



DELAWARE COLLEGE OF ART AND DESIGN
STAFF HANDBOOK
TITLE IX & VII REVISED AUGUST 10, 2020

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A. INTRODUCTION

The Staff Handbook serves as a guide for the staff of Delaware College of Art and Design. The Handbook describes current policies and procedures and the benefits currently available to its administrative employees. This Handbook represents the collaborative effort by a group of College administrators and professional staff.

The Handbook is required reading for all administrative employees, supersedes all previously published policies and procedures, and is subject to revision at the sole discretion of the College. It may be revised and expanded as new policies are developed and existing ones modified, in response to the needs of the College and its employees.

Employment is on an at-will basis, so that either the College or the employee may end the relationship at any time and do so without cause or prior notice. Nothing in this Handbook changes the employment-at-will relationship or creates an express or implied contract or promise concerning the College's policies or practices, including policies or practices it will implement in the future. Accordingly, the College retains the right to establish, change, and abolish its policies, practices, rules, and regulations at will and as it sees fit.

This Handbook is not, however, intended to anticipate every situation or to answer every question about employment at the College. In addition, this Handbook is not an employment contract and is not intended to create any contractual or other legal rights. Specific questions concerning the policies and practices described in this Handbook should be directed to your immediate supervisor or the director of finance.

No exception will be made to any of the policies and practices contained in this Handbook unless the president of the College approves such exception in writing. The president will resolve any dispute about the interpretation of any of the policies or practices and his/her decision will be final.

A.1. OVERVIEW OF THE DELAWARE COLLEGE OF ART AND DESIGN

In response to a request from Wilmington 2000 and encouraged by the interest expressed by Wilmington's corporate community and civic leadership, the Corcoran College of Art and Design and Pratt Institute proposed the establishment of a two-year professional college of art and design in downtown Wilmington. The Delaware College of Art and Design, a Creative Partnership of the Corcoran College of Art and Design and Pratt Institute, began full-time operation in September 1997.

The Delaware College of Art and Design, or DCAD, is located at 600 N. Market Street in the center of downtown Wilmington. Its historic art deco building has been newly renovated and transformed into a state-of-the-art educational facility. Technologically current computer imaging and graphics labs, darkrooms and photo studios reflect the latest developments in these fields, while painting, drawing, and design studios, bathed in natural light; merge the modern with the traditional. Its first floor Toni & Stuart Young Gallery provides an important showcase for student work, is open to the public, and is part of the downtown Art Loop that attracts visitors and residents alike to explore the cultural resources of the city.

The College offers a two-year associate degree (A.F.A.) along with programs in Continuing Education. It draws the majority of its students from the State of Delaware and the adjoining areas of Pennsylvania, Maryland, and New Jersey.

A.2. ACCREDITATION

The Delaware College of Art and Design is independently accredited by the Middle States Commission on Higher Education (MSCHE), 3624 Market Street, Philadelphia, PA 19104, 215-662-5606, www.msche.org, and the National Association of Schools of Art and Design (NASAD), 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190, 703.437.0700, www.nasad.arts-accredit.org. DCAD has the legal authority to award degrees from the Delaware State Board of Education.

A.3. COLLEGE MISSION AND VISION

A.3.a. The Mission

The Delaware College of Art and Design educates, empowers, and challenges emerging artists and designers. We engage and inspire an inclusive and diverse creative community.

A.3.b. DCAD's Vision

DCAD teaches artists and designers the skills that will empower and challenge them to take creative risks and engage with their communities. We continue to evolve as a powerhouse of creativity and inspiration in Wilmington and beyond.

A.3.c. The Associate Degree (AFA)

DCAD offers the Associate of Fine Arts degree in six major areas of concentration: Animation Fine Art, Graphic Design, Illustration, Interior Design, and Photography. The program serves highly motivated students who are pursuing careers in the fields of art and design. Apart from the traditional disciplines of the fine artist, these include diverse design opportunities in publishing, marketing, computer graphics, advertising, packaging, display design, photography, and other design-related fields.

The associate degree program emphasizes studio education in art and design combined with a liberal arts program as mandated by the relevant accrediting agencies. The studio curriculum allows students to develop basic skills, concepts, and values in their respective areas of study. The liberal arts curriculum instructs students in written and verbal expression, critical thinking, the history and theories of art and design, and the humanities.

Students enrolled in the associate degree program will receive thorough preparation for transfer opportunities. Completion of requirements of the associate degree may be accomplished through two years of full-time study. The curriculum ranges from 68 to 70 credits. Upon completion, students will earn 67 to 70 credits composed of 43-46 credits in studio courses and 24-25 credits in liberal arts courses. Each associate major program requires a core group of foundation and academic courses during the first year.

A.3.d. Creative Partnerships

DCAD has strong creative partnerships with the Pratt Institute in Brooklyn, NY and the Corcoran College of Art and Design in Washington, DC. Students who successfully complete the DCAD curriculum and maintain an average of 2.75 GPA or better have the option of transferring directly from DCAD into the third-year curriculum at either Pratt.

A.3.e. Continuing Education

In addition to its degree programs, DCAD offers an extensive schedule of Continuing Education (CE) courses. Open to the general public, the CE program offers courses, workshops, and special events in both the applied and fine arts, including certificate programs in Art and Design, Graphic Design, Interior Design, Photography, and Web Design. Courses are primarily scheduled in the evening and on weekends and are designed to meet the vocational and avocational goals of the greater Wilmington community.

CE also partners with Admissions to coordinate and conduct young artists' programs for high school students in support of DCAD's mission to build enrollment.

A.4. PROGRAMS

The Delaware College of Art and Design offers the Associate of Fine Arts degree in six areas of concentration: Animation, Fine Arts, Graphic Design, Illustration, Interior Design, and Photography. The program serves highly motivated students who are pursuing careers in art and design. As well as the traditional disciplines of the fine artist, these include diverse design opportunities in both electronic and traditional publishing, marketing, computer graphics, advertising, packaging, display design, and photography.

The Associate of Fine Arts degree program emphasizes studio education in art and design combined with an academic studies program as mandated by the relevant accrediting agencies. The studio curriculum allows students to develop basic skills, concepts, and values in their respective areas of study. The academic studies curriculum instructs students in written and verbal expression, critical thinking, the history and theories of art and design, and

the humanities.

Completion of requirements of the associate degree may be accomplished through two years of full-time study. The curriculum for the majors of Animation, Fine Arts, Graphic Design, Illustration, and Photography consists of 68 credits, composed of 44 studio art credits and 24 academic credits. The Interior Design major consists of a total of 70 credits, composed of 46 studio art credits and 24 academic credits. All areas of concentration require a core group of foundation and academic courses during the first year. Starting with their second year, students take a mixture of courses specific to their area of concentration, as well as academic courses.

Qualified applicants may begin the degree program in the spring semester, followed by an intensive summer program.

A.4.a. Articulation Agreements

DCAD has established transfer credit through formal articulation agreements with several four-year colleges: Monserrat College of Art, Moore College of Art and Design, Pratt Institute, Watkins College of Art and Design, and University of the Arts. These articulation agreements ensure a smooth transition from an AFA to a BFA. More information on specific articulation agreements can be found on [DCAD's Consumer Information webpage](#)

B. COLLEGE GOVERNANCE

B.1. BOARD OF TRUSTEES

The Board of Trustees is the legal governing body of the Delaware College of Art and Design and holds ultimate authority as well as fiduciary responsibility for the College. It is the final institutional authority that grants degrees upon recommendation of the College.

The Board of Trustees consists of 15 members, plus one faculty and one student representative who serve as *ex officio* members of the Board.

B.2. PRESIDENT'S LEADERSHIP COUNCIL

The President's Leadership Council of the Delaware College of Art and Design is an advisory, adjunct body to the Board of Trustees, who assigns its responsibilities at its discretion. The President's Leadership Council is explicitly charged with extending DCAD's connections and support into a broader segment of the community, while representing and interpreting the views of the community.

The President's Leadership Council comprises nine *ex-officio* members and approximately 23 lay members chosen to be broadly representative of the best and most enlightened educational, artistic, and business leadership in the Wilmington community.

C. ADMINISTRATION

C.1. PRESIDENT

The president is the chief executive officer of the Delaware College of Art and Design and is the sole person responsible directly to the Board of Trustees for implementation of the policies and directions of the Board and its committees. All officers, faculty, staff, and students of the College are ultimately responsible to the president, and he or she is their official means of communication with the Board. It is the president's ultimate responsibility to direct the total program, including that of business management, of the College. He or she is responsible for employing all members of the faculty and staff.

C.2. DIRECTOR OF FINANCE

The director of finance oversees the College's operations/facilities management and security system, manages all financial operations of the College, including student accounts, and oversees all human resource functions.

C.3. ACADEMIC DEAN

The dean serves as the chief academic officer of the College. The dean works with the president in administering the academic operations of the College, while fostering faculty creativity, scholarship, and performance.

C.4. DIRECTOR OF ADMISSIONS

The director of admissions is responsible for effectively recruiting, reviewing, and admitting students to the College's associate degree programs. This includes general interaction with the public, direct involvement with applicants, and establishing positive relationships with area high schools and prospective students.

C.5. DIRECTOR OF FINANCIAL AID

The director of financial aid assists students with the federal student aid application process, administers the institutional financial aid program and directs students to external resources, and oversees institutional compliance in accordance with Title IV requirements.

C.6. DIRECTOR OF STUDENT SERVICES

The director of student services leads various aspects of student life including housing, campus activities and co-curricular programming, preliminary personal and transfer counseling, and problem intervention, as well as student policy enforcement and disciplinary issues.

C.7. REGISTRAR

The registrar maintains all academic records, administers an efficient registration system, issues necessary enrollment reports, and establishes procedures appropriate to these duties.

C.8. DIRECTOR OF CONTINUING EDUCATION

The director of continuing education is responsible for planning, directing, and evaluating all non-degree programs, as well as developing opportunities for new course offerings. CE also partners with the Department of Admissions to coordinate and conduct young artist programs for high school students.

C.9. LIBRARY DIRECTOR

The librarian/library director is responsible for all policies and operations relating to the Edgar A. Thronson Library. This includes assisting students with research, answering reference questions, supervising library assistants, and teaching research-related sessions on the use of art library and internet resources.

C.10. DIRECTOR OF COMMUNICATIONS

The director of communications is responsible for the development of DCAD's institutional image, developing communication strategies implemented through public relations, media relations, advertising, publications, promotional materials, exhibitions, and community outreach.

C.11. DIRECTOR OF DEVELOPMENT

The director of development is responsible for management, in cooperation with the president of a comprehensive, integrated, fundraising program, with emphasis on major gifts and capital fundraising. grant writing, and institutional advancement.

For a complete staff listing, see [DCAD Organizational Chart](#) on the admin-shared drive (S).

D. FACULTY

D.1. PROGRAM CHAIR

A faculty member serves as coordinator for each area of concentration, namely Animation, Fine Arts/Foundations, Graphic Design, Illustration, Interior Design, and Photography. A program chair is also appointed for Liberal Arts.

The program chairs work closely with the dean to establish faculty, curriculum, and educational services for the area that reflect the educational policy of the school as a whole and fulfill the needs and interests of the student body. As representatives of their areas and as leaders within the College community, the program chairs fulfill an important role as decision-makers, consensus-builders, and communicators.

E. GENERAL POLICIES AND PROCEDURES

E.1. DISCRIMINATION

The Delaware College of Art and Design is committed to a policy of equal opportunity for all educational activities, admissions, scholarship and loan programs, and employment. Discrimination on the basis of color, national origin, religion, sex, sexual orientation, gender identity or expression, age, physical disability, marital status, , veteran status, or other protected status is prohibited at the Delaware College of Art and Design. Acts of discrimination that limit or deny access to the educational process and that create a hostile environment are not consistent with the philosophy or mission of Delaware College of Art and Design.

E.2. CODE OF CONDUCT (UPDATED 4.1.17)

The College expects its employees to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable, and productive. Employees should be respectful, courteous, civil, and mindful of others' feelings and needs. General cooperation between coworkers and supervisors is expected. Individuals who act in an unprofessional manner will be subject to disciplinary action.

The College, as part of its commitment to providing its students with an education of the highest quality, expects all employees to:

- treat students, visitors, and other employees in a professional manner;
- perform assigned tasks efficiently;
- be punctual;
- follow the policies adopted by the College.

The College retains the sole discretion to exercise all managerial functions, including the right to:

- dismiss, assign, supervise, and discipline employees;
- determine and change starting times, quitting times, and working hours;
- transfer employees within departments or into other departments and other classifications;
- determine and change the size and qualifications of the work force;
- determine and change methods by which its operations are to be carried out;
- assign duties to employees in accordance with the College's needs and requirements and to carry out all ordinary administrative and management functions.

E.3. DEFINITIONS

E.3.a. Exempt

The law specifies that you are an exempt employee if your duties are principally executive, administrative, or professional. An exempt employee is not under the protection of wage and hour laws. Exempt employees are expected to work at least the number of hours agreed upon for their position and are not paid overtime.

E.3.b. Non-Exempt

Non-exempt employees are those who are protected by the hours of work and overtime provisions of the Fair Labor Standards Act, regardless of title or function, and regardless of full-time or part-time status. Non-exempt employees working more than forty (40) hours per week, excluding lunch, will be paid overtime at the rate of one and one-half (1½) times their hourly wage (with prior approval of their supervisor). All part-time employees who are paid hourly are considered non-exempt.

The director of finance or the president will make the final determination of who is exempt or non-exempt. For a more extensive explanation of these terms, please refer to the Federal Wage-Hour poster located in the mailroom.

E.3.c. Working Hours

The workday is normally 9 a.m. to 5 p.m., or 8:30 a.m. to 4:30 p.m., Monday through Friday, with one (1) hour for lunch for full-time employees. Employees may observe either schedule with their supervisor's approval. If the nature of their position requires it, employees may be assigned weekend or evening hours, at the discretion of their supervisor. For purposes of recording overtime, the workweek is defined as Sunday through Saturday.

E.3.d. Compensation for Work beyond Regularly Scheduled Hours

Compensatory Time is not a legal entitlement for all employees. Employees are expected to cooperate when the College's business operations require overtime work.

Non-exempt salaried and hourly employees who work more than forty (40) hours (excluding meal periods) in any work week (Sunday-Saturday), with the approval of their supervisor, will be paid at the rate of 1½ times their regular rate ("overtime rate") for all hours worked in excess of 40 hours. Or, at the discretion of their supervisor, will be allowed compensatory time off at a rate equal to 1½ times the hours worked over forty (40) hours in a week.

Exempt salaried employees will not be paid for hours worked in excess of forty (40) hours per week in order to fulfill their job responsibilities. However, at the discretion of their supervisor, compensatory time may be awarded for hours worked in excess of the employee's regularly scheduled hours in order to fulfill duties that are beyond the scope of the employee's job description. Compensatory time must be approved in advance by the supervisor and must be taken within the current or immediately preceding pay period in which it is earned.

E.3.e. Full-time/Part-time

Full-time: Employees whose workweek consists of forty hours, which includes one (1) hour each day as a lunch break. Employees are encouraged to take lunch between 11 a.m. and 2 p.m., unless otherwise approved by their supervisor. Lunch break must be taken at least two (2) hours prior to the end of the day and may not be used as an opportunity to leave one (1) hour early at the end of the day. Full-time College employees receive a full array of health, life, and disability insurances, and retirement benefits (see Benefits).

