

Dixon Center

Staff Manual

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Welcome to the Team!

This manual has been prepared to inform you about Cabrini Athletics and Recreation's employment practices and policies, as well as the conduct expected from you. We hope this manual will help you feel comfortable with us. We depend on you—your success is our success. Please don't hesitate to ask questions. Your full-time supervisor will gladly answer them. We believe you will enjoy your work and your fellow employees here. We also believe you will find the Dixon Center a good place to work. We ask that you read this manual carefully, and refer to it whenever questions arise. Cabrini Athletics and Recreation's policies, benefits and rules, as explained in this manual, may be changed from time to time as business, employment legislation, and economic conditions dictate. If and when provisions are changed, you will be given replacement pages for those that have become outdated.

What You Can Expect From Cabrini Athletics and Recreation

Cabrini Athletics and Recreation selects employees who display an interest in fitness, recreation and athletics by wishing to contribute to the success of our program. We dedicate ourselves to a healthy environment by providing a facility that is attractive, comfortable, orderly and safe. By maintaining mutual respect in our working relationships, we assure employees the opportunity to discuss any problem with a full-time staff member at any time. Through open discussion, we will make prompt and fair adjustments of any complaints, which may arise, in the everyday conduct of our business, to the extent that is practicable. We hope to develop competent people who understand and meet our objectives, and who accept with open minds the ideas, suggestions and constructive criticisms of fellow employees. We will do all of this so that the Dixon Center will be known as "a great place to work."

What Cabrini Athletics and Recreation Expects from You

Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with your supervisors and your fellow employees and maintain a good team attitude. How you interact with fellow employees and those whom our department serves, and how you accept direction can affect your success. In turn, the performance of one area can impact the entire service offered by the Dixon Center. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability. The result will be better performance for the college overall, and personal satisfaction for you. You are encouraged to grasp opportunities for personal development that are offered to you. This manual offers insight on how you can positively perform to the best of your ability to meet and exceed Cabrini Athletics and Recreation's expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We are dedicated to making the Dixon Center an area where you can approach your supervisor(s) to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of the Dixon Center. We're all human, so please communicate with each other and with your supervisor(s). Remember, you help create the healthful, pleasant and safe working conditions that the Dixon Center intends for you. Your dignity and that of fellow employees, as well as that of our students, staff, faculty and community members is important.

Cabrini Athletics and Recreation needs your help in making each working day enjoyable and rewarding.

CABRINI ATHLETICS AND RECREATION STAFF CUSTOMER **SERVICE STANDARDS “10”**

1. Deliver quality service without discriminating on the basis of race, color, national origin, sex, religion, age, sexual orientation, disability, political beliefs, and marital or family status.
2. Act respectfully and professionally at all times.
3. Answer each phone call in the appropriate manner within two rings.
4. Handle patron concerns in an expedient and thorough fashion.
5. Provide patrons with complete, accurate information about our programs and services.
6. Take the necessary time to treat each patron as an individual in order to better address their wants, needs, and concerns.
7. Provide an explanation and referral in all instances where we cannot meet a patron's request.
8. Be courteous and empathetic to all patrons.
9. Utilize feedback from patrons on a regular basis to improve services and practices.
10. Maintain facilities, space and equipment with diligent care in regard to safety, security, attractiveness, accessibility and cleanliness.

Cabrini College Athletics and Recreation

Director of Athletics and Recreation

Joe Giunta

Recreation

Assistant Director of Recreation

Orlin Jespersen

Fitness Director

Jess Huda

Aquatics Director

Derek Kay

Dixon Center Coordinator for Facility and Operations

Andrew West

Athletics

Associate Athletic Director

Jeff Falardeau

Sports Information Director

Brian Beacham

Sr. Woman Admin./Student-Athlete Wellness Coordinator

Jackie Neary

Athletic Trainer

Rachel Gale

Athletic Trainer

Mary Stein

Administrative Assistant

Karen Bonner

Head Coaches

Head Field Hockey and Women's Lacrosse

Jackie Neary

Head Women's Basketball Coach

Kate Pearson

Head Men's Basketball Coach

Marcus Kahn

Head Men's Lacrosse Coach

Steve Colfer

Head Men's and Women's Swimming Coach

Diane Humes Green

Head Cross Country Coach

Tom O'Hora

Head Men's Golf Coach

Adam Pifer

Head Men's Soccer Coach

Glen Jaskewics

Head Women's Soccer Coach

Ken Prothero

Head Softball Coach

Lisa McGregor

Head Men's Tennis Coach

Rich Aldrete

Head Women's Tennis Coach

John Magee

Head Volleyball Coach

Eric Schaefer

Athletic and Recreation Facilities

Dixon Center

Cabrini's sports and recreation complex, the Dixon Center, houses squash courts, a gymnasium with three basketball courts, a swimming pool, a fitness center and strength training area, a dance/aerobics room, and an indoor track.

Dixon Field

The brand-new, state-of-the-art, all-weather mini-stadium features seating for 700 fans, lights for night games, a press box, landscaping, and fencing. The field itself features Sprinturf, the artificial surface found at Penn's Franklin Field and the Philadelphia Eagles' training center.

