, or staff, it is reasonable for NDC to be reimbursed for its extra or special costs and/or to participate in the fruits of the enterprise if the resulting ideas or works are introduced commercially.

- B. **Scope.** All affected Personnel and Students shall comply with this Policy, as amended from time to time. This Policy is considered part of the conditions of employment, enrollment, or participation in a sponsored research or development project.
- C. **Unauthorized Actions.** Personnel and Students may not: (1) sign agreements or take any action on behalf of NDC unless they are authorized agents of NDC and have the express permission of the Vice President for Academic Affairs; (2) make unauthorized use of NDC's name; (3) engage in the creation of any course or course materials without the expressed written consent of the Vice President of Academic Affairs (for face-to-face courses) or the Dean of Online Educational Services (for online courses). NDC will not honor unauthorized actions or agreements.
- D. **Acquisition.** NDC may acquire ownership or use of Intellectual Property by assignment, license, gift, or any other legal means. NDC shall administer such Intellectual Property in accordance with this Policy unless otherwise required by the terms of the acquisition.
- E. **Administration of Non-NDC-owned Intellectual Property.** At the request of the owner, Intellectual Property not owned by NDC may be administered by NDC. This Policy shall govern that administration unless NDC agrees otherwise in writing.

5. OWNERSHIP AND USE

- A. **NDC General.** NDC shall have the right to reproduce, revise, create derivative works, and otherwise use for research and educational purposes any course materials or courses, whether owned by NDC, Personnel, or Graduate Students (*acting in the scope of NDC employment*), created in whole or in part through the use of any Significant Resources or works otherwise agreed upon as created as a Work Made For Hire. NDC further reserves the right to pursue multiple forms of legal protection for IP which it owns or for which it claims ownership.

B. Responsibilities of Personnel and Students

1. **Assignment.** For course material, courses, and other work to which NDC has or had rights of ownership or use under this Policy, Creators, Personnel, and Students shall, upon request, execute all appropriate legal documents, including assignments, and perform such acts designed to assist NDC or its assignees in proving or benefiting from such rights, all as deemed appropriate by NDC but at no out-of-pocket expense to applicable Creator(s). An example of such an assignment document is attached to this policy.
2. **Use.** All Personnel are responsible for complying with NDC policies and guidelines, and all applicable laws regarding Intellectual Property.
3. **Personnel.** Newly employed or newly engaged Personnel shall disclose in writing to the Vice President of Academic Affairs any IP they own or have developed, which they plan to continue using, teaching, or researching while employed or engaged by NDC. The Vice President of Academic Affairs shall determine the appropriate ownership of this IP, in consultation with the college's legal counsel. Should it be determined that the Personnel do not own the IP, its use at NDC may be restricted. Should it be determined that the Personnel own the IP, its use at NDC shall be consistent with other NDC policies and procedures.

C. Responsibilities of NDC

Use of Resources. When NDC authorizes or directs efforts to create a course or course materials, it shall enter into a written agreement addressing the extent of use of such Resources, the schedule for the project (if appropriate), control over the work and its revisions, and ownership of the resulting IP, if any. An example of such an agreement as it relates to the appointment to create a course or course materials is attached.

D. **Curriculum** shall be owned by NDC.

E. **Course or Courses** shall be owned by NDC.

F. **Course Material** copyrights shall be owned by the Creator or Personnel regardless of their use in Distance Learning or Electronic Delivery of Course Material unless they:

1. are subject to any claim of ownership by another entity or individual. In that case, Course Material shall be owned by the other entity or individual with the valid claim of ownership.
2. were created with the Significant Use of NDC resources. In that case, Course Material shall be owned by NDC.
3. were created in connection with an expressed assignment or works made for hire (“commissioning”). In that case, Course Material shall be owned by NDC.

G. Original Work shall be fully owned by the Creator or Personnel unless it:

1. is subject to any claim of ownership by another entity or individual. In that case, Original Work shall be owned by the other entity or individual with the valid claim of ownership.
2. was created with the Significant Use of NDC resources. In that case Original Work shall be owned by NDC.
3. was created in connection with an expressed assignment or works made for hire (“commissioning”). In that case, the Original Work shall be owned by the entity or individual providing the expressed assignment.
4. was created within the Creator’s Scope of Employment, under an Internally or Externally Funded Works program, or other agreement which requires the IP to be assigned to NDC or Sponsor.

H. Scholarly Works shall be owned by the Creator or Personnel unless they:

1. are subject to any claim of ownership by another entity or individual. In that case, Scholarly Works shall be owned by the other entity or individual with the valid claim of ownership.
2. were created with the Significant Use of NDC resources. In that case Scholarly Works shall be owned by NDC.
3. were created in connection with an expressed assignment or works made for hire (“commissioning”). In that case, Scholarly Works shall be owned by NDC.
4. were created under an internal or external funded works program, or other agreement which requires the IP to be assigned to NDC or Sponsor.

I. Externally Funded Works shall belong to NDC unless specified in a written agreement or applicable federal or state laws and regulations. However, on a case-by-case basis NDC may agree to assign ownership or licensing rights to the sponsor subject to NDC’s right to reproduce or otherwise use the Intellectual Property for educational purposes. The Vice President of Academic Affairs shall approve any such agreement.

I. Internally Funded Works shall belong to NDC. However, on a case-by-case basis NDC may agree to assign ownership or licensing rights subject to NDC’s right to reproduce or otherwise use the Intellectual Property for educational purposes. The Vice President of Academic Affairs shall approve any such agreement.

6. INTELLECTUAL PROPERTY ADMINISTRATION

A. Administrative Responsibility – The College President has ultimate authority for the stewardship of Intellectual Property developed by NDC. Primary responsibility has been delegated to the Vice President of Academic Affairs, who shall be responsible for operational guidelines and procedures for administration of IP, including determination of ownership, assignment, protection, licensing, marketing, maintenance of records, approval of individual exceptions, and initial resolutions of disputes among Creators and/or affected individuals or NDC organizations.

B. Disclosure – All Intellectual Property in which NDC has an ownership interest under this Policy and that has the potential to be brought into practical use for public benefit or for which disclosure is required by law shall be reported in writing by the Creator to the Vice President of Academic Affairs using the disclosure form provided by that office as amended from time to time. The disclosure of the subject matter of the discovery or development shall be full and complete and identify the Creator. The Creator shall furnish such additional information and execute such other documents from time to time as may be reasonably requested.

C. Assignment of NDC IP to Creator – If NDC decides to cease development or protection of any NDC-owned IP, ownership may be assigned to the Creator as allowed by law subject to the rights of sponsors and to the retention of an internal use license to, at least, reproduce and otherwise use the IP for NDC purposes of education and public service on an irrevocable, royalty-free, non-exclusive basis. The assignment or license may be subject to additional terms and conditions, such as reimbursement of the costs, when justified by the circumstances of development.

D. Acceptance of Independently Owned Intellectual Property – NDC may accept assignment of IP from others provided such action is determined to be consistent with this Policy and provides some value to NDC.

E. Consulting Agreements and Arrangements – NDC Personnel engaged in, or engaging others in, consulting work or businesses, whether formalized in writing or not, are responsible for ensuring that those consulting agreements or arrangements are not in conflict with NDC contractual agreements, this Policy, or other NDC policies, including any conflict of interest policy as amended from time to time. Personnel shall make this Policy and their NDC obligations known to others with whom they make such agreements or arrangements.

F. Statement by Creators – Creators of IP owned by NDC may be required to state that, to the best of their knowledge, the IP does not infringe on any existing patent, copyright, or other legal right of third parties; that it a work is not original with the Creators, all necessary permissions have been obtained; and that the work contains no libelous or otherwise offensive material or material that invades the privacy of another.