Part-time: Employees who work on an hourly basis and whose workweek consists of less than 30 hours of working time (not counting lunch or breaks). Length and frequency of breaks for part-time employees are specific according to position and are the decision of the supervisor, within the restrictions of Delaware labor laws. There is no guarantee of hours for part-time non-exempt employees. Although part-time employees may be hired for a set number of hours per week, their supervisor may alter their schedules to serve the needs of the College.

For employees working less than 30 hours but at least 20 hours per week, annual and sick leave are available on a prorated basis. Leave time and benefits are prorated in proportion to the regularly scheduled hours the employee works as compared to a full-time schedule.

Employees working less than 20 hours per week or less than one thousand (1,000) hours per year are not eligible for paid holiday, annual and sick leave or other College-paid benefits, except in previously agreed circumstances. However, see Employee Benefits for benefits that are available to all College employees.

E.4. AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY (EEO)/AMERICANS WITH DISABILITIES ACT (ADA)

The Delaware College of Art and Design is dedicated to providing an academic and work environment that is racially and culturally diverse. Intellectual, artistic, and professional growth is enhanced in an atmosphere that supports and encourages mutual respect for individual differences.

The Delaware College of Art and Design is committed to a policy of equal opportunity for all educational activities, admissions, scholarship and loan programs, and employment. Discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, physical disability, marital status, veteran status or other basis that would be in violation of applicable federal, state, or local law is prohibited at the Delaware College of Art and Design.

The Delaware College of Art and Design is a private, not-for-profit, educational corporation, tax-exempt under the United States Internal Revenue code. The College's non-discriminatory employment policies and practices provide equal opportunity in the application and employment process. Employment opportunities are available to all qualified applicants with selection determined on the basis of education, experience, aptitude, and ability.

Specifically, this policy applies to all terms and conditions of employment including, but not limited to: hiring, the probationary period of three months, training, promotion, compensation, benefits, layoff and recall, disciplinary action, termination, and retirement. These commitments apply uniformly to and are the responsibility of all levels of management.

Employees are protected by law from coercion, intimidation, interference, discrimination, or harassment for filing a complaint or assisting in an investigation in connection with federal and state EEO laws and regulations.

The director of finance is assigned responsibility for developing, facilitating, and monitoring Equal Employment Opportunity. A complete statement of applicable Federal and State Equal Employment Policies is posted in the mailroom.

All college owned properties are assessed annually for ADA compliance. Employees may submit requests on line at www.dcad.edu for new or modified ADA accommodations.

E.5. SEXUAL HARASSMENT, SEXUAL VIOLENCE, TITLE IX

Delaware College of Art & Design Title IX Policy

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 *et seq.*, is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Delaware College of Art & Design (the "College") must comply with Title IX.

Under Title IX, schools must operate free from sex discrimination, including sexual harassment.

Any of the following conduct on the basis of sex constitutes sexual harassment:

- An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct (often called "*quid pro quo*" harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or

- Sexual assault, dating violence, domestic violence, or stalking.

The College will take immediate action to eliminate sex discrimination, sexual harassment, or sexual violence, prevent its recurrence, and address its effects. The College has a responsibility to respond promptly and equitably if the College has actual knowledge of or notice of sexual harassment allegations within the College's campus environment, education program or activity. An education program or activity includes locations, events or circumstances over which the College has exercised substantial control over both the respondent and the context in which the sexual harassment occurs and also includes any building owned or controlled by a student organization that is officially recognized by the College.

The College defines Actual Knowledge as notice of sexual harassment or sexual harassment allegations to a school's Title IX Coordinator, or any official of the school who has authority to institute corrective measures on behalf of the recipient, or to any employee of an elementary or secondary school.

A criminal investigation into allegations of sexual harassment or sexual violence does not relieve the College of its duty under Title IX to resolve complaints promptly and equitably.

The College does not discriminate on the basis of sex, nor does it tolerate discrimination on the basis of sex in its education programs and activities or employee work environments. The College strives to provide an environment free from sex discrimination, including sexual harassment. The College encourages students, parents, and staff to identify barriers to a discrimination-free environment in all schools. Any person (*e.g.*, the alleged victim or any third party) may make a report to the Title IX Coordinator.

Complaints and/or inquiries concerning allegations of sexual harassment, or discrimination on the basis of sex, shall be directed to the College's Title IX coordinator in person, or by phone, mail, or e-mail, to Office of Civil Rights, or the Assistant Secretary of the U.S. Department of Education. Any person (*e.g.*, the alleged victim or any third party) may report to the Title IX Coordinator. All complaints will be received and investigated in a prompt and equitable manner.

The College's Title IX Coordinator is:

Katy Ro, Academic Dean
600 N. Market street
Wilmington, DE 19801
302-622-8000 x210
kro@dcad.edu

The Office of Civil Rights is located:

Office for Civil Rights, Philadelphia
U.S. Department of Education
The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Tel: (215) 656-8541
Fax: (215) 656-8605
Email: OCR.Philadelphia@ed.gov

The Title IX Coordinator's responsibilities include overseeing all complaints of sex discrimination and sexual harassment, and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. If a report of sexual harassment is made to a College employee, the employee will inform the Title IX Coordinator.

When the Title IX Coordinator is aware of an allegation of sexual harassment, the Title IX Coordinator will promptly and confidentially reach out to the student or staff member alleging sexual harassment to discuss available options, including, but not limited to:

- The availability of supportive measures to restore access to the school’s education program or activity with or without the filing of a formal complaint;
- The right to file a complaint to initiate an investigation into the sexual harassment allegations; and
- The process for filing a formal complaint.

The Title IX Coordinator will provide the complainant with information concerning the right to supportive measures even if no formal complaint is filed. The College will consider the alleged victim’s wishes with respect to requests for supportive measures.

The respondent may also benefit from supportive measures. Supportive measures are free, individualized services designed to restore or preserve equal access to education, protect safety, or deter sexual harassment, not disciplinary or punitive, and without unreasonably burdening any other person. Examples of supportive measures may include:

- Counseling;
- Extensions of deadlines or other course-related or work-related adjustments;
- Modifications of work or class schedules;
- Campus escort services;
- Leave of absence;
- Increased security or monitoring of certain parts of campus; and/or
- Mutual restrictions on contact between individuals.

The College will keep confidential any supportive measures provided to the extent it does not impair the College’s ability to provide the supportive measure. The Title IX Coordinator is responsible for coordinating the effective supportive measures.

FORMAL COMPLAINT OF SEXUAL HARASSMENT

A **formal complaint** is an official document alleging sexual harassment. The College will investigate the allegations set forth in a formal complaint.

A formal complaint must be submitted by the employee, student, or the student’s parent or legal guardian (in some cases), or signed by the Title IX Coordinator.

Formal complaints may be filed with the Title IX Coordinator in person, by mail, by telephone, or by email:

Katy Ro, Academic Dean
 600 N. Market street
 Wilmington, DE 19801
 302-622-8000 x210
kro@dcad.edu

Even if the student or employee opts not to file a formal complaint, the Title IX Coordinator may decide to file a formal complaint on his/her own, which starts an investigation.

Emergency Removal: A respondent may be removed from the College’s work environment, education programs or activities on an emergency basis if the respondent poses an immediate threat to anyone’s physical health or safety.

GRIEVANCE PROCESS:

The following are procedures for the grievance process for student and employee complaints of sexual harassment:

- The individuals involved in this grievance process are prohibited from discriminating against a complainant or respondent on the basis of sex.
- Prior to the interview of the respondent, both parties (the complainant and respondent) will receive written notice of the grievance process, notice of the allegations, the presumption of innocence of the respondent, an equal opportunity to select an advisor of the party's choice (who may be, but does not need to be, an attorney), an equal opportunity to submit, inspect, and review evidence throughout the investigation, notice of the policy that providing false information or falsifying information for the intention to defraud or deceive is in violation of the College's code of conduct (student or employee), and notice of the opportunity to engage in informal resolution.
- The College will provide written notice of the date, time, location, participants, and purpose of all hearings, interviews, or other meetings, with sufficient time for the party to prepare.
- The College will provide equal opportunities for the parties and their advisors to inspect and review the evidence obtained by the school as part of its investigation, if the information is directly related to the allegations raised in the formal complaint.
- The College will give the parties a meaningful opportunity to respond to the evidence after the College has provided it.
- After gathering evidence, the College will provide an investigative report on the allegations of the formal complaint. The parties will have 10 calendar days to respond to the report in writing. If responses are submitted, the College will consider the response before finalizing the investigative report.
- The investigative report will then be finalized and provided to the parties. The investigative report will be circulated to the parties at least another 10 calendar days before any determination of responsibility, or 10 calendar days before a hearing, if a hearing occurs.
- Temporary delays are permitted only for good cause. Good cause can include law enforcement activities, the absence of a party or witness, the absence of a party's advisor of choice, or the need to provide language assistance or accommodations of disabilities.
- The College will protect parties' privacy by requiring a party's written consent before using the party's medical, psychological, or similar treatment records during the grievance process.
- No information protected by a legal privilege, such as the attorney-client privilege or the doctor-patient privilege, can be used during an investigation unless the person holding that privilege has waived it. Neither a party or the school is allowed to seek or permit questions about, or allow the introduction of evidence that is protected by a recognized privilege.
- The relevant evidence, including inculpatory and exculpatory evidence, will be objectively evaluated.
- Credibility determinations will not be made on the basis of a person's status as a complainant, respondent, or witness.
- The College will apply a presumption that the respondent is not responsible during the grievance process (often called a "presumption of innocence").
- The College bears the burden of proof and must correctly apply the standard of evidence. Any finding of responsibility comes at the conclusion of the grievance process. The College will use the preponderance of

the evidence standard (the same standard will be used for formal complaints against students as for formal complaints against employees);

- The College will hold a live hearing during the grievance process.
- In the hearing, the parties' advisors are permitted to cross-examine other parties and witnesses. No party is permitted to cross-examine other parties and witnesses. If a party does not have an advisor, the College will provide the party with an advisor of the College's choosing, free of charge, solely for the purpose of conducting relevant cross-examination on that party's behalf. The advisor does not need to be a lawyer.
- If a party or witness chooses not to appear at the live hearing, or chooses not to answer cross-examination questions, the decision-maker will exclude that party's or witness's statements and will evaluate any evidence that does not involve those statements. The decision-maker will not make inferences about the determination regarding responsibility based on the fact that a party or witness did not come to the hearing or submit to cross-examination.
- If either party requests it, the entire hearing will be held with the parties located in separate rooms, with technology enabling everyone to see and hear each other.
- In order to better coordinate schedules, the College may choose to hold the entire live hearing virtually, or the College may allow some participants to appear virtually, with technology that allows everyone to see and hear each other.
- The College will comply with all disability laws, so that individuals with disabilities who participate in a school's grievance process are appropriately accommodated.
- The decision-maker will make a determination as to whether a question asked by a party advisor is relevant BEFORE the party or witness has to answer it.
- Questions and evidence about a complainant's prior sexual history are not relevant, with two limited exceptions:
 1. Where such information is offered to prove that someone other than the respondent committed the alleged sexual harassment; or
 2. It relates to sexual behavior between the complainant and respondent offered to prove consent.
- The College will create an audio or audiovisual recording, or transcript, of any live hearing, and make it available to the parties for inspection and review.

DECISION-MAKER AND DETERMINATION OF RESPONSIBILITY:

- The College will ensure the decision-maker is not the same person as the investigator or the Title IX Coordinator and will ensure there are no other conflicts of interest or bias with any of the individuals involved in the grievance process.
- The College will ensure all decision-makers receive training regarding bias and relevancy of evidence.
- Whether or not a hearing was held, the College's decision-maker will objectively evaluate the relevant evidence and reach conclusions about whether the respondent is responsible for the alleged sexual harassment.
- The decision-maker will weigh the relevant evidence and decide whether it meets the College's standard of evidence for sexual harassment.

- The College will send the written determination simultaneously to the parties, along with information regarding how to appeal the determination.
- The decision-maker's written determination will include the following:
 1. The portion of the school/College's policy that was violated;
 2. A description of the procedural steps that were taken by the College;
 3. A findings of fact section;
 4. A section that draws conclusions after applying the facts to the portion of the school/College's policy that applies;
 5. A statement and rationale for the ultimate determination of responsibility;
 6. Any disciplinary sanctions that the College will impose on the respondent, and a statement regarding whether the College will provide remedies to the complainant;
 7. A statement and rationale for any remedies for the complainant, addressing how those remedies will restore and preserve equal access; and
 8. A statement of the College's procedures that the parties have a right to appeal the initial determination regarding responsibility, and the permissible bases for appeal.
- If a respondent is found responsible for sexual harassment, the College will effectively implement remedies for a complainant designed to preserve or restore equal access to the school's education program or activity.
- A complainant's remedies can be disciplinary against the respondent and can range from a disciplinary referral to a recommendation for expulsion or termination of employment depending on the circumstances. Supportive measures such as the following may also be implemented:
 - Counseling;
 - Extensions of deadlines or other course-related or work-related adjustments;
 - Modifications or work or class schedules;
 - Campus escort services;
 - Leave of absence;
 - Increased security or monitoring of certain parts of campus; and/or
 - Mutual restrictions on contact between individuals (if there is a determination of sexual harassment, a no-contact restriction may be implemented).
- **Dismissal of Complaints:**
 - **Mandatory Dismissals**
 - The College must dismiss a complaint that:
 - Does not describe conduct that meets the definition of sexual harassment;

- Alleges sexual harassment that did not occur in the College’s education program or activity; work environment and/or
 - Alleges sexual harassment that did not occur in the United States at all.
 - These complaints may be addressed under the code of conduct depending on the circumstances.
- **Discretionary Dismissals:**
 - The College may dismiss a complaint if:
 - If the complainant notifies the Title IX coordinator in writing that the complainant wishes to withdraw the formal complaint or some of its allegations;
 - If the respondent is not enrolled in, or employed by, the College; or
 - If specific circumstances prevent the school from gathering evidence sufficient to reach a determination about the allegations.
 - In the event of a dismissal of a formal complaint, the College will promptly send written notice of the dismissal and the reasons to both parties. Either party has the option to appeal the decision.
- Individuals involved in the process will be trained in accordance with Title IX regulations, and the materials used to train Title IX personnel are available on the College’s website.

APPEAL OF THE DETERMINATION OF RESPONSIBILITY:

The complainant or respondent may appeal the decision-maker’s determination of responsibility or the dismissal of a formal complaint, to the College’s President, Jean Dahlgren, (or designee) within 10 calendar days of receiving the determination of responsibility or the notice of dismissal. The appeal decision-maker will not be the same individual who made the determination of responsibility, the investigator, or the Title IX Coordinator.

The following are permissible grounds for an appeal:

1. A procedural irregularity affected the outcome of the matter;
 2. New evidence has been discovered that was not reasonably available at the time of the determination on responsibility or dismissal; and/or
 3. A conflict of interest on the part of the Title IX Coordinator, an investigator who compiled evidence, or a decision-maker, and the conflict of interest affected the outcome.
- If a party files an appeal, the College will notify the parties in writing, and will implement appeal procedures equally.
 - Both parties will have the opportunity to submit a written statement supporting or challenging the outcome.
 - After considering the parties’ written statements, the Superintendent (or designee) will issue a written decision no later than 15 calendar days from the parties’ written submission and send it to the parties simultaneously.
 - The President’s determination regarding whether the respondent is responsible for the sexual harassment allegations becomes final after appeal.