Dixon Center Hours of Operation

FITNESS CENTER		POOL	
Monday-Thursday	6am-11pm	Monday-Thursday	8am-10pm
Friday	6am-9pm	Friday	8am-8pm
Saturday-Sunday	9am-5pm	Saturday-Sunday	9am-4pm

Dixon Center Summer, Finals Week and Break Hours

FITNESS CENTER		POOL	
Monday-Friday	6am-9pm	Monday-Friday	8am-8pm
Saturday	9am-12pm	Saturday	9am-12pm
Sunday	CLOSED	Sunday	CLOSED

Expectations

General Guidelines and Expectations

- All student staff members are expected to report to work on time.
- You must be currently enrolled as a student at Cabrini College throughout the term of your employment.
- Student staff members may not work more than 40 hours per week on campus.
- All student staff on duty must wear the appropriate Cabrini Recreation attire.
- Personal radios, Ipod, Mp3 players, pagers, TVs, video games, cellular phones, magazines, palm pilots and will not be permitted during a work shift.
- Work areas should be occupied only by student staff members who are scheduled to work at those times. All visits must be brief.
- Use of alcohol or drugs or conducting any illegal activities at work is grounds for immediate dismissal and/or termination.
- Keep your work area neat and orderly.
- Do not leave your work area unattended.
- Attendance at all Cabrini Athletics and Recreation student staff meetings, orientations, and training sessions is required.
- Know, understand and enforce all Dixon Center, Athletics, and Recreation job-specific rules and policies.
- Be prepared for possible emergency situations (i.e. tornado, bomb threats, etc.) by studying the Emergency Procedures Plan.
- Correctly clock in and out via the time clock.
- You are expected to show proper ID at the entry stations if you are not dressed in your work attire.
- Staff members are expected to check their email accounts, When to Work, and Cabrini One for important messages from the department as well as from your employee group supervisor.
- All materials reviewed and conversations overheard during work are strictly confidential and cannot be discussed outside the office or with other staff members except in the completion of an assigned task.
- You are accountable for your conduct, both positive and negative. You are welcome to stop in and discuss any issues or situations at anytime. Performance will be documented and kept in employee records and files.
- Staff shirts/name tags must be worn at all times

Staffing Policies

Abuse of Department's Resources

Student staff are allowed to use departmental resources in a reasonable manner. If a student staff member is found using any of the department's resources in an unreasonable manner for personal usage (i.e., but not limited to: telephone, copier, computer/printer) this will be grounds for termination and student will be asked to reimburse the department for any cost incurred.

Accepting Others' Property

Do not accept the personal property of others for safekeeping. If you do, and it is damaged, lost, or stolen, you may be responsible.

Breaks

Rest-

Staff members scheduled to work a 4 hour shift or longer are eligible for a 15 minute break. Those who work less than four consecutive hours are not eligible for a break. The rest break should be taken at a time and in a manner that does not interfere with efficiency. Staff members are not permitted to use vehicles or to leave campus during a rest break. Staff members are permitted to get food on campus, but should return and eat in the Dixon Center lobby away from the Front Desk.

Meal Breaks-

Staff members who are scheduled to work 6 consecutive hours are entitled to one 15-minute PAID and one 30-minute UNPAID break. During the 30-minute break, staff members must check out on the time clock and then check back in after lunch. Staff members can leave the facility during this break. You are welcome to eat anywhere that food is allowed in the building (Lounge area around couches). Please communicate rest and meal breaks with either a Building Supervisor or professional staff member. Breaks cannot be used to leave the shift early.

Food/Snacks and Drink-

It is permissible to have drinks at the workstation, but they must be put in an inconspicuous place, such as under the counter. Since there are many definitions of what a "snack" is, and due to our customer service philosophy, there is to be no food at workstations*. Granola bars and other small snacks are ok. A meal from Jazzman's or the food court is not. If you do need to get a quick bite to eat or take a break, please contact and communicate your need for assistance with the Building Supervisor or one of the professional staff members. We'll give you a quick break to get something to eat. You are welcome to eat anywhere that food is allowed in the building (Break Room or Lounge area around couches).

- Special consideration for staff members who have been diagnosed with hypoglycemia.
- Students staff members should plan ahead if they know they will be coming straight from class with no time to eat.
- Staff members who consistently have to leave shifts shorter than 4 hours to eat may have this privilege taken away.

Complaint Procedures

Student staff that has complaints or disagreements are encouraged to try to resolve these problems by discussing them honestly with the professional staff member with whom they have a conflict. For sexual harassment complaints see – Cabrini College Policies and Statements – Sexual Harassment Statement and Procedures section.

STEP ONE: Speak to the individual (one-on-one) that you have a conflict/problem with.

STEP TWO: Discuss your problem with the individual's supervisor. If agreement still cannot be reached, the student staff should make an appointment and share the problem with that individual's supervisor.

STEP THREE: Involve the Assistant Director for Recreation or Athletic Director (Game Staff Only). If there is no solution at this level, then both parties should inform the Assistant Director of Recreation of the situation. The Assistant Director for Recreation will investigate the problem, discuss the matter with the professional staff member(s) that are involved, and prepare a separate report. Once the required documentation and reports are compiled, both parties will be asked to meet with the Assistant Director for Recreation. If an agreement still cannot be reached, the problem may be referred in the same manner to the Athletic Director. Any decision made by the Director will be final. All parties should make every effort to resolve the problem in the early stages of the process and to deal in good faith throughout the process.