G. Revenue distribution – All revenue received by NDC shall be governed by this Policy, and NDC shall have no financial obligation to any Creator, or designated beneficiary of Creator, with respect to Intellectual Property except in accordance with this policy. Sometimes Intellectual Property is co-owned with another institution or entity. NDC will enter into an inter-institutional agreement with such entity under which income and expenses will be shared and the responsibility for IP protection will be assigned. NDC may also engage a third party to license IP if the third party has special expertise, and the third party may be allocated a portion of the related revenue.

Please review the various summaries of copyright law and related frequently asked questions (FAQs) on copyrights as provided on the internet. For example, the frequently asked questions about copyright – copyright.com

[http:// www.copyright.com/viewPage.do?pageCode=cr11-n](http://www.copyright.com/viewPage.do?pageCode=cr11-n)

2.12 Whistleblower Policy/Integrity Policy

Notre Dame College is committed to maintaining a workplace where employees are free to raise good faith concerns regarding the College's business practices, specifically: (1) reporting suspected violations of the law on the part of the College, including but not limited to federal laws and regulations; (2) providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and (3) identifying potential violations of Notre Dame College policy, specifically the policies contained in the employee handbook.

Administrative Responsibility – The College President has the ultimate responsibility for the administration of this whistleblower policy. Primary responsibility has been delegated the Human Resources Director, who shall be responsible for the administrative guidelines and procedures as well as the proper awareness and communication of this policy.

Reporting – An employee who wishes to report a suspected violation of law or Notre Dame College policy may do so confidentially by contacting the College's legal counsel or human resources director.

Notre Dame College expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of Notre Dame College policies. An employee who engages in retaliation will be subject to discipline, up to and including termination.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The College's legal counsel or Human Resources Director will conduct the investigation. The investigating parties will notify the concerned individuals of their findings directly.

2.13 Confidential Nature of Business

College business is confidential and an internal matter, not a subject for outside conversation. The business that crosses an employee's desk or the information that becomes available through work on campus, no matter how interesting, should be kept from social conversations. For purposes of this policy, "Confidential Information" includes but is not limited to student files, personnel files, donor files, marketing strategies and related information, financial records, student and employee recruiting information, and pending projects and proposals. Any employee who discloses Confidential Information will be subject to disciplinary action, up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

2.14 Information about Our Students

Employees of the College have an additional obligation based on the services the College provides to its students. Students should know that we have an obligation to maintain the confidentiality of what they tell us and what we do for them. The duty of confidentiality has two major features: the duty to guard student confidences and secrets from disclosure; and the obligation not to use confidential information for our personal benefit or to allow someone else to do so.

2.15 Employee Classification, Type and Status

Employee classification and status for the purpose of determining benefits is defined as follows:

Classification

Faculty – Employees whose prime responsibility is teaching credit courses and consists of all ranked members of academic departments.

Staff - Employees whose prime responsibility is administrative or professional in nature and are not faculty members.

Educational Development Staff – Academically-oriented professionals who directly contribute to the educational mission of the College and may follow a 9- or 10-month schedule.

Safety & Security Staff – Employees who serve as Campus Police Officers.

Type

Full-time regular – Employees who are scheduled to work at least 35 hours per week and work at least 10 months per year.

Part-time regular – Employees who are scheduled to work less than 35 hours a week.

Temporary/Seasonal – Employees who are scheduled to work for specific periods of time or athletic seasons. These employees work on an "as needed" basis only.

Student – Any student who works for the College in the following capacities: work study, non-work study, Graduate Assistant, Resident Assistant or summer help.

Adjunct - Employees appointed to teach courses on a per-course basis for the College.

Status

Exempt – Positions classified as exempt under the Fair Labor Standards Act (FLSA) are not eligible for overtime earnings and do not have to record time worked.

Non-exempt – Positions classified as non-exempt under the FLSA are eligible for overtime earnings after 40 hours in a workweek and are required to record all time worked.

2.16 Transfers and Promotions

The College strives to promote the most capable and experienced employees based on their demonstrated ability to assume greater responsibility and perform essential job tasks. Consequently, in most cases, reasonable efforts will be made to fill vacant positions from within. However it may be deemed necessary to recruit and hire from outside the College to attract the most qualified individual for a particular job. Job openings may be posted on the College website and other areas accessible to all employees. Alternatively, in the College's sole discretion, outside recruiting sources may be used instead of an internal posting. To be eligible to apply for a posted vacancy, employees must meet the minimum hiring specifications for the position and be employees in good standing in regards to his/her overall work record at the College. An employee's past performance, attendance and disciplinary records, and other relevant records may be taken into account. Selections for promotions and transfers shall be made based on an individual's overall qualifications and ability to perform the essential duties required of the job, with or without reasonable accommodation.

2.17 Personnel Files

The College maintains personnel records for current and former employees in order to document employment related decisions, evaluate and assess policies, and comply with government record keeping and reporting requirements. Each personnel file includes information such as the employee's job application, resume, employment-related test results, training records, documentation of performance appraisals, salary information, and other employment records.

Personnel files are the property of the College, and access to the information they contain is restricted. Employees may inspect their own personnel records and request copies but may not remove original documents from the file. Such an inspection must be requested in writing to the Human Resources Office and will be scheduled at a mutually convenient time and place. Records deemed to contain sensitive or confidential College plans or information may be excluded from the inspection, and all inspections must be conducted in the presence of a designated member of the Human Resources Department. A reasonable charge may be made for any copies of records made for the employee.

Only supervisory and management employees who have an employment related need to review information about another employee may inspect the files of that employee. Such an inspection must be approved by the Human Resources Office and be conducted in the presence of a designated member of the Human Resources department.

Employees have a responsibility to notify the Human Resources Office of any personnel data changes. Employee mailing addresses, telephone numbers, marital status, emergency contact information and other such information should be accurate and current at all times.

2.18 Employment References

Employees are to refer all outside requests for personnel information concerning current and past employees to the Human Resources Office. The Human Resources Office generally only releases the employment dates and positions held by a current or former employee. Exceptions may be made in the College's sole discretion to cooperate with legal, safety, and medical officials who have a need to know specific employee information.

3.1 Code of Conduct

The successful operation and reputation of Notre Dame College is built upon the principles of fair dealing and ethical conduct of our employees. Our standards require careful observance of the spirit and letter of all applicable policies, procedures, laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Notre Dame College will comply with all applicable policies, procedures, laws and regulations, and expects its directors, officers, and employees to conduct themselves in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Compliance with this policy of business ethics and conduct is the responsibility of every Notre Dame College employee.

To ensure orderly operations and provide the best possible work environment, Notre Dame College expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating college-owned vehicles or equipment
- Fighting, threatening violence, or causing harm to others in the workplace
- Behavior that prevents others from doing their work
- Unwillingness or inability to work in harmony with others
- Negligence or improper conduct leading to damage of college-, student-, or employee-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Discrimination and/or bullying in violation of College policy
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, e-mail system, or other college-owned equipment
- Unauthorized disclosure of confidential information
- Use of Notre Dame College supplies, equipment, property, or services to carry out private business ventures
- Violation of personnel policies
- Making vicious or malicious statements concerning the company or other employees
- Unsatisfactory performance or conduct which interferes with the performance of others
- Violation of local, state, or federal laws while on College property or while working as an employee of the College
- Any willful behavior that results in the destruction of College property or brings injury to another employee

Employment of non-faculty employees with Notre Dame College is at the mutual consent of Notre Dame College and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

3.2 Use of Technology at the College

The Notre Dame College Acceptable Use Policy (AUP) promotes the efficient, ethical, and lawful use of Notre Dame College's information technology resources. The College's computing systems, networks, and associated facilities are intended to support the College's mission and to enhance the educational environment. Any use of these resources deemed inconsistent with the mission and purpose of the College will be considered a violation of this policy.

Scope This policy applies to anyone who uses the College's information technology (IT) resources. The resources covered by this policy include, but are not limited to: computer hardware and software, data networks, and electronically stored data. Use of these resources includes access from off campus and on campus, as well as access from privately owned PCs and laptops.