INFORMAL RESOLUTION PROCESS

- In appropriate cases, the College may explore the facilitation of a voluntary, informal resolution of the formal complaint. This is not an option in any case where the respondent is a College employee.
- The College will only attempt informal resolution if each party enters the process completely voluntarily. No party will ever be forced or coerced into engaging in an informal resolution.
- The College will obtain the parties' voluntary, written consent before using any type of informal resolution process, such as mediation or restorative justice.
- The College will provide a facilitator who is free from conflicts of interest or bias, and who has received special training.
- Even in situations where the parties engage in voluntary informal resolution, the College will provide the complainant and respondent with notice of the allegations, notice of their rights, information about whether an informal process is confidential, and assurance that any party may withdraw from the informal resolution process at any time before an agreement is reached.

RECORD KEEPING

The College will maintain the following records for 7 years:

1. Records of a school's investigation;
2. Records of any appeal and the materials associated with the appeal;
3. Materials used to train Title IX Coordinators, investigators, decision-makers, and anyone who facilitates an informal resolution; and
4. Records of supportive measures that the College took in response to a report or complaint of sexual harassment.

PROHIBITION OF RETALIATION

The College prohibits retaliation against any individual, including complainants, respondents, and witnesses, for reporting sexual harassment or participating (or refusing to participate) in any Title IX grievance process.

If any individual feels that he or she has been threatened, coerced, or discriminated against in an effort to chill the exercise of Title IX rights, then he or she should make a report of retaliation. All complaints of retaliation should be reported to the Title IX Coordinator or the President of the College, and the College will ensure a prompt and equitable resolution of the complaint.

It is not retaliation for the College to punish an individual for making a bad faith, materially false, statement during a Title IX grievance process. Additionally, engaging in protected speech under the First Amendment does not constitute retaliation.

The College will keep the identities of parties and witnesses confidential unless disclosure of an individual's identity is required under other laws or is necessary in order to conduct the grievance process.

Any individual shall have the right to file a formal complaint with the U.S. Department of Education, Office of Civil Rights at any time.

Office for Civil Rights, Philadelphia
U.S. Department of Education
The Wanamaker Building
100 Penn Square East, Suite 515

Philadelphia, PA 19107
Tel: (215) 656-8541
Fax: (215) 656-8605
E-mail: OCR.Philadelphia@ed.gov

OCR Electronic Complaint Form:

<http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

In the event that a formal complaint does not meet the criteria to be processed under DCAD's Title IX Policy, the college will process the complaint through its Harassment Policy.

Delaware College of Art & Design Policy on Harassment

All Delaware College of Art and Design ("DCAD") employees should enjoy a non-hostile, non-intimidating and non-offensive work environment free from unlawful harassment. Unlawful harassment in the workplace is a form of employment discrimination. It is the policy of DCAD that unlawful harassment, in any form, is unacceptable conduct that will not be tolerated. Under this policy, all employees share responsibility for assuring that the workplace is free from all forms of harassment. Unlawful harassment is any form of harassment based on an individual's religious affiliation or belief, gender, veteran status, national origin, race, marital status, disability, sexual orientation, gender identity, color, creed, age, genetic information, that the individual was the victim of domestic violence, a sexual offense, or stalking, or any other category protected by law. Specifically as to sexual harassment:

Pursuant to Federal and State law, sexual harassment of an employee is an unlawful employment practice when the employee is subjected to conduct that includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an employee's employment;
- (2) Submission to or rejection of such conduct is used as the basis for employment decisions affecting an employee; or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

Specific examples of behaviors that are prohibited may include, but are not limited to:

- Physical assaults of a sexual nature;
- Unwanted and unnecessary physical contact with another employee;
- Unwelcome advances, propositions or sexual flirtations;
- Subtle pressure or requests for sexual activities;
- Verbal abuse of a sexual nature including, but not limited to, inappropriate verbal comments about an individual's body or sexual activities;
- Inappropriate use of sexually explicit or offensive language in discussions with or which describe an individual;
- Sexually explicit or sexually offensive jokes; and
- Display in the workplace of sexually suggestive objects or pictures, graffiti or cartoons.

The purpose of this policy is to establish a method by which complaints regarding alleged or suspected harassment

can be processed.

Employees who believe they have been subjected to harassment or any other unlawful employment discrimination should immediately report the basis of such belief to their direct supervisor and DCAD's Title IX Coordinator.

The complaint should be in writing, stating completely the basis for the complaint and listing the names of the persons involved and the dates of any specific incidents.

If the complaint involves someone in the employee's direct line of supervision, the employee is uncomfortable discussing the complaint with the individuals designated, or is not satisfied with the resolution, that employee should report the matter promptly to DCAD's Title IX Coordinator and/or the President.

Additionally, all supervisors have an obligation to report any observations, reports, and/or complaints of alleged harassment to DCAD's Title IX Coordinator and/or the President. Supervisors who fail to do so are subject to discipline, up to and including termination.

DCAD will investigate all allegations of harassment promptly and will take appropriate corrective action when warranted.

Any employee who is found to have engaged in harassment in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment.

Retaliation in any form against an employee or applicant who exercises his or her right

to make a complaint under this policy is strictly prohibited and will in itself be cause for appropriate disciplinary action. If an employee feels he/she has been subject to retaliation, the employee should file a complaint using the procedures set forth above.

E.6. WORKPLACE BULLYING

The College is committed to providing a safe and healthy work environment for all employees. As such, the College prohibits bullying of any kind and will deal with complaints accordingly. This policy applies to employees while working, at work functions, and while traveling on business. Bullying is defined as unwelcome or unreasonable behavior that demeans, intimidates, or humiliates an individual or group of individuals. Bullying can be:

- An isolated incident or persistent incidents
- Carried out by a group or an individual
- Either direct or indirect
- Verbal or physical

Some examples of bullying include:

- Abusive or offensive language
- Unwelcome behavior
- Unreasonable insults or criticisms (especially in public)
- Teasing and/or spreading rumors
- Trivializing work or achievements
- Exclusion or isolation

If you witness bullying or suspect bullying is taking place, report it to your supervisor and/or to the director of finance immediately. All suspected incidents of bullying will be thoroughly investigated, and disciplinary measures will be taken accordingly.

E.7. WEAPONS IN THE WORKPLACE

The College prohibits the possession of firearms or any other lethal weapon on College property, in a vehicle being used on College business, in a College-owned or leased parking facility, or at a work-related function. This applies to all employees, students, and visitors on College property, even those who are licensed to carry weapons, excepting

law officers.

Some examples of prohibited weapons include:

- Firearms (pistols, revolvers, shotguns, rifles and bb guns)
- Knives (switchblades, gravity knives, or any knife with a blade longer than three inches)
- Metal knuckles
- Bows and arrows
- Tasers

Any employee found in violation of this policy will be subject to disciplinary action, up to and including immediate termination. If you have questions or concerns regarding this policy, please contact the director of finance.

E.8. CONFLICT OF INTEREST

The Delaware College of Art and Design was organized and exists for the purpose of qualifying its students to engage in learned professions or other employment of society and to discharge honorably and usefully the various duties of life. A fundamental principle of such an endeavor is the application and use of high ethical and moral standards. The purpose of this policy is to assure all who look to the College for service and leadership that those people who teach and otherwise work in the employment of the College, as well as members of the Board of Trustees and President's Leadership Council, dedicate themselves to the welfare of the College and its students to the exclusion of ulterior purposes and conflicts of interest.

Activities that conflict with the interest of the Delaware College of Art and Design or cause employees to favor outside or personal interests over those of the College must be avoided.

In all activities and statements, Delaware College of Art and Design employees must make it clear whether they are acting or speaking for the College, their professional associations or themselves. They must not represent, or appear to represent, DCAD without prior approval to do so.

Discovery of events of a questionable, fraudulent, or illegal nature, or which appear to be in violation of the code of ethics, must be reported promptly to the president or director of finance. If such instances are identified with persons at the highest management levels within the College, the matter should be reported to the president or the Board of Trustees of the College. Failure to report such events also constitutes a violation of the code of ethics.

Violations of the code of ethics may constitute grounds for dismissal. Employees are expected to act fairly and honestly in all transactions with DCAD and with others to maintain the high ethical standards of the College. If an employee is unsure whether there may be a violation of the code of ethics, he/she should contact the president or the director of finance.

E.9. CHILDREN IN THE WORKPLACE (NEW 4.1.17)

DCAD's mission is to educate talented and dedicated students to become art makers, idea generators, problem solvers, and visual communicators who can redefine the way we perceive and experience the world around us.

To achieve the College's mission and avoid disruptions to meeting the duties of the employee and their co-workers, reduce the potential for personal and property liability, and help promote the learning environment of the College, employees are not permitted to bring children (under the age of 17) onto campus (offices, library, common areas, etc.) prior to, during, or after their parent's daily work schedule. DCAD employees are expected to make arrangements for regular and proper daycare for their children. DCAD is not insured for injury and damages caused by non-DCAD personnel on campus. Unless the College has specifically invited a person or persons, DCAD cannot assume responsibilities for injury or damage caused by or as unintended consequence of the actions of uninvited children or adults from outside of the DCAD community.

However, this policy is not intended to prohibit campus visits by children of DCAD employees when the purpose of the visit is to attend college-sponsored events that are open to the public. The College also recognizes that emergency situations arise, and in such cases, the College recommends that employees use personal days to remain at home with their children. Because faculty members do not have personal days at their disposal, they should arrange coverage for their classes, as dictated by the normal procedure for faculty absences. Under these

conditions, the faculty member should limit such absences to a single day to ensure continuing student learning.

E.10. FUNDRAISING

The Delaware College of Art and Design, as a privately supported not-for-profit corporation, depends on donations from private individuals and from granting institutions. The involvement of an employee in fundraising for any other non-profit organization may create a conflict of interest. Employees who desire to participate in such activities must provide a list with the name of the organization and details of fundraising activities to the president.

E.11. BUSINESS ETHICS

Every employee shall abstain from discussion and voting on any matter, which relates to the decision to engage or continue the services of a person, firm, or entity with which he or she is affiliated, including discussions and voting on the creation or termination of such relationships, or the compensation or other terms on which the relationship will exist. Any employee who is affiliated with another entity doing or desiring to do business with DCAD, or who holds a position of influence with another educational or arts-related institution, shall provide to the president complete information with respect to this relationship.

Employees must award orders, contracts, and commitments to suppliers of goods and services without favoritism. College business of this nature must be conducted strictly on the basis of merit.

E.12. INTELLECTUAL PROPERTY POLICY (EFFECTIVE 2.3.14)

This policy has been adapted with permission from the University of the Arts.

“Faculty and Staff Work: As a general rule, DCAD does not claim copyrights in journal articles, books, lectures, musical compositions, creative works, or other copyrightable works that are created through independent academic effort or creative activity and that are intended to disseminate the results of academic research and scholarship, and/or to exhibit forms of artistic expression on the part of faculty, staff, and students.”

Introduction. As a creative community of teachers, artists, and scholars, The Delaware College of Art and Design (hereafter DCAD) is committed to encouraging the creation of new works, new ideas, and new forms of creative and scholarly expression. With that in mind, we have established a “Policy on Intellectual Property” (hereafter the “Policy”) that is intended to protect the interests of those who create as well as the interests of the DCAD itself, which supports this creative and scholarly work.

I. Purpose and Scope: This Policy expresses DCAD’s approach to ownership of intellectual property. It covers all those who are a part of DCAD’s – faculty, staff, students, visiting artists, visiting scholars, or other participants enrolled, employed or affiliated with DCAD, and this Policy governs in all circumstances, unless DCAD has modified it through a specific agreement connected to a sponsored or commissioned work or as part of work under a grant or contract. Should there be any conflict between the provisions of this Policy and the terms of a separate agreement between DCAD and one of the individuals listed above, the terms of that separate agreement will govern.

II. Terminology: The following terms are used throughout the Policy and are defined in Appendix A:

A. Copyright; B. Patent; C. Trademark and Service Mark; D. DCAD Employee; E. Students; F. Work; G. Sponsored Work; H. Student Work; I. Commissioned Work; J. Work Made for Hire; K. Independent Academic Effort or Creative Activity; L. Substantial DCAD Resources

III. The Rights of the Creator of IP Works: We are indebted to the following institutions for their work on this intellectual property policy, which we have adapted to suit DCAD’s needs: The University of the Arts, Art Center College of Design, Berklee College of Music, Boston College, California Institute of the Arts, Carnegie Mellon University, Cornell University, Indiana University, Ithaca College, Maryland Institute College of Art, Rhode Island School of Design, Savannah College of Art and Design, Tisch School of the Arts, University of California, University of Minnesota, University of Rochester, University System of Maryland, Stanford University, Washington University in St. Louis, and Wheaton College.

A. Faculty and Staff Work: As a general rule, DCAD does not claim copyrights in journal articles, books, lectures, musical compositions, creative works, or other copyrightable works that are created through independent

academic effort or creative activity and that are intended to disseminate the results of academic research and scholarship, and/or to exhibit forms of artistic expression on the part of faculty, staff, and students.

Exceptions to this general rule include works that are sponsored works, commissioned works, or works involving the use of substantial DCAD resources (see Section V and Appendix A), or works made for hire. (See Appendix A and also Section IV for the DCAD ownership rights and rights of use.) Curricular proposals are deemed to be works made for hire. DCAD does not claim copyrights to syllabi created by faculty in the employment of DCAD. However, the DCAD retains the right to use and reproduce syllabi for educational purposes.

In terms of commissioned or sponsored works that are deemed works made for hire, the commissioning party is legally the author and thus owner of any such works. If a work made for hire is developed jointly by employees and/or students of DCAD and a non- DCAD party, the copyright of the resulting work will be jointly owned by DCAD and that party, unless modified in a written agreement.

Ownership of all patents relating to employee works and sponsored works is discussed in the section of this Policy that addresses patents.

In the case of the use of substantial DCAD resources, the authorizing parties within DCAD will develop a written agreement with the user of those resources to determine possible reimbursements, sharing of royalties, or other systems of compensation back to DCAD.

B. Student Work: DCAD makes no claim of copyright ownership in works created by undergraduate and graduate full-time, part-time, exchange, and “special status students” working on their own, or developed in the context of a course, i.e., without the use of substantial DCAD resources, and outside of any employment by DCAD. DCAD also makes no claim of copyright ownership in works that are not sponsored, contracted, or commissioned by DCAD. Note the following rules:

(a) Students working on a project governed by an existing written agreement to which DCAD is a party are bound by all terms of that agreement. (b) Students hired to carry out specific tasks that contribute to a copyrighted or patented work of DCAD retain no rights of ownership in whole or in part to that work or to the student’s contribution to that work. (c) Students working collaboratively with DCAD employees on projects that result in copyrighted or patentable works are granted the same rights and subject to the same limitations of ownership as would the employees working on their own. However, students working collaboratively with DCAD employees are required to produce, sign, notarize, and file a written agreement outlining their rights before commencing on such projects. Either party has the right to initiate such agreement.

C. Independent Contractor Work: As a general rule, DCAD will only retain the copyright in a work that is created by an independent contractor DCAD has specifically ordered or commissioned the work and if a written agreement designating the work as a “work made for hire” and/or requiring assignment of the copyright rights in the work has been executed and signed by both parties. Subject to this rule, all DCAD employees will be considered independent contractors with respect to any work that bears no relation to their employment as defined by their regular employment contract, and/or if they do not receive additional compensation beyond that specified in their regular employment contract and/or do not use substantial DCAD resources. Similarly, all DCAD students will be considered independent contractors if the work carried out bears no relation to existing student employment and/or if they do not receive additional payment for the work and/or do not use substantial DCAD resources.