Congregating Around Work Areas

Congregating around workstations is not permitted. If friends stop by while you are working, please explain to them that you are working. Conversations need to be brief. If this is a consistent problem, disciplinary action may be taken. Those working the Front Desk or Equipment Counter are looked to for information and assistance. Since members and guests are not always able to identify who is employed by the Dixon Center and who is qualified and trained to answer their questions and address their concerns, nobody is permitted behind the Front Desk and Equipment Counter other than Dixon Center employees. Due to the professional nature and customer service atmosphere, we ask that you keep all personal conversations work appropriate. Be aware of what you are talking about. Individuals hanging out or lingering around the Front Desk or Equipment Counter do not create this type of environment. If you are not working, you should not be behind the Front Desk or Equipment Counter. Please utilize the couch area in the lobby to socialize.

Courtesy Call

If a student staff member does not report to his or her scheduled shift, a courtesy call MAY be made on their behalf to ask them to come in to work. Whether you receive a call or not, an infraction will occur. Student staff members are ultimately responsible for their scheduled shifts.

Housekeeping and Maintenance

Staff members are to keep their work area clean and neat. All trash must be picked up and placed in the proper receptacle. Equipment and furniture should be placed in its proper position. Keep your employee group supervisor or the Building Supervisor aware of any maintenance problems that you notice. Be prepared to help clean the facility and/or courts/fields as deemed necessary.

Intellectual Property Rights

As a staff member of Cabrini Recreation and Athletics (professional, intern or student staff member), any creation of programs, documents, manuals, brochures and other related materials, that are developed with the reliance of college support, are the property of the Cabrini College and Athletics and Recreation. Upon the departure of your employment experience with our department, all originals of programs, documents, manuals, brochures and other related materials must be turned over to the department.

Participant Conduct

As a staff member of the department of Athletics and Recreation you are expected to abide by the same policies and procedures that the rest of the membership adheres to, as outlined in The Dixon Center Policy Manual. If a staff member engages in hazardous behavior or actions that might damage equipment or the facility, that person may be evicted, suffer loss of Dixon Center privileges and/or face possible termination. Creating a hostile environment is subject to sanctions determined by the Assistant Director of Recreation, Facility Coordinator, Aquatics Director, Fitness Director, Sports Information Director, Associate Athletic Director, or Athletic Director. Sanctions may include, but are not limited to, suspension from facility; revoking membership privileges; student disciplinary sanctions; civil prosecution and others.

Personal Phone Calls

If you have to make a personal phone call, please contact a Building Supervisor, Student Supervisor, Professional Staff Member or Float to cover your workstation. Workstations should not be left unattended. Abuse of this will be noted in a student staff member's file. No personal calls can be made or received from workstations via cellular phones and/or Dixon Center phones. If a staff member is expecting an emergency phone call, obtain permission from the Assistant Director of Recreation, Facility Coordinator or Employee Group Supervisor to carry the cell phone while working.

Reducing Work Schedule

A written (typed and dated) request must be received two weeks before being removed from the permanent schedule (you may send this via email). You are still required to work one (1) shift per week, your scheduled weekend shift(s) and to attend all staff meetings and/or in-service trainings.

Resignation

A two weeks written (typed and dated) notice is requested prior to a staff member ending employment with Cabrini Recreation. If a staff member leaves on good terms, the staff member has the opportunity to reapply for employment.

Student Personnel File Access

A student staff member may examine his or her student personnel file deletion, or write a statement of disagreement with any item in the file in the presence of the Facility Coordinator or Assistant Director of Recreation. The student staff member may not remove any item from his or her file.

Staff Meetings and In-Service Trainings

Any time that your employee group supervisor plans staff meetings and/or any in-service training, they are considered mandatory and you are paid for attending. If you are unable to attend a scheduled meeting due to prior conflicts, please contact your employee group supervisor at least 72 hours ahead of the scheduled meeting/in-service. Giving a 72 hours notice will not ensure that your absence is excused.

Studying and Reading

Studying and homework are not permitted at the Front Desk. Exceptions may be made during Finals Week so long as it does not interfere with job performance. Studying and homework are allowed at the Equipment Counter so long as it does not interfere with job performance. Laptops are not permitted at either work station.

Closing Work Shifts

If scheduled for a closing shift, you will be able to clock out from your shift once all the closing responsibilities are completed for that particular night. You must ask the closing Supervisor for permission to leave once the facility is locked and secured. Employees who leave without notifying the on-duty supervisor will be written up and the document will be placed in their file.

Working in Multiple Employee Groups

If you do work in two or more employee groups within the department (Game Day, Fitness, Student Supervisor, Lifeguard, and Facility Assistant), and you are dismissed from one employee group, you are automatically dismissed from all employee groups.

Dress Code Guidelines

All Athletics and Recreation staff members are expected to present a neat, clean and well-groomed appearance. Staff shirts and/or name tags must be worn at all times. If this is not adhered, a poor performance report will be written and the appropriate disciplinary action will be taken.

****The only exception to not wearing a staff shirt is if you are student teaching or have to present in class on the day you are not wearing your staff shirt.***

Apparel

The department of Athletics and Recreation provides each staff member with one (1) uniform top each academic year. The staff member has the option of purchasing additional uniform tops or other approved optional work apparel.

Uniform Requirements

HATS

NO hats of any type may be worn while on duty.