Rights and Responsibilities Employees and students may use College-owned IT resources for instructional, research, or administrative purposes. Access to and use of the Notre Dame College IT resources and the Internet shall comply with federal laws, the laws of the state of Ohio, and the rules and regulations of the College. Misuse of these resources may result in criminal charges. By using Notre Dame College's IT resources, all users agree to the rules, regulations, and guidelines contained in this Acceptable Use Policy. Computers and networks provide access to resources on- and off-campus, as well as the ability to communicate with other users worldwide. Such open access is a revocable privilege and requires that individual users act responsibly. This AUP is intended to supplement College Policy and does not release users from compliance with any existing policies that address ethical issues such as harassment, academic dishonesty, and plagiarism. The College's computers and networks are shared resources, for use by all employees and students. Any activity that inhibits or interferes with the use of these resources by others is not permitted. The College will ensure reasonable use by monitoring access logs, traffic data, and network utilization. Users are responsible for all activities to and from their network accounts. Users must take every precaution to protect logins and passwords. Under no circumstances should a user allow someone else to share a network or e-mail account. Users should not assume or expect any right of privacy with respect to the College's IT resources. Although the College does not seek to monitor the communication of its employees or students, system administrators may access or examine files or accounts that are suspected of unauthorized use or misuse, that have been corrupted or damaged, or that may threaten the integrity of the College's computer systems. **In addition, files, e-mail, access logs, and any other electronic records may be subject to search under court order.**

Prohibited Use of Information Technology Resources It is a violation of this policy to:

- 1) Intentionally and without authorization, access, modify damage, destroy, copy, disclose, or take possession of all or part of any computer, computer system, network, software, data file, program, or database. This includes:
 - a. Gaining access by willfully exceeding the limits of authorization
 - b. Attempting (even if unsuccessful) to gain unauthorized access through fraudulent means
 - c. Gaining access by using another person's name, password, access codes, or personal identification
 - d. Attempting (even if unsuccessful) to gain unauthorized access by circumventing system security, uncovering security loopholes, or guessing passwords/access codes
- 2) Giving or publishing a password, identifying code, personal identification number or other confidential information about a computer, computer system, network or e-mail account, or database

- 3) Installing any software on computer systems in the computer labs, unless authorized by a member of the lab staff or a faculty member
- 4) Transferring copyrighted materials to or from any system, or via the College network, without the express consent of the owner of the copyrighted material. (See section entitled "File Sharing and Copyright Infringement.")
- 5) Providing outside access to College-developed or commercially-obtained network resources
- 6) Using any College IT resource for commercial, political, or illegal purposes, or for harassment of any kind
- 7) Displaying obscene, lewd, or otherwise offensive images or text
- 8) Intentionally or negligently using computing resources in such a manner as to cause congestion and performance degradation of the network

Provisions for Private Computers Connected to the College Network The following apply to anyone connecting a private computer to the College network via the College Housing network, wireless LAN connection, dial-up network connection, or a regular network connection in an office.

- 1) The owner of the computer is responsible for the behavior of all users on the computer, and all network traffic to and from the computer, whether or not the owner knowingly generates the traffic.
- 2) A private computer connected to the network may not be used to provide network access for anyone who is not authorized to use the College systems. The private computer may not be used as a router or bridge between the College network and external networks, such as those of an Internet Service Provider.
- 3) Should the IT staff have any reason to believe that a private computer connected to the College network is using the resources inappropriately, network traffic to and from that computer will be monitored. If justified, the system will be disconnected from the network, and action taken with the appropriate authorities.
- 4) Any residential student, with an authorized network account, may use the in-room connection for scholarly purposes, for official College business, and for personal use, so long as the usage:
 - a. Does not violate any law or this policy
 - b. Does not involve extraordinarily high utilization of College resources or substantially interfere with the performance of the College network
 - c. Does not result in commercial gain or profit.
- 5) Users are responsible for the security and integrity of their systems. In cases where a computer is "hacked into," it is recommended that the system be either shut down or be removed from the campus network as soon as possible to localize any potential damage and to stop the attack from spreading. If you suspect electronic intrusion or hacking of your system and would like assistance, contact IT (x5227) immediately.
- 6) The following types of servers should never be connected to the College network: DNS, DHCP, and WINS, or any other server that manages network addresses.

Electronic Mail The College e-mail system is not a private secure communications medium. As such, e-mail users cannot expect privacy. By using the College e-mail system, each user acknowledges: 1) The use of electronic mail is a privilege not a right. E-mail is for College communication, research, or campus business. Transmitting certain types of communications is expressly forbidden. This includes messages containing chain letters, pyramids, urban legends, and alarming hoaxes; vulgar, obscene or sexually explicit language; threatening or offensive content; derogatory, defamatory, sexual, or other harassment; and discriminatory communication of any kind. As with other information technology resources, the use of e-mail for commercial or political purposes is strictly prohibited. 2) Under the Electronic Communications Privacy Act, tampering with e-mail, interfering with the delivery of e-mail, and using e-mail for criminal purposes may be felony offenses, requiring the disclosure of messages to law enforcement or other third parties without notification. 3) E-mail messages should be transmitted only to those individuals who have a need to receive them. Distribution lists should be constructed and used carefully. E-mail distribution lists should be kept current and updated regularly. Inappropriate mass mailing is forbidden. This includes multiple mailings to newsgroups, mailing lists, or individuals (e.g. "spamming," "flooding," or "bombing"). 4) All users of the College e-mail system waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized College personnel. Accordingly, the College reserves the right to access and disclose the contents of e-mail messages on a need-to-know basis. Users should recognize that under some circumstances, as a result of investigations, subpoenas, or lawsuits, the College might be required by law to disclose the contents of e-mail communications.

Printing College printers are to be used for Notre Dame College class work or business. Limited personal use of College printers is allowed however printing large quantities such as materials for courses taught at other institutions is prohibited unless approved in advance by College administration.

Laptops It is the faculty/staff member's responsibility to take appropriate precautions to prevent damage to or loss/theft of your laptop computer. The faculty/staff member or department may be responsible for certain costs to repair or replace the computer if the damage or loss is due to negligence or intentional misconduct.

If the laptop is lost or stolen it must be reported to Information Technology immediately. For theft or loss off campus, it should also be reported to local police as well. The police report should include the serial number for the lost computer. A copy of the police report must be sent to IT within 48 hours.

File Sharing and Copyright Infringement Federal copyright law applies to all forms of information, including electronic communications. Members of the College community should be aware that copyright infringement includes the unauthorized copying, displaying, and/or distributing of copyrighted material. All such works, including those available electronically, should be considered protected by copyright law unless specifically stated otherwise. Notre Dame College complies with all provisions of the Digital Millennium Copyright Act (DMCA). Any use of the Notre Dame College network, e-mail system, or Web site to transfer copyrighted material including, but not limited to, software, text, images, audio, and video is strictly prohibited. Therefore, the use of popular file sharing programs such as KaZaA, Morpheus, iMesh, Limewire etc. is, in most cases, a violation of College policy and federal law.

Reporting Violations of IT Acceptable Use Regulations Violations of this Acceptable Use Policy should be reported immediately to the Chief Technology Officer, extension 5227. The College will make every effort to maintain confidentiality to the extent possible consistent with other obligations.

Disciplinary Action Violations of these regulations will result in the appropriate disciplinary action, which may include loss of computing privileges, suspension, termination, or expulsion from the College, and legal action.

3.3 Attendance & Punctuality

Punctuality and regular attendance at work is expected of everyone. Should any employee be unable to report to work, or should he/she know that he/she will be unavoidably late, notice should be given to the direct supervisor. If the employee will be absent, he/she must indicate the reason for the absence.

In the event that an employee is absent for two (2) consecutive days without reporting as required, such person will be considered as having voluntarily terminated his/her employment. All employees are expected to be reliable in their attendance and are subject to disciplinary action, up to and including termination, for absenteeism or tardiness which is deemed improper or excessive by the College.