D. Patentable Work: This Policy administers claims to patent ownership according to the procedures outlined below.

1. General Principles: (a) Upon becoming aware of a potentially patentable invention or discovery, e.g., a potentially patentable article, method, apparatus or composition of matter, an employee of DCAD is required to report such finding promptly to the Dean if it has been created within the scope of employment as defined by the employment contract or job description, or if it is the result of substantial use of DCAD resources. Such invention or discovery, if patentable, may be deemed the property of DCAD. (b) All patentable work undertaken as a sponsored or commissioned work shall be deemed the property of the DCAD unless otherwise provided for in a separate written agreement. (c) Normally, all patentable work done by students created in a course shall belong to them. However, work that involves substantial DCAD resources must be reported to the Office of the Dean and, if patentable, may be deemed the property of the DCAD.

2. Reporting Procedure: (a) This report should be made in the form of the completed Invention/Discovery

Disclosure Form in effect at the time such invention or discovery is made. (b) Upon the report of potentially patentable work, DCAD may decide to pursue an investigation into the patentability of the specific invention or discovery through the use of appropriate legal and technical counsel. All costs for such an investigation will be borne by DCAD. If the investigation reveals that the invention or discovery may be patentable, DCAD will decide whether to commence the patent application process, again bearing all fees and costs. (c) In the case of inventions or discoveries that are the subject of applications filed by DCAD, all right, title and interest to the inventions or discoveries, including the applications and any patents issuing therefrom vests with DCAD, and all employees and students subject to this clause do hereby assign and agree to assign all such right, title and interest to DCAD and to sign all documents considered necessary by DCAD to perfect and/or record the ownership rights of DCAD set forth herein.

3. Ownership and Royalties: (a) If DCAD does not pursue an initial patentability investigation with respect to an employee's invention or discovery, or if DCAD decides upon investigation not to pursue a patent, or if DCAD discontinues pursuit of a patent at some point in the patent application process, DCAD may, in its sole discretion, which will not be unreasonably withheld, reassign ownership to the employee within a reasonable amount of time to be determined by the President and the Dean. At the employee's request, DCAD will provide written notification to the employee of DCAD's intent not to pursue a patent and a statement allowing the employee to pursue the patent. (b) In those cases where DCAD fulfills its obligations to pursue the patent, and succeeds in securing that patent, DCAD will make the appropriate licensing arrangements, where applicable. All costs for such procedures are to be borne by DCAD, but will be recovered by DCAD from accumulated net income prior to any inventor or DCAD distributions. The subsequent accumulated net income, including gross royalties, and licensing fees from the patented discovery, device, or system, less all related direct expenses, will be divided as follows, unless the parties agree otherwise in writing:

The inventor's share will be divided among his or her co-inventors, assistants, and any other relevant parties, as determined by a prior contract between the inventor, co-inventors, assistants, other relevant parties, and DCAD. The inventor's share will continue regardless of his or her subsequent employment status with DCAD. The Patent License Agreement Form attached hereto reflects DCAD's standard approach to licensing patent rights, but such approach may be changed or modified at the sole discretion of DCAD.

first \$5,000 net	\$5,001-\$50,000 net	above \$50,000 net	Inventor	100%	50%	40%	DCAD	0%	50%	60%
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If after a patent is obtained by DCAD and after a reasonable amount of time and reasonable amount of effort there has been no successful licensing of the patent, the inventor may apply to the Intellectual Property Review Council (IPRC) to have the patent re-assigned to him/her. However, reassignment shall be at the sole discretion of DCAD, which shall not be unreasonably withheld. In the event of such a reassignment, the inventor shall grant to DCAD a royalty-free, non-exclusive, worldwide license to employ the invention(s) for the sole use of DCAD, unless DCAD specifically waives its right to such a license, in writing.

4. DCAD Ownership Rights and Rights of Use: DCAD retains the royalty-free right to archive, use and reproduce works that it does not own, including faculty, staff, and student works, and the work of independent contractors using DCAD facilities, not subject to "work made for hire" agreements. DCAD's use is limited to non-commercial use, e.g., uses in support of education and scholarship, research, exhibition, archiving, accreditation, development, alumni relations, and promotion of DCAD and its activities generally.

DCAD retains ownership of sponsored works, commissioned works, or works involving the use of substantial DCAD resources (see Definition of Terms and Section V), or works made for hire (see Appendix A). DCAD retains all such rights unless they are modified by the specific terms of a written agreement. The rights of DCAD to a non-exclusive, global license to use and reproduce copyrighted materials for educational, research, and promotional purposes must be included in any agreement with a non- DCAD sponsor.

A. Trademarks, The Delaware College of Art and Design, on behalf of itself and other such established entities, claims ownership and exclusive right to use all relevant marks. This Policy is designed to protect the reputation of the institution and related entities, and to prevent income from being generated through illegal or unapproved use of the institution's marks. Such marks include any and all names, logos, insignias, and related words, phrases, and images used by the institution and its related entities.

No DCAD mark(s) may be used without the prior written authorization of the appropriate authorities in the institution. However, faculty, staff, and students may use the mark for professional identification or affiliation. All products and services bearing the DCAD marks and distributed for sale or other promotional purposes are subject to

the licensing policies of DCAD.

All requests for use of DCAD marks must be submitted in writing to the Director of DCAD Communications. If the party seeking permission to use a DCAD mark is an entity outside of DCAD, be it a business, institution, organization, or an individual, that party must sign a license agreement with an official agent of DCAD authorizing its use of the requested DCAD mark(s). The Director of DCAD Communications retains information concerning what names, logos, insignias, and related words, phrases, and images currently comprise DCAD marks.

5. Substantial Use of DCAD Resources: Although “Substantial DCAD Resources” is defined (see [definition of terms](#) at the end of this Policy), it is acknowledged that such resources and their use may change over time, with changes in technology, physical infrastructure of DCAD, modes of employment, etc. Therefore, this Policy allows the Intellectual Property Review Council (IPRC) to review the definition of “substantial use” in a regular manner in order to establish an appropriate standard. At the same time, this Policy allows appeal by all parties to the IPRC, as described below.

6. Reservation of Rights: DCAD reserves the right at any time in its sole discretion to modify and/or make changes to the Policy as advisable or appropriate. DCAD agrees, however, that it will endeavor to notify the entire DCAD community through both print and electronic means of its intention to make modifications and/or changes to the Policy at least 30 working days prior to their enactment.

7. Effective Date: This Policy is effective from May 31st, 2014 and will remain in effect until modified or revoked by the DCAD.

8. Jurisdiction: DCAD shall have the right to determine the most appropriate forum for any litigation and in addition to applicable federal laws, the laws of Delaware without regard to choice of law provisions shall also apply in interpreting any contract or property issues raised by this Policy.

APPENDIX A: DEFINITIONS OF TERMS USED IN INTELLECTUAL PROPERTY POLICY

A. Copyright: Copyright is the intangible property right granted for a limited period of time by federal statute (Title 17 of the U.S. Code) for an original work of authorship fixed in any tangible form of expression. Copyright provides the owner of a “work” (defined in F.(a) below) with a number of exclusive rights including the exclusive right to reproduce the work, to prepare derivative works based on the work, to distribute the work by sale or otherwise, to display the work publicly and to perform the work publicly (if relevant).

B. Patent: A United States patent is a property right granted by federal statute that permits the owner to exclude others from engaging in a number of activities including the making, using, selling or importing of a claimed invention throughout the United States for a set period of time. In the United States, an invention must be useful, novel, and non-obvious to be eligible for patent protection. Similar rights are granted in other countries, but the discussion of Patents in this Policy will focus specifically on United States patent rights.

C. Trademark and Service Mark: A trademark or service mark is a distinct word or phrase, name, symbol, device, picture, graphic or some combination of these elements that is used in trade to identify goods or services. A trademark/service mark (hereinafter collectively, a “mark”) serves both to identify the source of goods/services and to distinguish those goods and services from the goods and services of others. A mark owner can prevent other entities from using the same or a similar mark in a manner that dilutes famous marks of others, or to identify overlapping or related goods and services.

D. DCAD Employee: A DCAD Employee is a full-time or part-time faculty member, visiting faculty, artist, scholar, or fellow (as defined in the Faculty Handbook attached hereto), or a full-time or part-time staff member (as defined in the Staff Handbook attached hereto), or student, who is employed by DCAD or who is working under a DCAD contract, either expressed or implied.

E. Students: A Student is a regularly registered, full- or part-time, undergraduate or graduate at DCAD. It includes students attending DCAD as “special status students”: e.g., as participants in Professional Institute for Educators (PIE), Continuing Education (CE), the Pre-College or Saturday programs; or in exchange programs or through special grants or fellowships.

F. Sponsored Work: A sponsored work is a Work (as defined above) that is produced or created pursuant to a written agreement between DCAD and a sponsor. Sponsored works do not include works created through independent academic effort or creative activity, even when based on the findings of the sponsored project, so long as an agreement does not state otherwise.

G. Student Work: A student work is a Work that is produced or created by a registered full-time or part-time undergraduate, graduate, or “special status student” of DCAD without the substantial use of DCAD facilities or equipment or the direct use of DCAD funds (where student financial aid and/or scholarships would not be considered “DCAD funds”), that is produced or created outside of any employment by DCAD, and that is not sponsored, contracted, or commissioned by DCAD.

I. Commissioned Work: A commissioned work is defined as a Work that is produced or created pursuant to a written agreement with DCAD and for DCAD purposes by (a) individuals not under the employ of DCAD and/or (b) DCAD employees acting outside the scope of their regular DCAD employment, as determined by their existing DCAD employment contract.

J. Work Made for Hire: A “work made for hire” is defined by the United States Copyright Act (Section 101) to be a copyrightable work “prepared by an employee within the scope of his or her employment.” Pedagogical, scholarly, and artistic works are typically not considered by DCAD to be “works made for hire.” Pedagogical and scholarly works include scholarly articles and papers written for publication in journals, presentations and scholarly papers prepared for seminars and conferences, and teaching materials, including classroom lectures, seminars, presentations, and online media. Artistic works include but are not limited to photography, film, audio-visual works, sculpture, painting, choreography and the like. Curricular proposals are deemed to be works made for hire.

The Copyright Act also notes that a work made for hire includes “a work specially ordered or commissioned for use as a contribution to a collective work, as a part of a motion picture or other audiovisual work, as a translation, as a supplementary work, as a compilation, as an instructional text, as a test, as answer material for a test, or as an atlas, if the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire.”

Examples of works made for hire include software programs created within the scope of an employee’s duties by a staff programmer for a computer company, a newspaper article written by a staff journalist for the newspaper that employs him/her, and a musical arrangement or ditty written for a music company by a salaried arranger on its staff.

K. Independent Academic Effort or Creative Activity: Independent academic effort or creative activity is defined as the inquiry, investigation, research, or creative activity that is carried out by faculty, staff and students of DCAD that advances knowledge or the development of the arts, sciences, humanities, or technology where the specific direction, methodology, and content of the pursuit is determined by the faculty, staff member(s), or student(s) without the direct assignment, supervision, or involvement of DCAD

L. Substantial DCAD Resources: Any substantial use of DCAD equipment, facilities, time, personnel, and monetary expenditures is considered a use of “substantial DCAD resources.” This use does not include resources commonly provided to DCAD faculty and staff, such as offices, library facilities, basic artistic facilities, and everyday telephone, computer, and computer network support. However, substantial time spent in the use of these latter resources may constitute the use of “substantial DCAD resources.” Resources not considered “commonly provided” include specially procured equipment or space, additional staffing or personnel, utilization beyond normal work hours of DCAD personnel, and monetary expenditures that require a budget. Faculty may use the basic artistic facilities unless use infringes on student use of those facilities for coursework.

E.13. CONFIDENTIAL INFORMATION

An employee may not disclose, ~~to any person who has no need to know~~, any confidential or material non-public information acquired in the exercise of his/her responsibilities as an employee of the Delaware College of Art and Design.

For further disclosure information, please refer to the [*Family Educational Rights and Privacy Act*](#).

E.14. ACCEPTANCE OF GIFTS & SERVICES

No employee may accept a gift directly or indirectly, in any form, from a supplier or prospective supplier.

For the purpose of this policy, the term “gift” means anything of significant value including such meals and entertainment that do not serve a demonstrable business purpose. This policy extends to the employee’s immediate family (spouse or life partner, parent, child, stepchild, or sibling) or any person with whom the employee

shares or has shared a residence within the last year and with whom the employee maintains a committed relationship.

E.15. COPYRIGHTS AND ROYALTIES

As both a legal and ethical principle, creative works performed as part of an employee's assigned duties are the property of the College, together with any related copyrights, publication rights, or royalties. This is true whether the work is created during or outside of regular working hours, since it involves the privileged use of College resources and is a responsibility of the job for which the employee is paid.

The patent or copyright royalties of any item or idea produced by an employee of the College when that item or idea is not directly related to the employee's job, and regardless of the employee's utilization of knowledge, information, or skills derived from the College, belong to the employee.

For further resources, see [Columbia Copyright](#).

E.16. DRUG-FREE WORKPLACE POLICY

E.16.a. Introduction

The Delaware College of Art and Design policy regarding alcoholic beverages and illegal drugs has been established for the well-being of faculty, students, and staff. It is intended to promote and maintain a safe environment that is conducive to learning and to protect individuals and the institution from liability. The Delaware College of Art and Design does not condone the violation of Delaware and federal laws pertaining to the use of alcohol and illegal drugs. All students, faculty, and administrative staff are expected to be familiar with and abide by these laws and regulations.

E.16.b. Covered Workers

Any individual who conducts business for the College, is applying for a position, or is conducting business on the College's property is covered by DCAD's drug-free workplace policy. Our policy includes, but is not limited to full-time employees, part-time employees, volunteers, and students.

E.16.c. Applicability

The unauthorized use and abuse of alcohol and illegal use of drugs (while on the job or attending College functions either on or off campus) are violations of employee conduct; therefore, this policy applies whenever conducting business or representing the College. In addition, the College prohibits the off-premises abuse of substances when those activities adversely affect job performance or job safety.

E.16.d. Drug-and Alcohol Policy

Employees are prohibited from the illegal use, sale, dispensing, distribution, possession, or manufacture of illegal drugs, controlled substances, narcotics, or alcoholic beverages on College premises. Compliance with the Drug-Free Workplace Act shall be considered a condition of employment at DCAD.

Employees will be subject to disciplinary action, up to and including termination, for violations of this policy. Employees who are convicted of any criminal drug violation occurring in the workplace must report the conviction to the director of finance within five (5) days. The director of finance is then to take appropriate action as required by law.

Employees believed to be under the influence of drugs, narcotics, or alcohol will be required to leave the premises for the rest of the day, without pay. This will count as a first offense. If the employee commits a second offense, of the same, he/she will be subject to discipline up to, and including, termination.

Any employee who is abusing drugs or alcohol may be granted a leave of absence to undergo rehabilitation treatment. The employee will not be permitted to return to work until certification is presented to the director of finance that the employee is capable of performing his or her job. Failure to cooperate with an agreed-upon treatment plan may result in discipline, up to and including termination. Participation in a treatment program does not insulate an employee from the imposition of discipline for violations of this or other College policies.