SHIRTS/NAMETAGS

Staff shirt and/or nametag must be worn while on duty. A neutral colored long-sleeved shirt may be worn under the provided staff shirt. Shirts may not be tied around the waist. Shirts may not be worn to work out and/or to participate in Recreation programs. A nametag will be issued to all staff member. Nametags are required at all times. If your nametag is lost, a \$5.00 replacement fee will be charged.

PANTS/SHORTS/SKIRTS

Any solid colored pants; shorts or skirts may be worn. Pants should not be frayed, patched or have holes. Shorts/Skirts/Skortts must reach mid-thigh or longer. Sweatpants are not permitted at any time.

Payroll Procedures

Direct Deposit

Staff members have need to have their paychecks deposited into their checking or saving accounts. To obtain direct deposit form, see the facility coordinator.

I-9 and W-4

All employees of Cabrini Recreation **MUST** fill out these forms with the position supervisor. All students should have either a passport or a driver's license and a social security card or birth certificate to fill out State and Federal W-4 forms and I-9 forms. These forms need to be completed within **72 hours** of your first scheduled shift.

Pay Days

Paychecks are issued every other Friday. If you are a new staff member, there is a possibility that you will receive your first paycheck FOUR weeks after you have started. Pay periods cover two weeks.

*Work Study students must submit the signed work study timesheet no later than Wednesday evening.

Hours

The Department of Athletics and Recreation has determined the following number of hours per week that staff members can be scheduled to work for the department during the academic school year (fall and spring semester):

United States Citizens/Residents

During academic school year (fall and spring)

- Undergraduate staff members can be scheduled to work up to 30 hours per week.
- Graduate staff members can be scheduled to work up to 30 hours per week.

During Winter, Spring and Summer Breaks

- Staff members (undergraduate and graduate) can be scheduled no more than 35 hours per week.

International Staff members

During academic school year (fall and spring) according to policies and regulations determined by U.S. Immigration and Naturalization Services, these staff members are limited to 20 hours per week during the academic year for on campus employment.

During Summer Only

- Full time employment (40 hours per week) is permitted.

NOTE: If a student falls below the academic requirements determined by Cabrini College, the staff member and the employee group supervisor will come to a joint decision on how many hours the student will be scheduled to work until academic requirements are attained.

Exceeding 40 hours per week limit

If you know that you are going to exceed 40 hours per week, you will need to inform your employee group supervisor. Staff members are covered by Wage and Hour laws and must be paid time-and-one-half for all hours worked in excess of forty (40) hours in one week (Sunday-Saturday). If the student staff member does not seek the necessary approval, the appropriate disciplinary actions will be enforced based upon the situation and/or its severity.

Time Clock

Upon reporting to your scheduled shift, you must clock in and out by using the clock in the administrative office. Staff members need to also enter their hours online on Cabrini One. If you do not have access to Cabrini One you will need to contact the Facility Coordinator or Assistant Director of Recreation immediately. They will either help you get access or give you a paper time sheet to fill out.

SELF-CORRECTION PERIOD

If a staff member realizes that they forgot to clock in or out from their shift earlier that day, they can write on their time card the time in with supervisor approval. The supervisor or professional staff member needs to initial next to the written time on the time card. Staff members must communicate this error to their respective employee group supervisor to ensure that the adjustment is made on the reviewed time sheets. If both steps are done, staff member will not receive progressive disciplinary action. Staff members have until the end of the day of operation to self-correct and communicate their missing clock in or out time. For those staff members that are scheduled to work closing shifts and they realize that they forgot to clock out at the end of the night, they need to communicate their self-correction via email or voicemail to their respective employee group supervisor by 10 a.m. the next day.

Substitution System

Each student staff member is ultimately responsible for his/her own shift. Failure to cover your shift will result in disciplinary action. Follow the substitution protocol below:

- Trade board book is available using W2W.
- In order for another Cabrini Athletics and Recreation staff member to pick up a shift, she/he must have completed all training necessary for that work area.

It is your responsibility to check the trade board. Do not assume the shift will be picked up because you listed it on the trade board.

If you are having a difficult time securing a replacement for your shift, communicate your efforts with your employee group supervisor - a minimum of 5 business days before your shift. It will still be your responsibility to find a replacement, but your employee group supervisor might be able to assist with additional staff members to contact. Your tardiness will not be excused even if someone agrees to stay and cover your shift until you arrive.

New Hires

At the start of a new staff member's employment with the department, the new staff member will be granted a two-week "orientation period" where they become familiar with departmental expectations. During the orientation period, if any issues arise, the staff member may be re-trained in how to perform this job function properly, or be reminded about the department's expectations.

Appeals for Dismissal

Once a staff member has been dismissed, a final appeal can be made to the Assistant Director of Recreation. A written appeal must be submitted to the Assistant Director of Recreation no more than five (5) days after the date of written notification of dismissal. After appeal letter is received, an appointment will need to be scheduled with the Assistant Director.

Note: Failure to submit your written appeal in the above-mentioned time frame invalidates the appeal.

Employee Group Supervisors and Building Supervisors will be informed of each appeal and asked to submit relevant information pertaining to the situation in question.

Disclaimer: The time frames stated for processing appeals may be altered if the appeal occurs over any of the college's scheduled breaks (i.e. winter, spring and summer) or if the Assistant Director of Recreation or Facility Coordinator is out of the office for an extended period of time due to conferences, workshops or vacations. New time frames will be communicated to the staff member.