3.4 Violence & Weapons in the Workplace

The College is committed to maintaining a safe and healthy environment for all faculty, staff and students, and will not tolerate any form of violence or abusive behavior committed by or against any member of its community. All reports of violence or abusive behavior will be taken seriously by members of this campus community.

Violence and abusive behavior include any attempted, threatened, or actual conduct that endangers or is likely to endanger the health or safety of a campus community member or visitor, or any threatening statement, harassment, or behavior that gives a campus community member or visitor reasonable cause to believe that his or her health or safety is at risk. Employees who engage in such actions or threats of violence or abusive behavior will be subject to the appropriate discipline up to and including termination.

Examples of violent and abusive behavior violating this policy include but are not limited to the following:

- Slapping, punching or otherwise physically attacking a person.
- A direct or implied threat of harm or hostile behavior that creates a reasonable fear of injury to another person or unreasonably subjects another individual to emotional distress.
- Brandishing a weapon or an object which appears to be a weapon in a threatening manner.
- Intimidating, threatening, or directing abusive language toward another person.
- Stalking.
- Intentionally damaging College property or the property of a member of the Notre Dame College community or a visitor.
- Committing acts motivated by, or related to racial or sexual harassment or domestic violence.

Discharging, carrying, or possessing firearms, including replicas and air guns or any weapons with which injury, death, or destruction may be inflicted, is prohibited on property owned or controlled by Notre Dame College.

3.5 Gifts

Employees should not solicit or accept for personal benefit directly or indirectly any gift, loan, or any item of substantial monetary value (greater than \$250) from any person or company that is seeking to conduct or currently conducting business with the College. Meals and accommodations of a reasonable and normal value provided to employees on College business may be accepted.

3.6 Smoke Free Workplace

Smoking is prohibited everywhere on campus. Cigarettes will not be sold, advertised for promotion or given as free samples on campus. This ban extends to all administrators, faculty, staff, students, visitors, contractors and sub-contractors on campus.

In accordance with the Smoke Free Workplace Act (Ohio, 2006), all smoking receptacles have been removed from the entryways of campus buildings. Appropriate signage is also posted throughout the College as a reminder to all member of the Notre Dame Community and guests of the College of this ban.

3.7 Social Networking

Social media blogs, wikis, social networks (e.g. Facebook, YouTube, Twitter, LinkedIn, etc.) are changing the way we communicate, interact, and do business with colleagues, students and the public.

Despite new social media tools and platforms emerging and changing all the time, its basic purpose remains the same and is similar to traditional forms of communication: to engage in dialogue, provide and exchange information, and build understanding. Social media's high speed, level of interactivity and global access to any information you publish merits particular consideration to the appropriate uses for these applications.

Notre Dame College recognizes the benefits of social media and welcomes its use – however, we also acknowledge that certain risks are associated with these new channels. Because the comments posted on social network sites are public and available worldwide, and because these activities could affect an employee's job performance, the job performance or reputation of others at the College, and/or the College's academic and business interests, the following policies must be followed when engaging in social networking:

1. The use of College internet resources for active participation in a blog or other social media is prohibited. Similarly, active participation in a blog or other social media should not occur during an employee's work time.
2. The College does not control the blogs or other social media created by its employees. If your blog makes reference to the College, you should notify readers of the blog that the views, opinions, ideas and information presented on the blog belong to you personally and are not in any way attributable to the College.
3. As with any other use of internet resources, your participation in a blog or other social media must not disclose proprietary information or data, trade secrets, or other confidential non-public information of the College.
4. As with any other use of internet resources, your participation in a blog or other social media must not violate any College policy, including but not limited to any policy prohibiting unlawful harassment or otherwise regarding equal employment opportunity or the privacy rights of other employees of the College.

The best advice is to approach online worlds in the same way we do the physical one – by using sound judgment and common sense, by adhering to the College's values, and by following the Code of Conduct and all other policies.

3.8 Solicitation Policy

No off-campus individual or organization may distribute literature, advertise, solicit customers, recruit volunteers, employees or members, seek donations, or make sales on campus without the express permission of College Administration. **This policy does not apply to individuals or organizations who are invited to campus by authorized College administrative personnel as part of an approved College activity or event.**

3.9 Visitors and Pets in the Workplace

The College values family life and has worked to develop employment policies and benefits that are supportive of families. While the College seeks to focus on providing an environment open to work and family issues, it also believes that the activities of the workplace should be aimed at accomplishing the work of the College.

While there may be College-sponsored dogs on campus, it is generally discouraged for employees to bring their pets to work. The College reserves the right to require anyone who brings a dog onto College property to present documentation from a veterinarian that the animal is in good health and has appropriate shots and is in compliance with all applicable state and local health laws. If individuals choose to bring their dogs to campus grounds, courtesy and respect must be extended to colleagues, students and visitors in the area. Dog owners will be required to keep

dogs on a leash and should always consider safety, health and the possible fears others may have in the presence of animals. Dog owners are responsible for cleaning up waste left by their dog, while on campus. Failure to clean up the waste will result in the dog no longer being allowed on campus.

The College does not permit the frequent or extended presence of minor children that may require direct supervision in the workplace in lieu of other childcare arrangements. The College fully recognizes that circumstances may arise that could necessitate an exception to this policy. When such situations arise the employee and his/her supervisor will develop a plan that will accommodate the situation with as little disruption as possible.

This policy is not intended to prohibit or prevent the presence of family members and friends on campus to attend classes, cultural events or sporting events or other authorized use of campus facilities.

3.10 Media Relations

The College President and the Chief Communications Officer have primary responsibility for releasing information to the news media. Major incidents and emergencies may draw interest from local or national media. It is of paramount importance that only accurate, factual information is released. Incorrect or incomplete information could be detrimental to the College, its employees, and students. Refer all news media inquiries to the Chief Communications Officer at 216.373.5252. If College Marketing cannot be contacted, call Police/Security at 373-5288/5212.

3.11 Attendance at Academic Functions and General Meetings

Attendance at general meetings is expected of all full-time employees of the College. Permission to be absent in exceptional cases should be secured from the employee's vice president. All other employees of the College are invited and encouraged to attend the general meetings.

Attendance at academic functions such as baccalaureate, graduation and convocation may be required of certain employees. Notification of such required attendance will be given in a timely fashion. Should academic attire be necessary, the employee is responsible for providing his/her own attire.

3.12 Expectation of Privacy

The College assumes no liability whatsoever for the damage, loss or theft caused by third parties to the personal property of staff members.

All storage facilities, office and workspaces, including desks and lockers, are the property of Notre Dame College; and the College reserves the right to have access to these areas and to such property at any time, without advance notice to any employee. Therefore, employees should not expect that such property would be treated as private and personal to the employee. Likewise, electronic mail and voicemail are also College property. The College reserves the right to inspect, monitor and have access to College computers, electronic mail, voicemail messages and Internet communications.

3.13 Portable Devices

The use of portable devices, such as cell phones, PDAs, pagers, blackberries and laptops, can enhance individual productivity and responsiveness. You are expected, however, to exercise good judgment whenever using these devices. Specifically, you must adhere to all federal, state and local laws and regulations regarding the use of such devices, including all laws restricting the use of cell phones while driving. Additionally, you should use these devices only when the use will not distract your attention in a manner that will endanger yourself or others.

3.14 Personal Appearance

Employees are expected to maintain high standards of personal cleanliness and to present a neat, professional appearance at all times. Employees should follow departmental guidelines in regard to professional dress standards.

The College is confident each employee will use his or her best judgment in following acceptable cleanliness and dress standards. Employees who choose to wear fragrances in the workplace are highly encouraged to be aware of the sensitivities or allergies of their coworkers. Individual departments have the authority to define appropriate professional dress standards for their employees. Some positions may require employees to wear special clothing or uniforms.