The College will, to the extent feasible, provide continuing awareness programs about the harmful effects of drug and alcohol abuse.

Employees who need to use prescribed drugs or narcotics while at work must report this requirement to the director of finance only if the use might impair their ability to perform the job safely and effectively. Depending on the circumstances, employees may be reassigned, forbidden to perform certain tasks, or even prohibited from working if they are judged unable to perform their jobs safely and properly while taking prescribed drugs or narcotics.

E.16.e. Assistance

The Delaware College of Art and Design recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.

The College's health insurance policy may provide for employees covered under the health plan, a Mental Health and Substance Abuse Benefit. For a complete explanation of benefits and limitations, please consult the College's current health plan or the director of finance.

E.16.f. Confidentiality

All information received by College through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

E.16.g. Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and administration have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs. In addition, employees are encouraged to be concerned about working in a safe environment.

It is the director of finance's responsibility to:

- Inform employees of the drug-free workplace policy.
- Clearly state consequences of policy violations.

E.16.h. Communication

Communicating the drug-free workplace policy to both supervisors and employees is critical to a successful program. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- All employees will receive a written copy of the policy.
- The policy will be reviewed in orientation sessions with new employees.

E.16.i. Alcohol and Drug Abuse Treatment Services

The Delaware Department of Health and Social Services is available to assist Delaware College of Art and Design Employees with education, information and a listing of substance abuse treatment services. The Division of Substance Abuse and Mental Health (DSAMH) provides public drug and alcohol treatment services for adults, primarily through contracts with private agencies.

E.17. SMOKING POLICY

In accordance with Delaware law, smoking is not allowed in any College building. Employees or contact workers who wish to smoke may do so any place outside the building except within 25 feet of any College entrance or exit.

Smokers have a special obligation to keep smoking areas litter-free and to responsibly observe break and work rules.

F. EMPLOYMENT

F.1. HIRING PROCESS AND POLICIES

When an existing full or part-time position becomes vacant or a new position is created, the supervisor is responsible for filling the position and will conduct all search and interview activities with assistance from the director of finance. The position will be advertised in-house and posted on www.dcad.edu to provide Delaware College of Art and Design employees with an early opportunity to apply for the position. Applicants are required to submit a letter of application and a current résumé, including references, to the director of finance. No automatic promotion should be presumed by an employee, as all hires are made in the best interests of the College, which may include maintaining a highly effective employee in an important position.

At the conclusion of search and interview activities, the supervisor will submit to the president his/her written recommendations on the recommended applicant(s). The candidate(s) may be requested to interview with the president.

The president with approval of the Board of Trustees determines salary ranges for employees. The president makes the final decision on salary rates for new employees. No prospective employee is to be notified of his/her salary without approval from the president. Each new full-time employee will receive a new-hire letter from the director of finance including salary rate, benefit information, and a copy of the position description.

F.1.a. Position Description

A position description is prepared for each employee by the director of finance and the president. It outlines the major daily and long-range responsibilities of the position, the qualifications required, and the supervisor to whom the employee reports.

Since an employee's responsibilities may change for a variety of reasons, the annual performance review includes an evaluation of the description by both the employee and the employee's supervisor. When a job description is updated, it must be approved by the president, one copy must be given to the employee, and one placed in the employee's file. (See Staff Evaluation)

F.1.b. Employment of Family

Ordinarily, the College does not employ members of the same family: spouse (legal or common law), child, parent, sibling, or any other relative residing in the employee's household. However, in certain cases, an employee's family member may be hired for special projects as a temporary, part-time employee.

If a family member of an employee is considered for employment, it may be only in a department separate from the current employee's, or in a position where there is not a direct or indirect supervisor/subordinate relationship between the employees. However, if two current full-time employees marry or become members of the same household, their employment at the College may continue as long as there is not an actual or apparent conflict of interest.

This policy extends to the immediate family of present and former members of the Board of Trustees and President's Leadership Council and other non-employee bodies serving the College.

F.1.c. Background Checks

Candidates for full-time employment may be requested to provide information for background checks. Only information directly related to position requirements (e.g. driving record) may be checked. This information is acquired and made accessible on a strictly confidential, need-to-know basis.

F.1.d. Medical Examinations

Successful applicants, to whom a conditional offer of employment has been extended, may be required as a condition of employment to pass a medical examination. This examination will serve only to establish their fitness to perform the jobs for which they have applied, without endangering the health and safety of themselves or others. If management determines that an examination is appropriate to a particular

position, all applicants for the job to whom a conditional offer of employment has been made are to be examined.

Employees may be required to have a medical examination on other occasions when the examination is job-related and consistent with business necessity. For example, a medical examination may be required when an employee is exposed to unhealthful conditions, requests accommodation for a disability, or has a questionable ability to perform his/her duties.

Medical examinations required by the College must be performed by an approved physician or licensed medical facility will be paid for by the College, and the examination records will be treated as confidential and held in separate medical files in administration.

F.1.e. Immigration and Nationality Act Compliance

As a result of the Immigration Reform & Control Act of 1986, any offer of employment is conditioned upon satisfactory proof of a prospective employee's identity and legal ability to remain and work in the United States. Each employee must, within three (3) days from the beginning of his/her employment with the College, provide to DCAD documentation proving the legal right to remain and work in the United States, as evidenced by completion of a U.S. Department of Justice, Immigration, and Naturalization Service Form I-9, including all necessary documentation. If the necessary documentation is not provided within this time frame, employment with DCAD will be terminated.

F.1.f. Probationary Period

It is the intent of the College that all new employees and all present employees transferred or promoted to a new job are to be carefully monitored and evaluated for an initial period of three (3) months. After satisfactory completion of the probationary period, those employees will meet with their supervisors to discuss their performance during the probationary period. Termination and resignation during this period shall be with notice.

F.1.g. Orientation

The director of finance will arrange, for each new employee, an orientation session in which personnel procedures and benefits will be reviewed and information provided for the employee's permanent file. The employee will be issued a Staff Handbook and will be required to become familiar with its contents. The responsible department head or supervisor will provide orientation regarding position duties and on-the-job training.

F.2. STANDARD OF CONDUCT

F.2.a. Employee Behavior

The Delaware College of Art and Design expects all employees to behave in a professional manner during working hours and/or while representing the College at any time. Employees are expected to adhere to the highest standards of honesty, fairness, and integrity; to respect the rights of the College, its students, visitors, fellow employees and other members of the College community; and to perform job responsibilities conscientiously and energetically. Specifically, all employees are expected to:

- Actively support and pursue the mission and goals of the College as stated in the College mission statement.
- Protect and preserve the business operation and reputation of the College, as well as the morale of its employees.
- Adhere to all policies and procedures of the College.
- Respect and follow the established lines of communication within the organizational structure of the College.
- Maintain the confidentiality of all information relating to the College, its members and its employees.
- Perform all job functions as stated in the job description and as assigned by the supervisor.
- Provide efficient and effective service as well as personal and courteous attention to all students and visitors.
- Maintain the security of the facilities and property of the College.

- Interact positively with fellow employees, students and visitors to the College.
- Report to work punctually as scheduled.
- Give proper advance notice whenever unable to work or report on time.
- Perform various duties at College fundraisers and other College-sponsored events, as requested.

As part of the DCAD community, employees are expected to participate in College-wide functions such as gallery openings, lectures, field trips, and workshops, where appropriate.

F.2.b. Dress Code

Dress should be appropriate for the workplace, with consideration for the nature and location of the employee’s responsibilities. Employees should be sensitive to their schedules and determine if business dress is more appropriate for a meeting, appointment, or special event that may be scheduled for that day.

F.3. STAFF EVALUATIONS

No less than one week prior to the evaluation meeting, the staff member will receive a copy of his or her position description and a self-evaluation form. The position description should be reviewed by the staff member and be revised as necessary, or newly drafted in the case where a description does not exist.

The staff member should complete the self-evaluation form, including the narrative description of his or her activities and accomplishments since the last evaluation, and return it to the evaluator (along with the draft position description, if required).

Prior to the meeting, the evaluator (usually the immediate supervisor) will review the position description and complete a staff evaluation form for the staff member.

Staff evaluations occurs annually, the evaluation meeting will be scheduled at a mutually convenient time, during which time the evaluator and the staff member will discuss the self-evaluation form and the staff evaluation form. During the meeting, objectives are developed together by the employee and the supervisor: ongoing responsibilities related to the maintenance of the job itself, proceeding from year to year; specific result-oriented goals or products anticipated during the year; and development objectives to increase job-related skills. In areas where the employee’s performance is deemed inadequate, the supervisor must provide clear guidance for improvement of performance. Expectations may change during the year, in which case an addendum should be attached to explain the change.

After the evaluation meeting, the staff member will receive a copy of the evaluator’s staff evaluation form, and may attach comments within one week prior to it becoming a permanent part of his/her personnel file.

F.4. PROMOTION/ADVANCEMENT

Vacant positions will be posted in the College’s website and in the mailroom; employees will have an opportunity to apply for such positions. If the new position is a promotion, an employee may be eligible for a salary adjustment.

F.5. TRANSFER/REASSIGNMENT

The College may transfer or reassign employees within a department, or from one department to another, in order to meet the operational needs of the institution. Salary adjustments may or may not be made when an employee is transferred.

F.6. PERSONNEL FILES

The College requires certain information to be on record for every employee, which comprise the employee’s permanent personnel file. It is the responsibility of both the employee and the director of finance to keep these records updated.

These records are confidential. Only the employee’s supervisor, the director of finance and the president who need employment-related information may inspect the files of that employee. The inspection must be approved by the director of finance, and should be recorded in the file inspected. The employee’s employment dates and position

are considered to be public information.

Except as required by law or a court order, other information that is in the employee's file may not be released in any form without the employee's written permission.

An employee has the right to inspect the materials in his or her personnel file except for records excluded from inspection as per Delaware state law (i.e., letters of reference). Files must be inspected in the presence of the director of finance and the employee may request copies of, but not remove, documents in the file. Inspections by employees must be requested through the director of finance and will be scheduled at a mutually convenient time. Employee files cannot be removed from the Administrative Office. An employee has the right to enter a written statement into his or her personnel file on any matter contained in the file.

F.6.a. Changes to Records

Employees have a responsibility to keep their personnel records up to date and should notify the director of finance in writing of any changes in at least the following:

- Name
- Address
- Telephone number
- Marital status (for benefits and tax purposes only)
- Number of dependents (for benefits and tax purposes only)
- Information changes regarding beneficiaries for any of the College's insurance, disability, and pension plans
- Persons to be notified in case of emergency

F.7. OUTSIDE EMPLOYMENT

Certain types of outside employment, including self-employment and paid consulting activities, can be of benefit to both the College and its employees by stimulating personal and professional development. Remuneration may be monetary or non-monetary, direct or indirect. Outside employment includes any situation where College employees work for an organization, an individual, or themselves on their own time and are privately compensated.

Such activities, however, should not present a conflict of interest to the Delaware College of Art and Design, and should not interfere with the fulfillment of assigned duties. DCAD employees often will be considered representatives of the College while they are engaged in activities or duties similar to those they perform for the College, even though their work may be wholly independent of the College. Employees must receive permission from the president, or other appropriate supervisor, for any planned outside employment or consulting arrangements that are in any way related to the functions that those employees perform for the College. Disclosure is not required for small businesses or similar activities that are entirely unrelated to the work the individual carries out for the College. DCAD employees should not draw upon any of the College's resources when involved in outside employment, except with the College's approval.

As both a legal and ethical principle, creative work produced as part of assigned duties and completed on work time is the property of the College, as are related copyrights, publication rights, and royalties. Examples of creative work, which may be part of the job assignment, are College-related lectures to community or professional groups, design or writing for College publications, and research completed as part of a current assignment.

When an employee receives compensation for a service prepared on College time, on the College's behalf and directly furthering its interests, such compensation should be turned over to the College, exclusive of travel reimbursement. Such services performed outside the regular workday are governed by applicable compensatory time standards.

Wages, fees, honoraria, copyrights and royalties related to personal activities, which are accomplished outside of work time, belong to the employee. Examples of this type of work may be teaching at a local university or delivering a lecture on a subject not related to the employee's job.

F.8. PROFESSIONAL DEVELOPMENT

The College encourages professional growth and performance in its staff. Employees may serve in national, regional,

and state organizations provided that such activities do not interfere with the fulfillment of assigned duties or compromise the College's reputation. College funding for such activities is available on a case-by-case basis, taking into consideration budgetary constraints, immediate needs, long-range planning, and the College's responsibilities in the arts and education communities.

An employee who wishes to take part in such activities should inform his/her supervisor in writing as early as possible, describing the proposed activity, giving the reasons why the employee and the College would benefit and detailing the approximate costs involved.

Whenever possible, these requests should be made prior to the upcoming fiscal year when the College's annual budget is in preparation.

F.9. CORRECTIVE ACTION

F.9.a. Open Door Policy (Updated 5.1.17)

The Delaware College of Art and Design, to promote positive working relationships and better communications, employees and their supervisors, shall informally meet and discuss employee claim of any policy, rule, or procedure violation prior to filing a formal grievance. Employees have the right to use the grievance procedure free of threats, intimidation, or retaliation. If the supervisor is unable to ameliorate the complaint through informal meeting processes, then the employee may file a grievance under the College Grievance Policy. A grievance is defined as an employee complaint about the application of College policies, rules, or procedures.

Failing this, any employee who is aware of or harmed by personnel actions or conducts that is illegal, unethical, or contrary to policies of the College, particularly the College's equal opportunity and sexual harassment policies, should promptly advise the director of finance in writing of all relevant facts. If the complaint involves the director of finance, the employee should advise the president. The College will conduct an investigation of the circumstances surrounding the alleged incident, and, if it is determined that the allegations are true, will subject the individual to appropriate disciplinary action, up to and including termination. Any College employee who knowingly brings false accusation against another employee will also be subject to appropriate disciplinary action, up to and including termination.

F.9.b. Disciplinary Procedures

Failure to abide by the policies outlined in this handbook and any other College policies may result in disciplinary action up to and including termination. Misconduct that may result in disciplinary action includes, but is not limited to, purposeful unsatisfactory job performance; breach of DCAD confidentiality; failure to cooperate with a supervisor; refusal to work required overtime; tardiness; unexcused absence; unauthorized removal or use of property owned or controlled by the College or other personal property; dishonesty, falsification or misrepresentation; violation of the College's drug and alcohol policy; or felony violation of law.

Employees must be aware that this list does not attempt to identify every type of unacceptable conduct, and that conduct which is not specifically listed but adversely affects or is otherwise detrimental to the College, its employees, or its constituency may also result in disciplinary action.

F.9.c. Grievance Procedure

Step I

Individual: The individual discusses the problem with the supervisor to resolve the matter.

Supervisor: The supervisor attempts to resolve the problem through informal communication to a satisfactory resolution

Step II

Individual: Within five days after verbal discussion, if the problem is not resolved to the satisfaction of the individual, the individual submits to the supervisor a written statement with all pertinent information of the grievance that articulates the policy(ies) and or procedure(s) being grieved and the resolution being sought.

Supervisor: Within five days of receiving the written grievance, the supervisor responds in writing to the grievant. A copy of the statement is filed with Human Resources. All parties receive copies of the written

statements.

Step III

Individual: Within five days of receiving the written response from the supervisor, if no resolution is achieved, the individual meets with Human Resources to review the grievance and file an appeal.**

Human Resources: Within five days of meeting with the individual, Human Resources will write a report to be given to the President adjudicating the College's position. All parties receive a copy of this report.