Dismissal Reemployment Procedures

Once a staff member has served his/her dismissal term (3 months from dismissal date), they become eligible to be re-hired. To reapply, the staff needs to write a letter expressing their interest in reemployment. The letter should also include what they learned from this experience and why they should be re-instated. The respective employee group supervisor will review the letter and possibly set up an interview with the reapplying staff member. Opportunities for reemployment will occur if there is a position available and if the reapplying staff has been deemed re-hirable.

Termination

Termination is recommended disciplinary action in any case that involves theft, assault, possession of a weapon, sexual harassment, intoxication, falsification of department records, deliberate destruction of college property, insubordination, breach of confidence, and any other gross misconduct which seriously jeopardizes the welfare of the department of Athletics and Recreation, Cabrini College or any staff member. Once terminated, a student staff member is no longer able to work for any area in the Athletics and Recreation department.

Disciplinary Policies

Attendance, Behavioral and Missing Shifts

Timely attendance, a positive attitude/image, and work performance is crucial to our programs and operation. Any absence, tardiness or poor performance becomes a part of your employment record. Student staff member attendance and work performance is monitored on a daily basis by Professional Staff, and Building Supervisors. Student staff members, who are tardy or absent, will be contacted in regard to the necessary actions that need to be taken to maintain active employment status within the department.

The department of Athletics and Recreation uses a progressive style of discipline; however, the department believes in working with the individual staff member to correct the behavior.

Disclaimer: A student staff member of the Dixon Center can be dismissed at any time, without regard to the following steps, if the staff member commits an offense for which immediate discharge is specified as a penalty, or if the staff member's continued presence would be contrary to the well-being of the department or any of its staff members.

Failure to Notify Statement

If a staff member doesn't come to work or fails to call in, we have the right to determine that you're not coming back. Unauthorized absences of two or more consecutive shifts without notice will result in dismissal.

Excusable Absences

Staff members are expected to show up and work the duration of their work shift that they are scheduled for. Authorized absences include the following, with the proper supporting documentation:

- Time off for a worker's compensation injury -Jury duty
- Emergency situations beyond your control -Military leave
- Death of family member -Illness/accident (documented)

Cabrini Athletics and Recreation reserves the right to verify any illnesses or death within your family (doctor's note/funeral notice) or any bills or receipts from auto repair and towing charges.

Illness Procedure

If time allows, staff members are responsible for securing their work shift with another fellow staff member who is trained to cover their shift while they are ill. If a substitution is secured, please notify your respective employee group supervisor of this staffing change. Please contact your employee group supervisor three (3) hours prior* to the start of your shift if you are feeling ill. If your employee group supervisor is not available, please speak with a member of the Professional Staff or Building Supervisor on duty. Only employee group supervisors, can excuse you from work in the event of illness. This may not necessarily require documentation from a physician. However, a performance report will still be submitted and tracked for each absence approved due to illness. The professional staff members will ask whom you have called from your staff member phone list.

- Staff members who are scheduled to work facility opening should communicate with the Building Supervisor 15 minutes prior to the facility opening time.
- Undocumented excessive illness (two or more periods of time per semester) may be grounds for dismissal.

Illness, Injury or Disability Reinstatement

A staff returning from a medical leave of absence of any kind may be required to furnish a health care provider's opinion as to the staff member's ability to carry on duties in a normal fashion. If the staff member's condition would interfere with the performance of the job duties or might result in injury while working or might result in aggravating the condition, the department may refuse re-employment or may temporarily transfer employment to alternative position, if the staff member is qualified for the position, to accommodate the intermittent and reduced work schedules from their regular job.

Photographs and Video Protocol

When a member or a guest comes into the facility with a camera or video camera, they must have received prior approval from the Assistant Director of Recreation or one of the other administrative staff members to take pictures/film of our facility and/or its members. If you do see someone with this type of equipment, please alert a Building Supervisor, or administrative staff member immediately.

Red Cross CPR/AED/First Aid & Lifeguarding Certifications

All employees are required to have the current appropriate Red Cross certifications for their employee group. Employees who are not certified and have not taken the necessary steps to become certified may be taken off the schedule. Any employee who signs up for a class and does not attend may be taken off the schedule as well.

360 Degree Evaluation Format

All Facility Assistants will do a 360 degree evaluation at least once a year. The evaluation will give the Facility Assistant the opportunity to evaluate their co-workers, supervisors, and be evaluated themselves. The Facility Coordinator will consult with the Evening and Weekend Supervisors, Assistant Director of Recreation, Aquatics Director and Fitness Director while completing their evaluation of the Facility Assistant. All evaluations are done objectively and are meant to be mutually beneficial to the Facility Assistant and Dixon Center Administration. Evaluations will include learning outcomes for the given tasks required of the position.

Cabrini College Policies and Statements

Cabrini College Community Policies

A. Equal Employment Opportunity

The Missionary Sisters of the Sacred Heart of Jesus have a deep commitment to promoting respect for the dignity of the person as an individual and to reaching out to those persons who are marginalized in the community.

Cabrini College is committed to the principle of equal employment and educational opportunity for all qualified persons, regardless of race, religion, color, gender, national origin, age, disability, veteran status, marital status, sexual orientation or any other occupationally irrelevant criteria.