3.15 Progressive Discipline

It is in Notre Dame College's own best interest to ensure the fair treatment of all staff members and to make certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct a problem, prevent recurrence, and prepare staff members for satisfactory service in the future. Although employment with the College is based on mutual consent and both the staff member and Notre Dame College have the right to terminate employment at will, with or without cause or advance notice, Notre Dame College may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps — verbal warning, written warning(s), suspension with or without pay, or termination of employment — depending on the severity of the problem and the number of occurrences. There may be circumstances when one or all steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

Normally, written warnings will be accompanied by an action plan intended to address the issues at hand. The action plan will detail what the issues are and what steps will be taken to deal with the issues and a follow-up or evaluation plan of these action steps.

Notre Dame College recognizes that there are certain types of problems, accumulation of offenses or collection of actions that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior or problem that may occur, the Code of Conduct policy includes examples of problems that may trigger progressive discipline. By using progressive discipline, we hope that most problems can be corrected at an early stage, benefiting both the staff member and Notre Dame College.

3.16 Open Door Policy

If any area of your work is causing you concern, you have the responsibility to address your concern with a manager. Whether you have a problem, a complaint, a suggestion, or an observation, your managers want to hear from you. By listening to you, the College is able to improve, to address complaints, and to foster employee understanding of the rationale for practices, processes, and decisions.

Most problems can and should be solved in discussion with your immediate supervisor; this is encouraged as your first effort to solve a problem. You may also discuss your issues and concerns with the next level of management and/or Human Resources staff members. No matter how you approach your problem, complaint, or suggestion, you will find managers at all levels of the organization willing to listen and to help bring about a solution or a clarification.

3.17 Voluntary Termination of Employment

If an employee decides to terminate employment with the College, written notification should be given to the direct supervisor and to the Human Resources office at least two weeks before the final day of work. Failure to give such notice will result in the loss of accrued but unused vacation pay. If an employee does not report to work and does

not contact his or her supervisor for two consecutive work days, it is assumed that he or she has voluntarily terminated his or her employment at Notre Dame College.

3.18 Involuntary Termination of Employment

An employee is subject to discharge if his or her performance or conduct is not satisfactory and/or violates any of the policies and procedures of the College. Ordinarily, the determination to terminate is made by the direct supervisor in consultation with department head, vice president and the Director of Human Resources. In addition to the foregoing, Notre Dame College is an at-will employer, meaning that any staff member may terminate his or her employment at any time, with or without cause, and Notre Dame College reserves the same right.

3.19 Separation Checklist & Exit Interview

Employees who leave the College should arrange to meet with the Human Resources office before the last day of work to review the separation checklist and conduct an exit interview. In this meeting information is shared regarding health insurance coverage, last paychecks, collection of College property and an opportunity to share opinions on employment at Notre Dame College. The reasonable value of any College property not returned by the employee will be deducted from the employee's last paycheck.

4.1 Payday

All employees are paid on the last working day of the month. A schedule of pay dates will be furnished by the College at the beginning of each fiscal year. As required by law, the College withholds federal, state and local income taxes from an employee's earnings. Tax deduction amounts are determined by the exemption scheduled filed by each employee on the W-4 form. The College will only make other payroll deductions with prior employee authorization, such as for health/life insurance premiums, donations to the Annual Fund, etc. All employees in Ohio are required to utilize direct deposit.

4.2 Payroll Timekeeping

Federal and state laws require the College to keep an accurate record of time worked in order to calculate employee pay and benefits. Non-exempt employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons.

It is the employee's responsibility to sign his or her time record to certify the accuracy of all time recorded. The appropriate supervisor will review and then initial the time record before submitting it for payroll processing. In the event of an error in reporting time, the individual employee must immediately report the problem to Human Resources. It is the supervisor's responsibility to ensure that all timesheets are turned into Human Resources by the scheduled date for payroll.

Altering, falsifying, tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

4.3 Overtime

In accordance with the Federal Labor Standards Act (FLSA) and state wage and hour restrictions, nonexempt employees are eligible to receive overtime pay at a rate of one and one-half times their regular pay for time worked in excess of 40 hours per workweek. Exempt employees are not eligible for overtime premium pay; they are expected to work as many hours as required to perform the duties of the position.

Before overtime is worked, the non-exempt employee must have approval from his or her supervisor. Overtime is considered a condition of employment, and refusal to accept it when reasonable notice has been given is cause for

discipline, up to and including termination. At the supervisor's discretion, an employee's work schedule may be adjusted during a workweek to maintain a thirty-five hour workweek.

Approved paid absences, including but not limited to sick leave, vacation leave, holiday leave, FMLA, military leave, jury and witness duty, funeral/bereavement leave, and voting time off, are not counted as time worked for the purposes of computing overtime.

4.4 Compensation

Salaries are reviewed on a regular basis by Human Resources and the President's Office. Pay increases are part of the budgeting process and are discretionary. Any adjustments to salary will be made on the first of the month. If the adjustment falls on the 1st – 15th of the month it will be effective as of the 1st of that month and if the adjustment falls on the 16th – end of the month it will be effective the 1st of the following month.

4.5 Salary Basis Policy

It is the policy of the College to fully comply with the Fair Labor Standards Act. In keeping with this commitment, exempt employees will be paid their full salary for any workweek in which they perform work, subject only to deductions that are permitted by applicable federal, state or local law.

The College does not allow or condone improper deductions to be taken from an employee's pay. If you discover any mistake in connection with your pay, or your pay does not accurately reflect all hours worked, please report it to your supervisor or the HR Department immediately. The college will investigate, and if an improper deduction was made, the employee will be reimbursed.

4.6 Work Schedules

The normal work week for office personnel is thirty-five hours (35) per week from 8:30 a.m. to 4:30 p.m., Monday through Friday, with an unpaid one hour lunch period. Hours may vary slightly in specific departments. The normal work week for maintenance staff is thirty-five hours (35) per week from 7:30 a.m. to 3:30 p.m. with a one hour unpaid lunch period. Breaks during the day are paid but should be limited in number and duration.

Employees may be asked to adjust regular working hours to meet the needs of the students. In these cases, the schedule can be adjusted so that employees are not required to work more than 35 hours a week during the pay period. Telecommuting and flexible work schedules may be possible depending on the department and with approval of the supervisor.

4.7 Emergency Closure/Inclement Weather

The President of the College, in consultation with the executive officers, has the final responsibility for the closing of the College. A general announcement will be made through the local media, the College website and the College email system with details pertaining to the duration of the closing and what services will be retained.

Campus security will be expected to report to duty as usual. Salaried employees will be paid during the closing. Part-time employees will not be paid for snow days or any other days the College is closed. The College recognizes that its employees come from a wide geographic area and that road conditions vary greatly during times of inclement weather. Common sense and good judgment should act as the guide for employees as to whether they can safely get to work. It is understandable that employees may be late if the weather conditions in their area are particularly severe. An employee who does not come to work when the College is open must use vacation, sick or personal time for that day.

4.8 Performance Management

Ongoing performance-based communication is vital to Notre Dame College’s success. Performance appraisals will be performed annually. The performance appraisal provides a means for discussing, planning and reviewing the performance of each employee. Regular performance appraisals help employees clearly define and understand their responsibilities, provide criteria by which their performance will be evaluated and suggest ways in which they can improve performance.

5.1 Holidays

Traditionally, full-time regular employees at Notre Dame College are given paid time off for the following fourteen (14) declared holidays.

Christmas (3 days)	New Year’s (3 days)
Good Friday	Day before Thanksgiving
Thanksgiving	Day after Thanksgiving
Labor Day	Memorial Day
Independence Day	Martin Luther King Jr. Day

When special circumstances arise, a full-time regular employee may be asked to work on a day declared a holiday. When this occurs the supervisor will agree on compensation in one of two ways:

1. The employee can take an “in lieu of” day which means taking another day off and recording it as the holiday.
2. The employee can be paid for the holiday PLUS any hours worked on the holiday which can be considered double time.