**** In the event of a grievance with the director of finance, also the human resources representative, the individual should submit the grievance directly to the president.**

The President: Within five days of receiving the report from Human Resources, the president will meet with all parties and determine a resolution based on the report and any other information available. Within five days of this meeting, the president renders a written final decision to the individual adjudicating the College's position.

Step IV

Individual: If the individual is not satisfied with internal process, the individual may file a complaint with the Board of Trustees.

Step V

Individual: If the individual is not satisfied with the internal process, the individual may file a complaint with outside agencies.

F.9.d. Separation from Employment

It is the policy of the College to terminate employment because of an employee's resignation, discharge, or retirement, the expiration of an employment contract, or a reduction in the workforce. In the absence of a specific written agreement, employees are free to resign at any time and for any reason, and the College reserves the right to terminate employment at any time and for any reason (see Code of Employer/Employee Relations).

F.9.e. Unemployment Insurance Benefits (Updated 5.1.17)

If a DCAD employee files for unemployment insurance benefits between academic terms or during College vacation periods, the Delaware Division of Unemployment Insurance will conduct fact-finding to determine if the individual has a "reasonable assurance" of reemployment in the ensuing academic year or term. If it is determined that there is "reasonable assurance," wages from employment with DCAD, per federal and state law, cannot be used to determine eligibility for the receipt of unemployment insurance benefits.

Forms of Termination:

Resignation

Ordinarily the employee must give two (2) weeks' notice, in writing, of intent to resign to the president. Failure to do so will not prejudice benefits, but may result in the College's refusal to provide letters of recommendation. Once this notice has been received, its retraction is permitted only by mutual agreement of the employee and the College.

An employee who resigns receives all earned salary and accrued vacation leave. An employee who resigns is not entitled to severance pay.

Employment Abandonment

An employee who is absent for more than three (3) consecutive working days without prior approval and without absence notification is considered to have abandoned his/her employment. On the fourth day of absence, the College will notify the employee by registered mail that employment has been terminated as of the first day of the unauthorized absence.

The notice will indicate the procedure for the employee to receive any earned salary. In case of abandonment, employee forfeits accrued vacation pay. Termination due to abandonment is not retractable unless the employee substantiates that he/she was unable to notify the College as required.

Reduction in Staff/Staff Reorganization

The College provides at least three (3) weeks' notice to employees when a reduction in staff or staff reorganization is required by the president. At the College's discretion, salary may be paid in lieu of notice. An employee who is terminated because of reduction in staff or staff reorganization is paid earned salary and accrued vacation pay.

Discharge

An employee who is discharged is paid earned salary and accrued vacation pay. If an employee is discharged for cause, the employee is provided with sufficient but limited time to collect and remove all personal items. College property, phones, laptops, and computers cannot be altered or removed and must be surrendered forthwith.

Retirement

Retiring employees are entitled to earned salary and accrued vacation pay.

Employees should notify the College as early as possible of their intended retirement date. Advance notice is needed to process paperwork and to give employees time to make decisions. It is the employee's responsibility to notify the retirement benefit plan of the retirement decision.

All employee benefits plans and programs are subject to amendment or termination, even after retirement, at the College's sole discretion.

F.10. EXIT INTERVIEW

Prior to the employee's departure, the director of finance will conduct an exit interview advising the employee of the status of benefits, including termination of benefits, and the method of calculating the employee's final payment, which will cover unpaid wages or salary, and unused annual leave for which the employee is eligible. Information will also be provided regarding the employee's eligibility for continuation of health benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

At this time, the employee is to return all property belonging to the College to include: keys, equipment, I.D.s, tools, books, slides, reports, files, and other work products to the College. Should the employee be unable to return any materials such as books or equipment borrowed from the College, he or she must provide payment equal to their replacement value.

G. EMPLOYEE BENEFITS

Eligibility for benefits is determined by employment category and full- or part-time status. Detailed explanations and information are given to each new employee and updated as needed. DCAD, in its sole discretion, reserves the right to amend, modify, alter, or terminate any or all of these plans at any time. Please see director of finance for any additional information. Following is a summary of the benefits offered.

BENEFIT	FULL-TIME (OVER 35 HRS)	PART-TIME (20-30 HRS)	PART-TIME (UNDER 20 HRS)
Health & Dental Insurance	Yes	No	No
Life and Long-term Disability	Yes	No	No
Workers' Compensation	Yes	Yes	Yes
Social Security	Yes	Yes	Yes
Group Retirement Annuity	Yes	No	No
Group Supplemental Retirement Annuity	Yes	Yes	Yes
Flex Spending Account	Yes	Yes	No
Blood Bank	Yes	Yes	Yes
Tuition Benefit	Yes	Yes	No
Sick Leave	Yes	Yes - prorated	No
Bereavement Leave	Yes	Yes, paid for regularly scheduled hours only	No
Jury Duty	Yes	Yes, paid for regularly scheduled hours only	Yes, paid for regularly scheduled hours only
Unpaid Parental Leave*	Yes	Yes, see Family and Medical Leave	No
Unpaid Family Care Leave*	Yes	Yes, see Family and Medical Leave	No
Personal Leave	Yes	No	No
Military Leave*	Yes	Yes	Yes
Annual Leave	Yes	No	No
Holidays	Yes	No	No

* In some cases, employees may use vacation and/or sick leave during this unpaid leave time. Please see appropriate section for more details.

G.1. INSURANCES

G.1.a. Health & Dental Insurance

The College currently offers health and dental coverage to qualified employees. The College pays individual coverage for all full-time employees.

Enrollment takes place on the first of the month, on or after date of hire. Open enrollment and coverage changes take place on January 1 of each year. DCAD employees may purchase additional coverage at their own expense (See plan manager for description of current benefits).

When terminating employment, please consult with the director of finance to determine your eligibility to remain on the plan.

G.1.b. Workers' Compensation Insurance

Employee safety is very important to the College, and all employees are expected to comply with all safety and health standards whether established by the College, or by federal or state law.

However, if an employee is injured in the course of employment, either on or off College property, he/she is covered by Worker's Compensation insurance under the College's commercial policy.

It is important that the director of finance is notified within 24 hours of a work-related injury that has occurred to any staff member so that an accident report can document the incident while it is current. Medical bills are processed through this insurance company and not DCAD's employee health insurance benefit plan. All employees are covered by this benefit.

G.1.c. Long Term Disability Insurance

This policy is offered to all full-time employees. Enrollment takes place on the first of the month, on or after date of hire. There are no conversion privileges on termination (see Long Term Leaves of Absence). Consult the director of finance for policy details.

G.1.d. Life Insurance

This term insurance policy is currently offered to all full-time employees, and pays as a death benefit, one (1) times the employee's annual salary. Enrollment takes place on the first of the month on or after date of hire.

G.1.e. Social Security Insurance

This is a federally mandated benefit. Both the employee and employer share the cost. Its purpose is to provide retirement income for the employee and survivor's benefits to the employee's dependents. Information is obtained by calling the Social Security Administration. The Social Security Administration administers this plan and all forms and information must be processed through their office. All employees are covered by Social Security.

G.2. GROUP RETIREMENT ANNUITY

All full-time employees are eligible for this benefit. Enrollment in the College's group retirement annuity, through TIAA CREF, takes place on the first day of the month following date of hire. The College contributes the equivalent of 5% of the employee's gross earnings on a monthly basis into the employee's group retirement annuity. Employees may contribute additional funds to this account, and may also use a group supplemental retirement annuity to save additional pre-tax dollars (see below). This plan is 100% vested from the first day of eligibility. Upon termination, the employee has the option of leaving the funds with TIAA CREF until retirement or closing the account and rolling over the proceeds into an IRA or other eligible plan. A lump sum distribution may be taken if the balance of the account is under a specified limit, but will be fully taxed and charged a penalty for early withdrawal (call TIAA CREF for more details). It is very important to notify TIAA CREF or the College of any address changes, since statements will be sent regularly to the employee's home.

G.3. GROUP SUPPLEMENTAL RETIREMENT ANNUITY

This voluntary form of pre-tax retirement savings is available to all employees of the College. The amount to be withheld each month from pay is determined by the employee and withheld from pay by a salary reduction agreement. The amount withheld is not subject to federal or state income tax.

G.4. BLOOD BANK OF DELAWARE

Delaware College of Art and Design employees have a group plan with Blood Bank of Delaware. An employee may join at any time individually or as a family. A donation of blood or monetary equivalent is usually required soon after you have joined. Please see the director of finance to obtain more information. All employees are eligible to join.

G.5. TUITION BENEFIT

In an effort to provide staff, faculty, and their immediate families the opportunity to take DCAD classes, DCAD has adopted the following policy:

G.5.a. Staff and Immediate Family

Full-time staff are entitled to take classes for credit, up to 6 credits in an academic year (Sept.-Aug.), taking no more than 4 credits in any one semester, so long as classes do not conflict with scheduled working hours, job performance, and available seats. Part-time staff (working at least 20 hours per week) are entitled to take up to 3 credits in an academic year.

Employees are also entitled to take continuing education courses at no tuition cost based on availability.

G.5.b. Family

Immediate family members (spouse, domestic partner, child, and parent) are entitled to a full tuition remission for degree programs upon acceptance or continuing education programs depending upon availability. This benefit does not apply to fees charged or room and board charges.

G.6. LEAVES OF ABSENCE

G.6.a. Annual Leave

Unless otherwise agreed upon, all full-time staff employees accrue paid annual leave based upon the number of years of continuous employment. Annual leave is awarded as it is accrued. Accrual begins the day an employee begins work at the College.

During the first three (3) years of service, annual leave will accrue at the rate of 1.08 days of leave for each monthly pay period (for a total accrual of 13 days of annual leave per year).

During the fourth (4) through the tenth (10) years of service, annual leave will accrue at the rate of 1.67 days of leave for each monthly pay period (for a total accrual of 20 days of annual leave per year).

During the eleventh (11) and following years of service, annual leave will accrue at the rate of 2.16 days of leave for each monthly pay period (for a total accrual of 26 days of annual leave per year).

Temporary employees do not receive paid leave.

It is the responsibility of supervisors to schedule leave in cooperation with their staff to assure each employee the opportunity to use accrued leave while ensuring adequate work coverage. Employee requests for annual leave will be granted subject to the staffing needs of the College. In order to take annual leave, an employee must obtain the approval of his or her supervisor. New employees are not eligible to use their accrued annual leave until after the introductory period is completed. (See Introductory Period)

Employees will not be granted paid leave before days of paid leave have been accrued. Employees are encouraged to take annual leave within the year in which it is awarded. Employees may carry forward no more than one-half (1/2) of the leave awarded during the past year into the new fiscal year (7/1).

If a College-observed holiday or emergency closing (i.e. snow day) falls within an employee's scheduled annual leave, an additional day of annual leave is granted. If bereavement leave must be taken during scheduled annual leave, additional day(s) may be granted. If an employee gets sick while on annual leave, he/she must present a doctor's statement verifying dates of illness and diagnosis, in order to be able to substitute sick leave for annual leave.

G.6.b. College Observed Holidays

The Delaware College of Art and Design observes the following holidays:

- New Year's Day
- Martin Luther King Day
- Labor Day
- Independence Day
- Memorial Day
- Thanksgiving
- Friday after Thanksgiving
- December 24th through January 1

A holiday calendar with dates is published once a year. Please see the director of finance for a copy of the current year's calendar.

Ordinarily, holidays that fall on Saturday are observed on the preceding Friday; those that fall on Sunday are observed on the following Monday. If a College-observed holiday falls within or on an employee's scheduled annual leave, he/she is entitled to an alternative paid day.

G.6.c. Short-term Leaves of Absences

It is the policy of the College to permit employees to be absent from work on an authorized short-term basis for a variety of reasons, including sickness or injury.

In order for short-term absences to be considered authorized and potentially eligible for compensation, employees must obtain approval for the absence from their supervisor. Employees should give their supervisor one (1) week's advance notice of an anticipated absence or as much advance notice as is practicable under the circumstances.

Employees will not be granted paid leave before days of paid absence (sick leave or annual leave) have been accrued. In addition, authorized days off for short-term absences will not be considered as working time for calculating weekly overtime compensation.

An authorized short-term absence may include any of the following:

Sick Leave

Sick leave is to be used for illness, injury, or routine medical appointments of the employee or a member of the employee's immediate family (spouse or life partner, parent, child, stepchild, sibling, or any person with whom the employee shares or has shared a residence within the last year and with whom the employee maintains a committed relationship) who is unable to care for him/herself.

Ordinarily, unless other arrangements have been made, employees must notify their supervisor of sick leave on a daily basis. Written certification from the health care provider of the ill or injured employee or family member verifying the need for leave is required if the absence exceeds three consecutive days, and also may be required for certain shorter absences.

Sick leave is accrued by full-time staff at the rate of .83 days per monthly pay period (or ten (10) workdays per year). Sick leave is accrued by all part-time staff, working at least twenty (20) hours per week on a regular schedule, on a pro-rated basis. Employees working less than twenty (20) hours per week are not entitled to sick leave. Minimum sick leave charge is 1/4 day (2 hours) usually used for medical or dental appointments for the employee or immediate family.

Sick leave may accumulate to a maximum of sixty (60) days. Employees are not paid for unused sick leave upon separation from employment.

Employees who have an extended absence and must use all of their accrued maximum sick leave should consult the director of finance to determine their eligibility for Long-term Disability coverage.

Personal Days

Each full-time employee is eligible for four (4) paid personal days per fiscal year (July-June). These days are to be used for situations that may arise which cannot be dealt with outside of normal work hours. Personal days cannot be carried over to the next fiscal year.

Bereavement Leave

Employees are granted up to a maximum of three (3) days paid leave for a death in the immediate family (see definition of "immediate family" under Sick Leave). Part-time and hourly employees using bereavement leave will be paid for the hours they are regularly scheduled to work on those days.

In the case of absence in the event of death other than in the immediate family, days absent will be deducted from accrued annual leave. Additional time off in these circumstances may be discussed with the supervisor.

Jury Duty

An employee should notify his/her supervisor as soon as a jury notice (or subpoena to testify as a witness) is received. Regular full-time and part-time employees will be granted leave with pay while serving on any federal or state court jury. Employees may retain any compensation paid by the Court, in order to cover expenses such as parking, meals, childcare, etc.

Employees should report for work on days and during hours when they have been relieved from jury service. Employees are not required to use personal time for jury duty and must submit proof of service with their leave form.

If it appears that there is the possibility they will be required for jury duty for more than one (1) days' time, employees should consult their supervisor. Anticipated absence for any other court-required activity should be discussed with the supervisor as early as practicable. Accrued Annual Leave should be used for personal court appearances.

Religious Observances

The College makes reasonable accommodations for employees whose religion may include observances, practices, and beliefs (such as Sabbath observance) which may conflict with the schedules, programs, and terms and conditions of employment of the College. The College may require that any such employee provide the College with advance notice, in writing, of his/her intent to keep such observance during a specific calendar period.

Employees taking time off for religious observances can use accrued annual leave or personal days.

Emergency Closings

The College may be required to close for emergency situations such as inclement weather or a utility failure. In these cases, the president will make the decision whether to close the College delay the opening or close early. Official announcement of school closing will be listed on the College's website, www.dcad.edu, as early in the morning as possible. All employees will receive a copy of the Emergency Procedure Policy during their orientation and/or from their supervisor.