The College does not discriminate against qualified individuals in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by applicable federal and state laws and regulations.

To ensure equality of opportunity in all areas of the College, the President of the College consults regularly with the appointed Affirmative Action officer for the College to develop and review Cabrini's affirmative action plan, approved by the Cabrini College Board of Trustees, Executive Committee on January 22, 1981.

The designated coordinator for College compliance with Section 504 of the Rehabilitation Act of 1973 and the College's Affirmative Action officer is the director of human resources. Anyone who has a question regarding discrimination or believes they have been the subject of discrimination should contact Cabrini College's Director of Human Resources at 610-902-8206.

B. Americans with Disabilities Act

It is Cabrini College's policy that we will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. Cabrini College is committed to complying with the American with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973, as applicable. The College recognizes that some individuals with disabilities may require accommodations at work. If you are currently disabled or become disabled during your employment, you should contact Human Resources to discuss reasonable accommodations that may enable you to perform the essential functions of your job.

C. Harassment and Sexual Harassment Policy and Procedure

Cabrini College's Charter of Core Values rests on the cornerstone of Respect. Cabrini College seeks to create and maintain an academic environment in which all members of the College community are free from any form of harassment.

Cabrini College's policy is that all employees and students should be able to enjoy and work in an educational environment free from harassment. Harassment based on race, color, religion, sex, age, national origin, sexual orientation, marital status, pregnancy, veteran status, or disability will not be tolerated.

It is the wish of Cabrini College to ensure that no member of the College community is subjected to harassment. Therefore, any offensive physical, written or spoken conduct, including conduct of a sexual nature, is prohibited at the College. It is a violation of this policy for any member of the College community, supervisor, or manager, male or female, to engage in the acts or behavior categorized below.

The College further recognizes that harassment on the basis of sex is a violation of Section 703 of Title VII of the 1964 Civil Rights Act and Title IX of the Education Amendments of 1976.

Definition of Harassment

Harassment is defined as verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual and has the purpose or effect of creating an intimidating, hostile or offensive employment or educational environment or has the purpose or effect of unreasonably interfering with an individual's employment or academic performance.

Definition of Sexual Harassment

Sexual harassment includes, but is not limited to, verbal or non-verbal conduct with an inappropriate focus on individual characteristics or individual orientation that is intimidating, demeaning, hostile or offensive; unwelcome verbal or physical advances; attempts to subject a person to unwanted sexual attention or to coerce a person into sexual relations; and/or retaliation for refusal to comply with sexual demands.

Sexual harassment is further defined as unwelcome 1) sexual advances or 2) requests for sexual favors, or 3) other behavior of a sexual nature where submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic standing, or participation in a College-sponsored program or activity – and/or where such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile or offensive environment for work or learning.

All members of the community, regardless of their position, are covered by and expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. The College regards such behavior as intolerable and a violation of the standards of conduct required of all persons associated with this institution. Accordingly, any members of the community found inflicting such behavior on others within the College setting are subject to appropriate disciplinary institutional action, which may include verbal or written reprimand, suspension, demotion, transfer or discharge. Conduct alleged to be harassment/sexual harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location and duration of the questioned behavior. The standard of judgment will be the judgment one would attribute to a reasonable person in similar circumstances.

Cabrini College, as an Equal Opportunity Employer, is committed to the principle of equal employment and educational opportunity for all qualified persons and does not discriminate against faculty, staff, or students in the operation of any of its programs and activities because of race, color, religion, sex, age (40 and above), national origin, handicap or disability that does not interfere with performance of the essential functions of the job (with or without reasonable accommodation, if any), veteran status, or marital or parental status. Contact the affirmative action officer at 610-902-8206 for further information.

Cabrini College Health and Safety Policies

A. AIDS and HIV Policy

Cabrini College does not unlawfully discriminate against employees or applicants living with or affected by HIV (Human Immunodeficiency Virus) or AIDS (Acquired Immune Deficiency Syndrome). The College recognizes that HIV infection and AIDS, the most serious stage of disease progression resulting from HIV infection, pose significant and delicate issues for the workplace. Accordingly, we have established the following guidelines and principles to serve as the basis for handling employee situations and concerns related to HIV infection and AIDS. The College is committed to maintaining a safe and healthy work environment for all employees. This commitment stands on the recognition that HIV, and therefore AIDS, is not transmitted through any casual contact.

The College will treat HIV infection and AIDS the same as other illnesses in terms of all of our employee policies and benefits, including health and life insurance, disability benefits and leaves of absence. Employees living with or affected by HIV infection and AIDS will be treated with compassion and understanding, as would employees with other disabling conditions. In accordance with the law, the College will provide reasonable accommodations for employees and applicants with disabilities who are qualified to perform the essential functions of their positions. This applies to employees and applicants living with HIV infection and AIDS, and is especially relevant in light of new treatments for HIV infection that may allow people living with AIDS to return to work after periods of disability leave.

Generally, disabled employees have the responsibility to request an accommodation. It is the policy of the College to respond to the changing health status of employees by making reasonable accommodations. Employees may continue to work as long as they are able to perform their duties safely and in accordance with performance standards. Supervisors and managers are encouraged to contact the Human Resources Department for assistance in making reasonable accommodations.