There are no paid holidays for part-time, seasonal, temporary or student employees.

Part-Time Police Officers

When part-time campus police officers work on any of the following holidays, they will be paid overtime at a rate of time and one-half, regardless of how many hours they have worked in a week:

Christmas Day	New Years Day
Easter Sunday	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	

5.2 Vacation Pay

Full-time regular employees are awarded vacation days on a fiscal year basis (July 1 - June 30). Vacation days accrue immediately and are pro-rated in an employee’s first fiscal year. You will receive credit for working the full month if your start date is before the 15th of that month, according to the following schedule:

July-10	August-10	September-9	October-8
November-7	December-6	January-5	February-4
March- 3	April-2	May-1	June-0

Year 1 (date of hire to 6/30)	Prorated amount based on hire month
Year 2	10 days paid vacation
Year 3 to end of year 10	15 days paid vacation
Year 11+	20 days paid vacation

Part-time staff does **not** earn vacation days. Employees who work in 10-month positions or follow an academic schedule typically do not earn vacation but do accrue sick/personal days.

Vacation days are earned **throughout the course** of the fiscal year. Therefore, if an employee leaves the college for any reason and she/he has used more days than she/he has actually earned, the days will be taken out of her/his final paycheck. Additionally, an employee will be paid for accrued but unused vacation time upon termination of employment if the employee: (i) voluntarily quits his/her position and provides at least two weeks advance notice to the College; or (ii) is terminated by the College without cause. Employees who leave under any other circumstance, including those that are terminated “for cause,” are not entitled to payment for accrued but unused vacation time or any carryover vacation time. Only one-half of the vacation days an employee earns within a fiscal year can be carried over to the next fiscal year and must be used by September 30 of that year or be lost. For example, if an employee earns ten days vacation and has not used any by the end of the fiscal year, the employee can only carry over five days. These five days are added to the days the employee earns in the new fiscal year and must be used by September 30 of that year.

Vacation requests must be submitted to the supervisor for approval, preferably two weeks before the requested time off. A supervisor may deny a request at their discretion if that employee’s absence at that time would, in the sole judgment of the College; cause a hardship for the department. The absence forms should then be forwarded to the payroll office for record keeping.

Change of Status

Part-time staff that becomes full-time will be given credit for years of service for the purpose of computing paid vacation time on the following basis: two years of part-time employment will be considered equal to one year of full-time employment. Conversely, full-time staff that becomes part-time will no longer accrue vacation time and will be paid out any vacation time that is accrued but unused. Faculty will also be given credit for years of service the same as staff, should they move into a staff role.

5.3 Sick/Personal Time Off

Full-time regular employees accrue one (1) day off per month, up to 90 days, for illness, emergency or important personal business such as additional bereavement days. Sick and personal time off is not intended to be used for additional vacation time. Upon termination of employment the College will not reimburse employees for any accrued and not taken personal time for any reason. If an employee has used more than his/her earned personal days upon termination, the extra amount will be deducted from the final paycheck.

Employees can take personal time off in whole or half days only. Except in cases of illness or injury, personal time off should be approved in advance by the employee’s immediate supervisor. Completed forms are then to be forwarded to the Payroll Office for record keeping. Employees who are unable to report to work due to illness or injury must notify their immediate supervisor before the scheduled start of the workday. The College reserves the right to require a physician's statement for any absences in excess of three (3) consecutive working days for illness as well as a return to work/fit-for duty note.

5.4 Employee Benefits

The College offers a comprehensive program of benefits and services to help meet your needs throughout the various stages of your life. Full details of each benefit are available in documents issued by the College or its insurance carriers. Please contact Human Resources for details and eligibility for each program.

Each plan year you will have an opportunity to enroll in or change your selection of benefit options. However, federal regulations impose restrictions on enrollment and limitations on making subsequent changes. These opportunities and restrictions are explained in the materials available from Human Resources. Your rights and obligations, and those of the College, are governed by the terms of each benefit plan and, in some cases, by contracts with insurance companies. The plans are based on current federal and state law and are regulated by those laws. Any changes that occur within the law or regulations may have an impact that would require

modification of the plans. Benefits may be modified, amended or terminated from time to time by the College at its discretion or as required by applicable law, and the College reserves the right to terminate or modify the benefits as may be necessary or appropriate, with or without prior notice.

Many of the College's benefits are governed by Internal Revenue Code. As a result, there are rules that govern when you may change a benefit election throughout the year. Generally, you must have a family status change or life event. Examples include marriage or divorce, birth of a child, and a significant change in spouse coverage. You must notify Human Resources within 31 days of the life event; otherwise the only opportunity you will have to make a change in coverage is during the annual open enrollment period. To the extent of any conflict between the terms of this Employee Handbook and the Benefit Plan Documents, the terms of the Benefit Plan Documents will control.

5.5 Workers Compensation/Accidents at Work

All employees are covered by workers' compensation insurance, which compensates an employee for lost time, medical expenses, and loss of life or dismemberment from an injury arising out of or in the course of work. Employees must report any accident or injury immediately to his/her supervisor and the Human Resources Department so that the necessary paperwork may be completed.

5.6 Family Medical Leave

Notre Dame College will comply with the Family and Medical Leave Act, including but not limited to all implementing Regulations as revised effective January 16, 2009.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes with this policy, you should contact the Human Resources Department.

A. General Provisions

Under this policy, Notre Dame College will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

B. Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

- 1) The employee must have worked for the College for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. On the other hand, separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- 2) The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. Consistent with applicable law, time spent while on paid or unpaid leave will not count as "hours worked" for purposes of this determination.
- 3) The employee must work in a worksite where 50 or more employees are employed by the College within 75 miles of that worksite. The distance will be calculated by using available transportation by the most direct route.

C. Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) *The birth of a child and in order to care for that child.*
- 2) *The placement of a child for adoption or foster care and to care for the newly placed child.*
- 3) *To care for a spouse, child or parent with a serious health condition (described below).*
- 4) *The serious health condition (described below) of the employee.*

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A “serious health condition” is generally defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

In certain circumstances, this policy also covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences.

Employees with questions about what illnesses are covered under this FMLA policy are encouraged to consult with the Human Resources Coordinator.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the College may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

- 5) *Qualifying exigency leave for families of members of the National Guard and Reserves when the covered military member is on active duty or called to active duty in support of a contingency operation.*

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: 1) short-notice deployment, 2) military events and activities, 3) child care and school activities, 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation, 7) post-deployment activities and 8) additional activities that arise out of active duty, provided that the College and employee agree, including agreement on timing and duration of the leave.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave is counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

- 6) *Military caregiver leave (also known as covered service member leave) to care for an ill or injured service member.*

This leave may extend to up to 26 weeks in a single 12-month period for an employee to care for a spouse, son, daughter, parent or next of kin covered service member with a serious illness or injury incurred in the line of duty on active duty. “Next of kin” is defined as the closest blood relative of the injured or recovering service member.

D. Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. The College will measure the 12-month period as a rolling 12-month period.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For military caregiver leave, the College will measure the 12-month period as a rolling 12-month period. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the College and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave in any rolling 12-month period. If a husband and wife both work for the College and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave in any rolling 12-month period.

E. Employee Status and Benefits During Leave

While an employee is on leave, the College will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the College will require the employee to reimburse the College the amount it paid for the employee's health insurance premium during the leave period.

Under current College policy, the employee pays a portion of the health care premium. While on paid leave, the College will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Human Resources Department by the first day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The College will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the College will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums. If the employee does not continue these payments, the College may discontinue coverage during the leave.

F. Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the College's initial response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The College reserves the right to exempt certain key employees from this requirement and not return them to the same or similar position.

G. Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation, personal or sick leave prior to being eligible for unpaid leave. Sick leave may be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the College's sick leave policy.