Employees who are paid on an hourly basis will not be paid for hours missed.

G.7. LONG-TERM LEAVES OF ABSENCE

It is the policy of the College to grant employees extended leaves of absence under certain circumstances.

The granting and duration of each leave of absence and the compensation received by the employee, if any, during the leave of absence will be determined by the College in conjunction with applicable federal and state laws.

Requests for a leave of absence or any extension of a leave ordinarily should be submitted in writing to the employee's supervisor at least thirty (30) days before the start of the leave or extension period. When the need for leave or an extension is not foreseeable, employees should give as much notice as is practicable. The supervisor will forward the request to the president who will make the final decision. All employees on approved leave are expected to report to the director of finance any change of status in their need for a leave or in their intention to return to work.

Benefits that accrue according to length of service, such as annual leave, holidays, personal days and sick leave, do not accrue during periods of unpaid leave or during periods in which the employee receives workers' compensation or disability benefits.

G.7.a. Long-term Disability Leave

An employee who becomes totally disabled as defined below, and who qualifies for the College's Long-term Disability Plan, is considered to be on Long-term Disability Leave. Accrued sick and annual leave may be used to provide income during the elimination period. An employee is totally disabled under the plan definition when he/she is limited from performing the material and substantial duties of his/her regular occupation due to sickness or injury. Total disability does not mean permanent total disability.

In order to minimize any unpaid time, an employee should file a claim as soon as the employee thinks he/she is disabled. A claim can always be canceled if the disability ceases to exist before the elimination period is satisfied.

G.7.b. Family and Medical Leave

Who is Covered

The Family and Medical Leave Act (FMLA) is intended to provide a means for employees to balance their work and family responsibilities by taking unpaid leave for certain reasons. The Act is intended to promote both the stability and economic security of families, and the national interests in preserving family integrity.

The FMLA is applicable to any employer in the private sector who is engaged in commerce or in any industry or activity affecting commerce, and who has 50 or more employees each working day during at least 20 calendar weeks or more in the current or preceding calendar year.

All public agencies (state and local government) and local education agencies (schools) are covered. These employers do not need to meet the 50 employee test. Most federal employees are covered by Title II of FMLA and are subject to regulations issued by the Office of Personnel Management. In order to be "eligible" for FMLA leave, an employee must be employed by a covered employer and work at a worksite within 75 miles of which that employer employs at least 50 employees; must have worked at least 12 months (which do not have to be consecutive) for the employer; and, must have worked at least 1,250 hours during the 12 months immediately preceding the date of commencement of FMLA leave.

Basic Provisions/Requirements

The FMLA provides an entitlement of up to 12 weeks of job-protected, unpaid leave during any 12 months for the following reasons:

- Birth and care of the employee's child or placement for adoption or foster care of a child with the employee;
- To care for an immediate family member (spouse, child, parent) who has a serious health condition; or
- For the employee's own serious health condition.

An employer must maintain group health benefits that an employee was receiving at the time leave began during periods of FMLA leave at the same level and in the same manner as if the employee had continued to work. Arrangements will be made with eligible employee to pay for continual health benefits. Under most circumstances, an employee may elect or the employer may require the use of any accrued paid leave (vacation, sick, personal, etc.) for periods of unpaid FMLA leave. FMLA leave may be taken in blocks of time less than the full 12 weeks on an intermittent or reduced leave basis. Taking intermittent leave for the placement for adoption, or foster care of a child is subject to approval by the employer. Intermittent leave taken for the birth and care of a child is also subject to the employer's approval except for leave relating to the pregnancy, which would be leave for a serious health condition.

When leave is foreseeable, an employee must provide the employer with at least 30 days' notice of the need for leave or as much notice as is practicable. If the leave is not foreseeable, then notice must be given as soon as practicable. An employer may require medical certification of a serious health condition from the employee's health care provider, and may require periodic reports during the period of leave of the employee's status and intent to return to work, as well as "fitness-for-duty" certification upon return to work in appropriate situations.

When the employee returns from FMLA leave, the employee is entitled to be restored to the same or an equivalent job. An equivalent job is one with equivalent pay, benefits, responsibilities, etc. The employee is not entitled to accrue benefits during periods of unpaid FMLA leave, but must be returned to employment with the same benefits at the same levels as existed when leave commenced.

Employers are required to post a notice for employees that outline the basic provisions of FMLA and are subject to a civil money penalty for willfully failing to post such notice. Employers are prohibited from discriminating against or interfering with employees who take FMLA leave.

Assistance Available

FMLA is administered by the Employment Standards Administration's Wage and Hour Division. More detailed information, including copies of explanatory brochures, may be obtained by contacting the local Wage and Hour offices. In addition, Wage and Hour has developed the Family and Medical leave Act Advisor, which is an Internet online system that answers a variety of commonly asked questions about FMLA including employee eligibility, valid reasons for leave, employee/employer notification responsibilities, and employee rights/benefits.

Penalties

Employees or any person may file complaints with the Employment Standards Administration, U.S. Department of Labor (usually through the nearest office of the Wage and Hour Division). The Secretary may file suit to insure compliance and recover damages if a complaint cannot be resolved administratively. Employees also have private rights of action without involvement of the Department to correct violations and recover damages through the courts.

Relation to State, Local, and Other Federal Laws

A number of states have family leave statutes. Nothing in the FMLA supersedes a provision of state law that is more beneficial to the employee, and employers must comply with the more beneficial provision. Under some circumstances, an employee with a disability may also have rights under the Americans with Disabilities Act (enforced by the U.S. Equal Employment Opportunity Commission).

H. PAY PRACTICES

H.1. PAYROLL PERIODS

Bi-monthly pay periods run from the 1st through the 15th and the 16th through the end of the month. For all employees, payday is the 15th and the last day of each month, unless this falls on a non-working day; then, payday is the last working day before either the 15th or the last day of the month. Paychecks or direct deposit notices are delivered to the employee's mailbox.

Part-time employees are paid only for the time sheets that have been submitted to the director of finance. Time sheets for part-time employees must be approved by the supervisor and turned into the director of finance every Friday or at least four (4) working days before a payday. Time sheets are required of all non-exempt employees.

H.2. PAYROLL DEDUCTIONS

The deductions made from an employee's paycheck are those, which the employee has authorized (such as health insurance or TIAA CREF contributions), and those which the College is required to make by law.

H.3. SOCIAL SECURITY TAXES

Employee and employer contributions are required by the Social Security Act to provide retirement, disability, and survivor benefits for the employee and his/her dependents.

H.4. FEDERAL, STATE AND LOCAL INCOME TAXES

The College is required by law to withhold from each employee's earnings an amount which represents his/her

approximate tax on those earnings and to forward the withholdings to the appropriate federal, state, and local agencies. Tax withholding is based on the information provided by each employee on the federal Form W-4. Each employee is responsible for the accuracy of that form and for updating the information when necessary. The director of finance will provide W-4 forms for this purpose and answer any employee questions regarding withholding.

H.5. HEALTH AND DENTAL INSURANCE

The College pays the cost of an employee's basic individual health and dental care coverage. If an employee obtains additional coverage, the additional cost is deducted from the employee's paycheck on a regular basis.

H.6. DEDUCTION FOR RETIREMENT ANNUITIES

Employees who wish to make regular contributions to a pre-tax retirement annuity (TIAA CREF) may do so by payroll deduction. A salary reduction agreement form must be completed and filed with the director of finance.

H.7. FLEX-SPENDING ACCOUNTS

Employees who wish to make regular contributions to a pre-tax flex spending account may do so by payroll deduction. A flex-spending enrollment form as well as a salary reduction form must be completed and filed with the director of finance.

H.8. DIRECT DEPOSIT

All employees are able to use Direct Deposit.

Under this system, an employee's net pay is directly deposited into his/her personal bank account(s). Instead of paychecks, informational pay stubs are provided on payday. Please see the director of finance to make any changes to your direct deposit information.

I. ADMINISTRATIVE PROCEDURES

I.1. STAFF MEETINGS

Staff meetings are generally held once each month. Other staff meetings are held as needed. The Director's meetings are held weekly. Each employee has the opportunity to announce information about his/her area. Employees who wish to bring up special topics may do so at any time. Internal departmental meetings are held at the supervisor's discretion.

I.2. COMMUNICATIONS AND USE OF DCAD PROPERTY

DCAD has provided computer and communications systems to support the conduct of the College's business activities. These systems include any individual personal computers provided to employees and all associated software; telephone, voice mail, and electronic mail systems; all centralized computer equipment; and any local and wide-area networks. Although limited personal use of the College's systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary business purpose for which they have been provided, with DCAD's ethical responsibilities, or with applicable laws and regulations. Each user is personally responsible for ensuring that these guidelines are followed.

I.3. COMPUTERS AND NETWORK SYSTEMS

The Delaware College of Art and Design is committed to using innovations to provide educational benefits to its students, faculty, and staff and to introduce them to this expanding global community.

The shared drive and other data collection files are to be considered private and accessed only for College business

purposes. Only administrative staff and faculty may add to the files, and no one should delete or damage stored information.

A computer network establishes a community. In any community, especially one as tightly linked as an electronic network, individual decisions can have a powerful and immediate impact on a large number of people. Accordingly, it is important that a community develop rules and protocols to ensure that the rights and privileges of each member of the community are protected and that the College's significant investment in the technology is not wasted. For this reason, the College has developed a set of rules and protocols to ensure that our electronic interactions are as orderly and mutually respectful as the rest of our communal lives. This set of guidelines is called the Technology Policy. Like other policies, the Technology Policy is based upon the importance of respect and consideration for the rights of others.

The Delaware College of Art and Design stresses respect for all campus technology and consideration upon those who use the system. Use of the College technology is a privilege rather than a right. The College reserves the right to alter this policy as the situation dictates. Questions regarding this policy should be directed to the director of finance.

I.3.a. Hardware, Software, Disks, And Documents

Hardware

Items of Delaware College of Art and Design hardware (CPU, monitor, keyboard, mouse, printer, scanner, and other peripherals) represent a large investment of college funds and provide the student body, faculty, and staff with an extensive array of tools for computer work. An equipment malfunction is costly to repair and makes the item unavailable to other users. Users should treat all equipment with respect, mindful that the user is part of the larger community.

Respecting the physical integrity of the hardware means that no one shall tamper with, use improperly, treat roughly, or remove any piece or part of a piece of hardware or its cabling from its proper location. All users must comply with use guidelines and restrictions posted or distributed by the system administrator.

Malfunctions or suspected malfunctions should be reported to the director of finance for immediate attention. No one should attempt to repair or modify any equipment without the direct supervision of the Information Technology Coordinator.

Systems And Applications

All installation of software is the responsibility of the Information Technology Coordinator. No one may install executable programs (.exe) or applications (.app) without authorization from the Information Technology Coordinator. No one may introduce system corrupting software, such as viruses, into any computer system or otherwise intentionally interfere with the operation of any system. No one may copy, transfer or remove any licensed software, including programs, applications, databases, or fonts that are installed on any computer hard drives. All users of College computers are expected to observe the terms of software license agreements and federal and state laws pertaining to software copyrights.

Disks, Files, And Documents

The work of individuals stored on CD's, flash drives or saved in files on hard drives is considered to be private. Just as it is inappropriate to obtain, read, alter, or copy work done by another on paper, it is inappropriate to access, read, alter, or copy work stored electronically without permission of the owner. The College will consider unauthorized electronic copying or electronic theft to be against College policy. Faculty and staff documents may be saved to designated drives on the College servers. Students may not save files to the College servers, but should save all work on portable flash drives.

I.4. COMPUTER NETWORK USE

Use of the network is public; therefore, the user is responsible for all activities generated by his or her account at all times. Use of the network outside the scope of College-related activities including commercial accounts is prohibited. The network is designed to monitor activity of all users. All users must abide by guidelines and restrictions. It is considered a College policy violation to attempt any system security bypass involving equipment from the College.

Security on any computer system is a high priority, especially when the system involves many users. It is imperative

that passwords be kept confidential, and it is recommended that passwords be changed on a periodic basis.

Users may not download, upload, or copy any material protected by copyright law without written authorization from the author. This includes any written documents or visual images found on the Internet, as well as software located on the College system.

As computer users in the DCAD community, it is the responsibility of all to guard against abuses that disrupt or threaten the viability of the College systems. If you feel you can identify a security problem, you must notify the director of finance immediately. Do not demonstrate the problem to other users. Do not use another's individual account without written permission from the director of finance. The College, in its discretion, may deny any staff member access to its system. A user in doubt about whether a specific use of the network is authorized should consult with the director of finance. Resources for peer-to-peer file sharing can be found at [Edu cause](#).

I.5. PRINTING

Printing is a costly resource. Please consider the environment before printing. Only documents required for College use should be printed and must follow copyright laws (see [Columbia Copyright](#)). Only College approved paper or transparencies may be used in the printers.

I.6. INTERNET AND E-MAIL POLICY

Access to the Internet and e-mail are services provided to the faculty, staff, and students of the College. These services are to be used primarily for College purposes; personal use should be kept to a minimum and should not interfere with DCAD operations. Any violation of this policy may be grounds for disciplinary action including removal of access privileges. Employees should not add their College email address to commercial databases.

Please refrain from using attachments to your e-mail except for vital College business. It is strictly forbidden to open any executable files (.exe) or applications (.app) that are attached to an e-mail message. These files should be deleted immediately, as they may contain viruses.

Staff members should apply the same guidelines to electronic mail as they do in their correspondence and interoffice memorandums. E-mail is difficult to delete, and what is written can become a permanent record, open to scrutiny of third parties. Note that electronic mail is not guaranteed to be private. The College reserves the right to monitor and review all e-mail and other system use to protect the integrity of the system and the safety of its users. Staff members must exercise care that no personal e-mail correspondence or messages and comments posted to newsgroups and list-serves appear to be an official communication of the Delaware College of Art and Design or disclose the College's proprietary information.

I.7. GENERAL GUIDELINES FOR COMPUTER USE

The use of your computer and/or account must be in support of education and research and consistent with the educational objectives of the Delaware College of Art and Design. Use of another organization's network must comply with the rules appropriate for that network. Transmission of any material in violation of any local, state, or federal regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, chain letters and pyramid scheme messages and material protected by trade secret. Use for commercial activities is prohibited, as well as use of product endorsement, political lobbying, and illegal activities.

The Delaware College of Art and Design makes no warranties of any kind, whether expressed or implied, for the service it is providing. The College is not responsible for any monetary or emotional damage you suffer as a result of system failure. This includes loss of data, system delays, non- or mis-deliveries, or service interruptions caused by the College, errors, or omissions, or others not affiliated with the College. Use of any information obtained via the system or the Internet is at the user's own risk.

The College reserves the right to all material produced during an employee's or student's affiliation with the College, or other materials produced using technologies supplied by the College. Release of copyright may be obtained through written contractual agreement signed by a designated College authority.

Violations of this policy may result in the loss of user privilege and/or disciplinary action

I.8. SOCIAL MEDIA GUIDELINES

Social media is defined as any set of accessible technologies and channels targeted at forming and enabling a community of participants to interact and collaborate. Facebook, Twitter, YouTube, Tumblr, and LinkedIn are all examples of social media.

The College uses social media to engage and inform the public, but does not condone the personal use of social media during work hours. For a detailed description of the College's social media guidelines, see [..\..\FORMS AND POLICIES\DCAD Social Media Guidelines 10-10-2013.doc](#).