Coworker concerns will be handled in an educational fashion. The Human Resources Department can provide information and educational materials. In addition, the names of community-based organizations in our operating areas are appended. Consult one of these groups for support and information. Supervisors and managers are encouraged to contact the Human Resources Department for assistance in providing employees with information and assistance.

Recognizing the need for all employees to be accurately informed about HIV infection and AIDS, the College will make information and educational materials and seminars available. Employees who want to obtain information and materials should contact the Human Resources Department.

Coworkers are expected to continue working relationships with any employee who has HIV infection or AIDS. Co-workers who refuse to work with, withhold services from, harass or otherwise discriminate against an employee with HIV infection or AIDS will be subject to the same disciplinary procedures that apply to other policy violations.

Information about an employee's medical condition is private and must be treated in a confidential manner. In most cases, only managers directly involved in providing a reasonable accommodation or arranging benefits may need to know an employee's diagnosis. Others who may acquire such information, even if obtained personally from the individual, should respect the confidentiality of the medical information. Cabrini maintains an "open-door" policy. Employees living with or affected by HIV infection and AIDS, and those who have any related concerns, are encouraged to contact their supervisor,

their area vice president, or the director of human resources to discuss their concerns and obtain information.

B. Bloodborne Pathogens

The following staff and faculty members of Cabrini College are identified as having occupational exposure to Bloodborne Pathogens:

- a. Staff of Health Services
- b. Faculty and Staff of the Athletic Department
- c. Specific academic personnel in research situations
- d. Facilities Technicians
- e. Public Safety Personnel

Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. All blood and body fluids will be treated as and considered to be potentially infectious materials. Engineering and work practice controls shall be used to eliminate or minimize employee exposure. Details regarding these controls are available from Health Services and/or the Safety Committee.

C. Communicable Diseases Policy

Cabrini College's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS) and tuberculosis. Cabrini may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

Cabrini will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. Cabrini reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the institution finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace. Cabrini will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

D. Drug and Alcohol Free Workplace Policy

Cabrini College is committed to providing a safe and healthy work environment and seeks to promote the health and welfare of its employees. The College recognizes the importance of physical and emotional health as it pertains to job performance and overall quality of life. Additionally, the College fully subscribes to the provisions of the Drug-Free Workplace Act of 1988. Under the Act, all employees are hereby notified of the serious dangers related to drug use in the workplace. With this in mind, the College has established the following Drug and Alcohol-Free Workplace policy.

Cabrini College considers the abuse of alcohol or other drugs as a health care problem and treats it as such. The term abuse, as used in this policy, shall refer to the consumption of alcohol or any illicit substance while at work or at any other time, so as to impair an employee's ability to perform the duties and responsibilities of his/her job description. Consumption of any controlled substances prescribed by a licensed physician is subject to the directives of that physician governing its use.

The College values the contribution of each of its employees and recognizes the risks that drug abuse, alcoholism and other forms of chemical dependency pose to the individual employee as well as Cabrini College at large. Thus, support for the individual employee's assessment/treatment needs is important. Acknowledging that alcoholism and other forms of chemical dependency are recognized health care problems, Cabrini College takes the position that employees so impaired are in need of assistance and/or treatment in order to preclude progression that may jeopardize their Cabrini College employment. The College offers a free, confidential Employee Assistance Program (EAP). Contact with an EAP counselor can be arranged directly by the employee or upon referral/directive of the employee's supervisor and/or Human Resources. In all cases, the privacy of the employee shall be respected and details of services provided by the EAP will be held in the strictest confidence.

The goal of this policy is to balance concern and respect for every employee with the need to maintain a safe, productive and drug and alcohol-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and/or abuse of alcohol are incompatible with employment at Cabrini College. Drug and alcohol abuse by any employee of the College runs counter to the mission and core values of Cabrini College.

- Cabrini College strictly prohibits the selling, purchasing, dispensing, manufacturing, distributing, diverting, stealing, using, possessing and/or being under the influence of non-medically indicated prescription or non-prescription drugs or illegal substances, and/or alcohol on College premises or while conducting College business.
- It is a violation of the College policy for any employee to report to work under the influence of illegal drugs or alcohol.
- It is a violation of the College policy to use prescription drugs illegally; however, nothing in this policy precludes the appropriate use of legally prescribed medication.
- Employees shall not possess or sell illegal drugs or alcohol while on company premises or when representing the College. It is a violation of College policy to serve alcohol on Cabrini College property or College-sponsored events except in designated approved areas or events if the employee is over twenty-one years of age. No minor will be served alcoholic beverages at College approved events.
- No Cabrini College employee less than 21 years of age shall attempt to purchase, consume, possess or transport any alcohol, liquor or malt or brewed beverages during working hours, on Cabrini College property or at any college sponsored event.
- No Cabrini College employee shall transfer a registration card or other form of identification for the purpose of falsifying age to secure any alcohol, liquor or malt or brewed beverages.
- Nor shall any Cabrini College employee sell, furnish or give any alcohol, liquor, malt or brewed beverages or permit any alcohol, liquor or malt or brewed beverages to be sold, furnished or given to any person under 21 years of age.

- No Cabrini College employee shall attempt to distribute, sell or furnish illicit drugs to any individual during working hours, on Cabrini College property or at any college sponsored event.
- Any employee who violates this prohibition of the distribution of alcohol and/or drugs may be immediately discharged from employment with Cabrini College and may be referred for criminal prosecution.