Disability leave for an employee's own serious health condition, including workers' compensation leave (to the extent that it qualifies) and maternity leave, will be designated as FMLA leave and will run concurrently with FMLA. The employee will be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child, and/or for military FMLA leave for a qualifying exigency or military caregiver leave, must use all paid vacation, personal or family leave prior to being eligible for unpaid leave.

H. Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all

cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

The College may temporarily transfer an employee to an available alternative position consistent with applicable regulatory requirements, if the alternative position would better accommodate the intermittent or reduced schedule, and when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the College and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

I. Certification for the Employee's Serious Health Condition

The College will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition (<http://www.dol.gov/esa/whd/forms/WH-380-E.pdf>).

The College reserves the right to ask for a second opinion if it has reason to doubt the certification. The College will pay the costs associated with a certification from a second doctor, whom the College will select. The College reserves the right to deny FMLA leave to any employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the College will require the opinion of a third doctor. The College and the employee will mutually select the third doctor, and the College will pay the costs associated with the third examination. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

J. Certification for the Family Member's Serious Health Condition

The College will also require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition (<http://www.dol.gov/esa/whd/forms/WH-380-F.pdf>).

The College reserves the right to ask for a second opinion if it has reason to doubt the certification. The College will pay the costs associated with a certification from a second doctor, who the College will select. The College reserves the right to deny FMLA leave to any employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the College will require the opinion of a third doctor. The College and the employee will mutually select the third doctor, and the company will pay the costs associated with the third examination. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

K. Certification of Qualifying Exigency for Military Family Leave

The College will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave (<http://www.dol.gov/esa/whd/forms/WH-384.pdf>).

L. Certification for Serious Injury or Illness of Covered Service member for Military Family Leave

The College will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service member (<http://www.dol.gov/esa/whd/forms/WH-385.pdf>).

M. Recertification

Consistent with applicable FMLA regulations, the College reserves the right to request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the College receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. In certain cases, the College may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

N. Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the HR manager. Within five business days after the employee has provided this notice, the HR manager will complete and provide the employee with the DOL Notice of Eligibility and Rights (<http://www.dol.gov/esa/whd/fmla/finalrule/WH381.pdf>).

When the need for the leave is foreseeable, the employee must provide the College with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the College's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

O. Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the Human Resources Director will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice (<http://www.dol.gov/esa/whd/forms/WH-382.pdf>).

P. Intent to Return to Work from FMLA Leave

The College reserves the right to require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

5.7 Military Leave/USERRA

Regular full-time and part-time employees who are in the U.S. Armed Services, National Guard or Reserves will be granted a military leave of absence to attend scheduled drills or training or if called to active duty. Any military leaves of absence will be unpaid. The employee may use earned vacation time if the employee wishes. Subject to the terms, conditions and limitations of the applicable plans for which employees are otherwise eligible, employees can elect to continue their health insurance benefits for up to twenty-four (24) months while on military leave, or can elect to reinstate their health insurance benefits upon their return from a military leave of absence.

If the employee is on two week active duty training assignments or inactive duty training drills, all benefits and job status will resume as normal if the employee reports back to work on the next regularly scheduled workday after release from training. If the employee is on a longer military leave, he/she must apply for reemployment in

accordance with all applicable state and federal laws. Upon return from military leave, every reasonable effort will be made to return the employee to his/her previous position or a comparable one. The employee will be treated as though he/she was continuously employed for purposes of determining benefits based on length of service

5.8 Short Term Disability

Full-time employees are eligible for short-term disability coverage the first of the month coinciding with or following date of hire. Short-term disability will pay 75% of your base salary up to 40 working days. Before you are eligible for this three-quarters salary benefit, **you must have exhausted all accrued personal, sick, and vacation time.** If a paid holiday occurs during the time you are on short-term disability, you will receive only three-quarters compensation for that holiday. This College paid short-term disability runs concurrent with FMLA.

5.9 Long Term Disability

Full-time employees are eligible for long-term disability coverage the first of the month coinciding with or following date of hire. Notre Dame College pays entire premium, 6 month elimination period, pays up to 60% of salary to age 65, conversion available upon termination.

5.10 Bereavement Leave

A leave of absence with pay up to, but not exceeding, three (3) working days may be granted to all full-time regular employees who request such leave when a death occurs in the employee's immediate family. The immediate family includes spouse, children, parents, brothers, sisters, mother-in-law, father-in-law, brothers-in-law, sisters-in-law, grandparents and grandparents-in-law. The College may permit vacation days, personal days or leave without pay to be used to supplement paid days if necessary upon request. If the death of an immediate family member occurs while an employee is on vacation or holiday, this benefit is not added to the vacation or holiday nor are compensating days allowed at some other time.

Requests for time off to attend the funeral of persons outside the employee's immediate family must be approved by the supervisor. If granted, the time may be taken unpaid or charged against accrued personal or vacation time.

5.11 Jury Duty

Any compensation collected by an employee serving on a jury is to be kept by the employee to help offset any out-of-pocket expenses incurred. Employees will receive regular pay while on jury duty. Supervisors are to be notified immediately if an employee is summoned to jury duty. A copy of the summons is to be provided to the Human Resources Office. If the employee is excused from jury duty or is released early, that employee is required to report to work.

5.12 Personal Leave of Absence

The granting of an unpaid leave of absence for reasons not expressly stated elsewhere in this handbook is at the sole discretion of the College. The employee must have completed one year of continuous service in order to request such a leave. The College cannot guarantee that an employee who goes on unpaid leave will be returned to his/her former position or its equivalent. Failure to return when leave expires will be considered automatic voluntary resignation from employment.

Requests for unpaid personal leave must be submitted in writing to your supervisor. The length of the leave and reason must be stated. Any leave granted will be limited to an initial leave not to exceed thirty (30) days. An employee may then request an extension of the leave by submitting to the Vice President of the department and the Director of Human Resources another written request for an extension stating the length of and the reason for the extended leave request. All accrued vacation time must be used prior to the start of an unpaid personal leave of absence. While on unpaid personal leave you are responsible for the full premium (both the employee and the

College portion) payment for benefits you were enrolled in as of the initial date of that unpaid leave. You will not accrue paid sick leave or paid vacation while on unpaid personal leave.

5.13 Tuition Remission

Full-time employees of Notre Dame College are eligible to take classes at the College free of charge after 90 days of employment. Class attendance may not interfere with the regular work schedule of the employee. Classes can only be taken if space is available. The tuition and annual fee will be waived. Classes through The Finn Center are reimbursable if not conducted by an outside vendor.

If an employee wishes to pursue a degree, the employee must meet all the entrance requirements and complete the normal admission process. Tuition benefits are also available to an employee's dependents, as defined by the IRS. If, for any reason, an employee leaves the employ of the College during any course, the former employee must pay for the balance of the course on a pro-rated basis.

Tuition benefits are available to part-time employees after 90 days of employment. A one quarter-time employee will receive one-quarter (25%) of a reduction in tuition; a one half-time employee will receive one-half (50%) of a reduction in tuition; and a three quarter-time employee will receive three quarters (75%) of a reduction in tuition. (A full-time employee works 35 hours per week). If, for any reason, an employee leaves the employ of the College during any course, the former employee must pay for the balance of the course on a pro-rated basis.

Tuition remission sheets must be signed by Human Resources at the beginning of each semester in order to receive the discount.

Staff and their families receiving tuition benefits for attendance at NDC

The following guidelines must be followed if a Staff person or relative receives a reduction in tuition, fees, and or room and board. This applies if he or she is going for their first bachelor's degree and taking at least 6 credit hours each semester.

1. Funds received from the State of Ohio through the Ohio Choice Grant, Ohio Instructional Grant, Part-time Instructional Grant, Ohio War Orphans, Ohio Academic Scholarships are established to help cover tuition costs. The Federal Pell Grant is also provided to cover tuition assistance.

The Notre Dame College Full tuition benefit will be reduced dollar for dollar with any funds received by the student from these federal and state programs.