I.9. TELEPHONES

I.9.a. Voice Mail

Each employee is assigned a voice mailbox. Generally, an employee's telephone extension number is the voice mailbox number. If an employee does not have a specific telephone extension, the director of finance will assign a separate voice mailbox number.

Instructions for voice mail and the telephone will be provided to each employee. Please contact the director of finance if further assistance is required. Because this telephone equipment is so costly, care should be taken when eating or drinking around the equipment.

In order to eliminate unnecessary calls to the main number, please give out the automated number 302.622.8867 and include your extension.

I.9.b. Long Distance Calls

All employees are supplied with a business long-distance calling code for telephone calls. Personal calls and faxes are not charged to the employee, although personal calls should be kept to a minimum.

I.10. FAX MACHINE

The College's fax machine is located in the main DCAD mailroom. The fax number is 302.622.8870. If the fax machine is not working, please contact the director of finance.

Because of confidentiality, employees should use discretion when sorting other employees' mail and faxes.

The fax machine is not intended for use by students.

I.11. COPY MACHINES

There are three copy machines in the College. The primary copier is in the main DCAD mailroom. This copier is intended for business use only by staff and faculty. Any personal copies should be kept to a minimum or made on the coin-operated copier in the Library.

All employees are responsible for taking care of the copiers, refilling paper, removing jammed paper, and keeping the machine clean. If any copier is not working, please inform the business office.

There is a copier on the fourth floor and in the library. These are available for employee and student use with a copy card. Copy cards can be obtained from the business office.

I.12. TOOLS, SUPPLIES, EQUIPMENT

College tools are to be used on College projects only. Please obtain permission from a department before borrowing tools, and make sure to return them to the department immediately after use. It is not appropriate to enter a department area and borrow tools while no one is present. The College's tools, supplies, or equipment are not for personal use and are not to be removed from the premises.

I.13. VENDING MACHINES

Vending machines are located in the student lounge on the fourth floor. Machines are refilled weekly by the vending

machine contractor. If the machine malfunctions, please contact the director of finance.

I.14. MAIL

Mailboxes are assigned to students, faculty, and staff, and are clearly labeled for easy distribution of mailings. The faculty/staff mailroom is located on the first floor. The student mailboxes are located on the fourth floor in the student lounge. U.S. Mail is delivered once a day and distributed to faculty/staff mailboxes.

The College's postage meter is located in the mailroom. The postage meter is explicitly intended for business use only. Postage meter supplies are located next to the machine. Please check the date and postage amount before running mail through. Any mistakes should be placed in the director of finance's mailbox for a refund from the post office. If the postage meter is not working, please contact the director of finance.

A postage meter and scale are available for college-related mailings up to 5 lbs. in weight. The security officer picks up outgoing mail from the Mail Room at 4:30pm daily and takes it to the mailbox on the corner of 6th and Market for postal service pickup at 5:00 pm.

For mailings over 5 lbs., or special deliveries, please take directly to the post office.

FedEx will pick up outgoing deliveries from the College upon request. All FedEx packaging materials and directions for use are located in the mailroom. Forward all FedEx mailing receipts to the director of finance.

All shipments are delivered to the mailroom. Every effort is made to deliver oversized shipments and boxes to the appropriate area. It is the responsibility of the individual staff member to arrange for the receipt and pick-up of all material shipped to him/her. All such material should bear the name of the individual. Every effort will be made to notify employees when such material is delivered; deliveries with no individual name will be stored in the mailroom.

Students may leave mail for faculty and staff that comfortably fits in the faculty/staff mailbox. Under no circumstance should large objects be left in the mailroom for faculty or staff.

I.15. BULLETIN BOARDS

In order to facilitate the responsible distribution of information and to minimize visual clutter in our building, the following posting policy has been implemented: notices, flyers, or posters may only be placed in posting areas (designated homosote panels on the first floor, bulletin boards, first-floor kiosks, and elevators), or on mailboxes with the prior permission of the president. This does not apply to mailbox distribution of administrative memos or notices, or curricular-related material from faculty. Posting privileges also require removal of the item upon the activity's expiration.

The faculty and staff bulletin board is located in the mail room and is open to all staff and faculty for personal and professional postings. Periodically this board will be cleaned off and outdated information removed.

The homosote panels in the basement, third, fourth and fifth floor hallways are for displaying student work only, under supervision of the faculty. The homosote panels in the classrooms are for classroom use only, and the posting of curricular material by faculty. No notices, flyers, or posters may be taped or pinned to walls anywhere else in the building, including the stairwells.

Solicitation materials and literature of a personal nature can be left in the mailroom for employees to pick-up at will.

I.16. PURCHASING OF EQUIPMENT AND SUPPLIES

I.16.a. Budget Development and Implementation

Departmental budgets are established for each fiscal year of July 1 to June 30. Employees submit budget proposals for both capital expenditures and annual operating expenses in accordance with the scheduled dates issued annually by the chief administrative to each department.

Budget requests are compiled and submitted to the director of finance. The College budget is submitted to the Board of Trustees for review and approval. Approved budgets are distributed to each employee through the director of finance.

The director of finance sends periodic budget reports to each employee. All employees receive purchasing and budgeting guidelines at the beginning of each fiscal year.

I.16.b. Purchasing

The general requirements for the purchase of goods and services by any employee of the Delaware College of Art and Design include the following:

The purchase must fall into a pre-approved budget category, and the amount of the purchase when combined with other purchases in the same budget category may not exceed the total authorized budgeted amount.

Each purchase will require the approval of the person responsible (i.e., dean, program chair, authorized staff, or the director of finance) whose budget will be affected.

I.16.c. For purchases under \$30:

Cash advances and reimbursements are available from the Business Office up to the amount of \$30. A receipt must be presented in both cases. The receipt must be approved (initialed) by the dean and program chair responsible for the purchase and should include the account to be charged. Purchase orders are not required for purchases under \$30.

I.16.d. For purchases under \$500:

In some instances, a purchase order may be completed and approved by the supervisor and/or the director of finance. Forward the yellow copy of the approved purchase order to the director of finance.

The order is then placed, or purchase made, by the requesting person. Vendors may or may not require a purchase order for ordering. Please see the Business Office for a list of vendors with DCAD accounts. If DCAD does not have an account with a vendor, and there is a need for one, forward a credit application from the vendor to the director of finance for processing.

The employee may also pay for the purchase with his/her personal funds and apply for a reimbursement by check from DCAD. Check requests should be submitted along with receipts and approved purchase order to the director of finance for reimbursement. A check request form and accompanying receipt must be presented, approved (signed) by the dean and program chair responsible for the purchase and must include the account to be charged.

I.16.e. For purchases over \$500:

For purchases over \$500, a purchase order must be completed and approved by both the person responsible (i.e., program chair, authorized staff, or director of finance). After the purchase has been approved by the director of finance, the white copy of the purchase order is returned to the requester so that he/she can place the order.

I.17. CHECK REQUESTS

If a check is needed in advance of the purchase, a Check Request Form must be completed, approved by the supervisor and submitted to the director of finance at least one week in advance of date needed.

I.18. RECEIVING ORDERS

All in-coming shipments will be directed to the mailroom area for pick-up by the person responsible for the order. He/she will be notified if the package is not picked up within a few days.

After receiving an order, check to see that all items were received as stated on the packing slip. Sign and forward ALL packing slips to the director of finance.

I.19. INVOICING

Vendors should send invoices to the department head who ordered the goods or services. When invoices are received, the department head should match them to the packing slips or purchase orders. If there is a discrepancy in the amount(s) charged, the department head should contact the vendor to resolve the difference. Once it is confirmed that the goods or services have received, the department head should authorize the payment of the invoice by signing, dating, and coding to the appropriate account number. The invoice should then be delivered to the Business Office for payment.

I.20. EMPLOYEE BUSINESS EXPENSES

Necessary expenses of traveling on College business are provided and/or reimbursed with prior approval of the employee's supervisor.

I.21. MILEAGE REIMBURSEMENT

An employee is reimbursed at the IRS allowance for using his/her automobile on behalf of the College, provided that the employee's supervisor authorized the trip. For mileage reimbursement over \$30, the employee must submit a check request (authorized by his/her supervisor) to the director of finance. Mileage expenses under \$30 may be paid from petty cash, if desired.

I.22. REIMBURSEMENT OF TRAVEL AND BUSINESS EXPENSES

An employee may be reimbursed for certain travel expenses, business entertaining, etc., which have not been addressed above, provided that the employee's supervisor authorizes the expense, with prior approval.

For reimbursement, the employee must submit a check request form (approved by his/her supervisor) to the director of finance, along with a detailed listing of expenses and account numbers to be charged. Receipts must be attached.

I.23. MEMBERSHIPS IN TRADE AND PROFESSIONAL ASSOCIATIONS, CLUBS AND CIVIC ORGANIZATIONS

College funding for membership fees or participation in professional associations, is available on a case-by-case basis, according to budgetary planning within the department and/or authorization by the president.

I.24. SECURITY AND SAFETY PROCEDURES

I.24.a. Visitors and Guests

Employees must inform the security guard (ext. 101) of any visitors that are expected. The guard must be told in advance where to send the visitor when he/she arrives. All visitors will be required to sign in at the security desk.

If the guard has not been informed of a visitor, he/she will make every effort to find the contact employee by phone. The visitor must remain at the security desk until the contact is reached.

I.24.b. Pets

Pets are not allowed in the school or in housing under any circumstances. The approved use of service animals must be requested beforehand.

I.24.c. Food and Drink

For extensive health reasons, eating and drinking are not allowed in studio classes, photography areas, or computer labs.

I.24.d. Keys and Access to the Building

There is an institutional commitment to faculty and staff to have convenient access, when needed, to all work areas with as little restriction as possible, while at the same time maintaining key security, institutional security, and preventing unauthorized access to rooms within the building.

Keys will be issued to an individual and are nontransferable. They are only issued upon authorization of the director of finance and must be signed for by the recipient. When the period of authorization is over or the individual is no longer an employee of the College, the keys are to be returned to the director of finance.

I.25. BUILDING HOURS

When classes are in session, the building generally open at 7:30 am and closes at 11 pm, and Saturday and Sunday

8:30 am to 9 pm. Specific building hours are published each semester. The Administrative Offices are open Monday through Friday 9am to 5pm.

Only authorized employees should enter the building during closed hours, he/she should notify the security monitoring company and possess the security code.

All employees who have been issued keys are responsible for those keys and must report any stolen or missing keys immediately to the director of finance.

I.26. PARKING POLICY

Parking in the DCAD King St. lot between the hours of 8 am and 5 pm is only available to limited full-time staff and faculty. This exclusion also applies to all visitors and repair persons. Please inform anyone who will be visiting you that there is metered parking available on the street. After 5 pm, the lot is open to all staff and faculty on a first-come-first-served basis. Students are not allowed to park in the lot. Unauthorized cars are subject to towing.

The Delaware College of Art and Design is not responsible for lost or stolen articles from employee's vehicles. It is recommended that car doors be kept locked at all times and all items of value stowed out of sight.

I.27. LOST AND FOUND

All unclaimed articles found on College property should be immediately turned in to the Security Guard. If the owner can be identified, every effort will be made to return the item. If the owner is not known, the item will be held at the Security desk for a limit of six (6) months, at which time, it will be discarded.

I.28. CASH AND CREDIT CARD HANDLING

It is critical that all only authorized employees handle cash. Faculty are not authorized to handle cash and should send students to the Business Office for any payments to the school. Authorized employees who handle cash must be constantly aware of the security of the funds. Any cash received should be taken immediately or on a daily basis to the Bursar's Office to be placed for processing.

All departments that accept credit cards must do so in compliance with credit card industry standards, and in accordance with DCAD's Security Information Policy. Credit card payments may only be accepted for goods, services, degree program tuition and fees, continuing education tuition and fees, exhibition sales, gifts to the College, and library fees.

I.29. SECURITY OF PERSONAL BELONGINGS

Employees are expected to exercise reasonable care to safeguard personal items brought to work. The College is not responsible for the loss, damage, or theft of personal belongings, and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work.

I.30. REPORTING ACCIDENTS

Within twenty-four hours of an emergency situation an accident report form will be completed by the security guard in charge. Any employee who has witnessed an emergency may also be asked to complete an accident report form.

Employees who suffer any work-related injury, no matter how minor, must report it within 24 hours to their supervisor, or to the security guard who will complete an accident report form recording the incident.

For more detailed instructions in case of an emergency, refer to the College Emergency Procedures handbook, a copy of which is located in each area of the College.

I.31. MAINTENANCE OF WORK AREAS

In order for College employees to perform their duties properly and efficiently, they are expected to set an example for each other in maintaining a safe workplace:

- Report all unsafe conditions or acts.
- Obey all warning signs and encourage others to do so.
- Make sure that all aisles and exits are clear at all times.
- Approach corners, doorways, and aisles cautiously.
- Report loose floor tiles and torn carpeting.
- Pick up items that may cause someone to trip.
- Do not extend electrical cords across walkways.
- See that spills are cleaned up promptly. If further attention is needed, block off the area until the area can be cleaned up or repaired.
- Report electrical troubles immediately. Small shocks, overheating of equipment, switches sparking,, or noise are all urgent warnings.

I.32. OCCUPATIONAL SAFETY AND HEALTH

Employees will be using a variety of materials in their work. They are encouraged to become familiar with the properties of these materials, the health and safety hazards of their use, and any safety precaution that will ensure safe use. Employees are encouraged to use all recommended personal safety devices when working with hazardous materials. Chemical manufacturers provide Safety Data Sheet (SDS), which provide necessary information.

All full-time employees are required to take OSHA training. Any hazardous condition must be reported to the director of finance immediately in order to maintain a safe and healthy environment.

I.33. RESOURCES

I.33.a. Field Trips

Employees may participate in College-sponsored field trips with the permission of their supervisor and at the request of a faculty member. Room permitting, employees are permitted a guest with the submission of an appropriate "Liability Waiver Form." Guests under the age of 18 must have the approval of the president.

I.33.b. Notary Services

For any college-related or personal notary needs, please see the director of finance, who is a Notary Public.

I.33.c. Edgar A. Thronson Library

The Edgar A. Thronson Library is a specialized art and design library supporting the research needs of DCAD's students and faculty. The library houses a collection of more than 14,000 books, videos, sound files, digital images, electronic resources, as well as subscriptions to art and design periodicals. The collection of art and design resources supports and supplements DCAD's intellectual and artistic goals; with particularly strong collections in animation, art history, fine arts, graphic design, illustration, interior design, and photography. Search the library's collection by accessing the online catalog at www.dcad.edu/library or by visiting the library in person. In addition to both the library's physical holding and electronic resources the library participates in an interlibrary loan network, which allows patrons to borrow materials from libraries across the U.S. In addition, DCAD students can visit nearby library collections at the Wilmington Public Library, Delaware Art Museum, and the University of Delaware.

I.33.d. Exhibition Space

The Delaware College of Art and Design maintains supervised exhibition spaces for displaying the work of students, faculty, and alumni of the College including the first floor Toni and Stuart B. Young Gallery. The Young Gallery is open to the public and provides an important showcase for student and faculty work, as well as visiting exhibitions. The gallery participates in the downtown Art Loop that attracts visitors and residents alike to explore the cultural resources of the city.

Other exhibitions spaces include the Denise and Richard Easton Sculpture Space and the homosote panels in the hallways. As Wilmington's only professional art and design school, many other exhibition opportunities are made available to DCAD students.