- Students receiving a partial tuition benefit will not have their tuition benefit reduced unless the sum of state aid and the benefit amount exceeds tuition cost.
 - The College requires students to apply for Federal Financial Aid in order to determine the eligibility for these state assisted funds.
2. All other federal and institutional funds will be awarded in accordance with federal guidelines and NDC packaging guidelines.

6.1 College ID & Keys

As a vital part of our security system, a Notre Dame College identification badge with your name, photo and department will be issued to you on your first day of employment. The ID badge is also your electronic key to enter the building and other secured areas as needed and can also be used for OhioLINK. If your identification badge is lost or stolen, you must obtain a replacement and a fee may be charged. Lost or stolen cards should be reported to the Police Department, as soon as possible. Employees may also be given keys to offices or conference rooms as part of their job duties at the College. Key holders accept responsibility for the security of the equipment and area

to which they have access and should not loan keys to others. Upon termination, employees will be required to return ID badges and keys to Human Resources as part of the Exit Interview.

6.2 Travel

Employees will be reimbursed for reasonable and necessary expenses incurred in connection with approved travel on behalf of the College. The College strongly encourages use of travel discounts when making travel arrangements.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically addressed by a policy, the most conservative course of action should be adopted.

6.3 Expense Reimbursements

Notre Dame College maintains an accountable plan for expense reimbursements. Notre Dame College reimburses tax-free timely substantiated expenses for business purposes. Excess reimbursements must be returned to the finance office within a reasonable amount of time.

Adequate substantiation means providing records to the finance office which state:

- the amount of the expense,
- the time and place of the travel/business entertainment,
- the business purpose of the expense, and
- the business relationship to Notre Dame College of any persons entertained.

In the case of an advance, any excess advance must be returned to the finance office within a reasonable amount of time along with the timely substantiation. Failure to meet these requirements will result in the reimbursement/advance being counted as taxable wages. See the finance office for any questions on expense reimbursements.

6.4 Driving and Motor Vehicle Policy

The safety of Notre Dame College's students, faculty, staff and the public is extremely important to the College. As such, the policy is a separate document with its own acknowledgement page. This policy is applicable to the drivers of College owned, leased or rented vehicles that are used in the course and scope of College business. It is also applicable to all employees who are required to drive as a part of their job description as well as all drivers of the College passenger vans.

6.5 Grant Writing

The Director of Grants & Research is responsible for writing institutional proposals, e.g., scholarships, capital campaign, etc. All other proposals are written by project directors with oversight from the Director of Grants & Research. Please contact the Director of Grants & Research for a copy of the detailed procedures for grant writing.

6.6 Fundraising

It is the policy of Notre Dame College for all fundraising monies to flow through the Office of College Advancement. Therefore, any monies raised by any groups associated with Notre Dame College (i.e. athletic teams, alumni association, student activity groups, library, etc.) will be given to the Office of College Advancement; then the Finance Office will deposit them into the appropriate fundraising account.

Money provided to the Advancement Office by noon will normally be delivered to the Finance Office by the end of the same business day. Money is deposited within 48 hours.

This policy allows for accurate accounting of all money raised by the College. It also allows the Advancement Office the opportunity to accurately tally, report, and receipt donors' gifts.

Some examples include:

1. The basketball team holds a foul-a-thon and collects pledges. Cash and checks are turned in to the Advancement Office when the fundraiser is finished. All gifts are allocated to the basketball fundraising account. Cash* is credited as an anonymous gift. Checks are credited to the legal donor (the name on the check). An acknowledgement letter/receipt is mailed to the donor within 48 hours.
2. The athletic department sells sweatshirts to benefit athletics. The cost of each sweatshirt is \$40, but they are sold for \$60 (\$20 profit per shirt). The purchaser/donor can receive a \$20 gift credit (because they received an item valued at \$40). Cash* and checks are treated as in the above example.
3. The Black Scholars holds a bake sale. All profits are delivered to the Advancement Office. All gifts are allocated to the Black Scholars account and credited as anonymous.
4. The library holds a book sale. All profits are delivered to the Advancement Office. All gifts are allocated to the library account and credited as anonymous (the donor cannot receive legal credit as a gift because they received something in return).

Some things to remember:

- The cost of raffle, lottery, or bingo tickets is never tax deductible.
- The College, or any of its affiliates, should not provide tax advice. Instead, the following terminology should be used: “Your contribution is tax-deductible to the fullest extent of the law.”
- It is up to the donor to determine tax-deductibility.
- *For a donor to receive a receipt (i.e. for tax credit) for a gift of cash, the gift must be tracked properly and a valid address must be received with the gift.
- Similarly, full name and mailing address must be recorded when taking a credit card gift.
- No department, other than Advancement, should provide receipts to donors unless prior approval is given.
- Organizations wishing to conduct fundraising programs, sponsorships, and/or advertising directed at or involving the solicitation of non-students must submit a proposal through their faculty advisors and the Dean of Student Life for approval and forwarding to the Office of College Advancement.

6.7 Other Notre Dame College Handbooks

In addition to this Employee Handbook, there are other handbooks that may apply to NDC employees. These include: Notre Dame Faculty Handbook, Athletic Coaches Handbook and the Notre Dame Student Handbook.

6.8 Traffic and Parking Rules

1. Ensure there is clear wording in the handbook that: employees shall comply with all laws of the State of Ohio, including all provisions of the Ohio Traffic rules under statute Ohio Revised Code 4511 and obey all posted traffic signal devices and warning signs (e.g. stop signs, yield signs, crosswalks, directional signs). All employees shall obey all laws regarding parking as provided in Ohio Revised Code 4511.681.
2. Traffic violation tickets:
 - a. Fine schedule:
 - i. 1st Offense in 12-months: \$50 fine, once payment received, case closed
 - ii. 2nd Offense in 12-months: \$100 fine, once payment received, case closed. HR notified, warning letter issued by HR
 - iii. 3rd Offense in 12-months: \$200 fine, HR notified and disciplinary action considered
 - iv. 4th Offense in 12-months: \$250 fine, HR notified and disciplinary action considered; restricted from driving on campus for 12-months
 - v. Any subsequent offense within 12-months: will be directed to HR for disciplinary action
 - b. Processing of ticket:
 - i. Tickets will be issued to violator
 - ii. Police will retain police record copy
 - iii. Court copy will be sent to Student Services for payment due

1. After fine is paid by violator at student services, attach receipt to ticket and send back to NCDPD
 - iv. Offender may appeal ticket. Must complete appeal process form and await a hearing date.
 - v. Appeal hearing will be before Chief of Police. If a ticket is issued by Chief, Dean of Students will preside over the appeal. All decisions by the hearing official are final.
3. Parking violation tickets:
 - a. Fine Schedule:
 - i. 1st Offense in 12-months: \$20 fine for all violations, except handicap parking violations / \$250 for handicap parking violations
 - ii. 2nd Offense in 12-months: \$20 fine for all violations, except handicap parking violations / \$250 for handicap parking violations
 - iii. 3rd Offense in 12-months: \$100 fine and referral to HR for disciplinary action consideration / \$250 for handicap parking violations
 - iv. 4th Offense in 12-months: \$150 fine and banned from parking on college campus for 12-months / \$250 for handicap parking violations
 - v. NOTE: Unpaid parking tickets
 1. >60days old, will be forwarded to HR for disciplinary action consideration
 2. Violators with fines greater than \$250 outstanding, will be subject to a vehicle 'boot' until fines paid in full
 - b. Processing of Tickets
 - i. Tickets will be issued to violator
 - ii. Police will retain police record copy
 - iii. Court copy will be sent to Student Services for payment due
 1. After fine is paid by violator at student services, attach receipt to ticket and send back to NCDPD
 - iv. Offender may appeal ticket. Must complete appeal process form and await a hearing date.
 - v. Appeal hearing will be before Chief of Police. If a ticket is issued by Chief, Dean of Students will preside over the appeal. All decisions by the hearing official are final.