Cabrini College strives to maintain a campus that is free of the illegal possession, use or distribution of controlled substances. Therefore, the unlawful manufacture, distribution and dispensing of a controlled substance is absolutely prohibited on campus, as is possession and/or use of any controlled substance or any paraphernalia associated with the use of controlled substances. Any employee reasonably suspected of being under the influence or found to be using alcohol or drugs during working hours on Cabrini College property or at College sponsored events except as stated above, may be required to consent to any scientifically approved test for the presence of alcohol or drugs in the body and, if they refuse, will be disciplined or discharged for insubordination.

Any employee found to possess, use or be under the influence of alcohol or drugs except as stated above will be subject to disciplinary action, up to and including termination of employment. Cabrini College reserves the right to refer the employee to the EAP for subsequent referral to any one of the following programs: drug and alcohol awareness, counseling or rehabilitation. If the EAP counselor refers the employee to any one of these programs, the employee will not be eligible to re enter employment until he/she supplies the appropriate certification of completion of the program. A subsequent incident involving drugs or alcohol use or possession may result in dismissal.

Sanctions

Violations of this policy will result in disciplinary action up to and including termination. Sanctions include: corrective action; referral for treatment; termination of employment; and referral for prosecution for violations of local, state or federal laws.

Criminal Drug and/or Alcohol Convictions

Cabrini College is required under federal law to ensure a workplace free from the illegal use, possession or distribution of controlled substances. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace. As a condition of employment, all employees must abide by the terms of this Drug and Alcohol Free policy and are required to notify Cabrini College of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Any employee convicted of any drug or alcohol related crime in the workplace will be subject to discipline, up to and including termination of employment. Furthermore, Cabrini College is required to notify all agencies issuing federal grants to Cabrini College within ten days after receiving notice of conviction from the employee or other forms of actual notice of such conviction. Cabrini College is then required to take one of the following actions within thirty days of receiving notice of an employee's conviction:

1. Formally warn, suspend or terminate the employee; or
2. Require the employee to participate satisfactorily in a drug and/or alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency. It is the discretion of Cabrini College as to what action will be taken.

Applicable Legal Sanctions under State and Federal Law

Cabrini College is required by law to inform employees of the sanctions that may be imposed on them if they violate federal, state or local laws regarding the unlawful possession, use or distribution of illicit drugs or alcohol. The following are examples of illegal activity and the applicable legal sanction. Alcohol:

Under Pennsylvania law, a person who is under 21 years of age commits a summary offense if he or she attempts to or actually does, (1) purchase, (2) consume, (3) possess or (4) transport alcohol. The police department must notify the parents of a minor charged with violating this law. If convicted of this offense, the minor's driver's license will be suspended. A second offense will yield a fine of up to \$500. In addition, any person who intentionally provides alcohol to a minor will be convicted of a misdemeanor in the third degree, for which the fine will be at least \$1,000 for the first offense and \$2,500 for subsequent violations.

Drugs:

There are both Federal and State laws that proscribe the possession, use and distribution of illegal drugs. The sanctions for offending these laws consist, in many cases, of mandatory imprisonment, coupled with substantial fines. The sanctions for any given offense vary widely, depending on the nature of the offense, the type of drug involved and the quantity of the drug involved.

For instance, under Federal law, simple possession of a controlled substance carries with it a penalty of imprisonment of no more than one year, plus a fine of an amount between \$1,000 and \$5,000. If the controlled substance contains a cocaine base and the amount exceeds five grams, the offender will be imprisoned for not less than five years and not more than 20 years or fined or both.

Also under Federal law, anyone who is at least 18 years old and who distributes drugs to anyone under will be imprisoned and/or fined up to twice what is otherwise provided by law, with a minimum prison sentence of one year.

Pennsylvania has laws prohibiting the use, possession and distribution of drugs that are similarly strict. In addition to imposing fines and/or terms of imprisonment for violations of its drug laws, Pennsylvania recently enacted a forfeiture statute. Under this statute, when the state arrests someone for violating its laws concerning the use, possession or distribution of drugs, the state will seize and the person will forfeit all property that was used to accomplish the violation of Pennsylvania's anti-drug laws including the automobile.

E. Inclement Weather Policy

As Cabrini College is a residential campus, every effort will be made to keep the business of the College running as close to a normal schedule as possible; however, if weather factors are unfavorable and not expected to improve, classes normally will be cancelled for the day. If there is a good chance that conditions will be acceptable by mid-morning, the opening of school will be delayed. Occasionally, classes in the later afternoon and evening are cancelled when bad weather conditions develop during the day.

Because commuter students, faculty and staff travel come from various locations and distances, some of which may be more seriously affected by adverse weather than others, students, faculty and staff are encouraged to exercise their judgment on whether or not it is safe to drive to the College.

The announcement concerning closing or delayed opening is normally made on the College's main number, 610-902-8100, the website, www.cabrini.edu, the text messaging system, KYW Radio (AM 1060 – Cabrini's number is 523) and Fox 29 News by 6:00 A.M. In the case of an announced delayed opening, if the situation should worsen and if a subsequent decision is made to cancel classes and close the College, a closing announcement will normally be made by 8:00 A.M. Cabrini faculty, staff and students are therefore advised to recheck the announcements until 8:00 A.M., prior to departing for school or work.

Evening class closure announcements will be made in the same manner, College's main number, 610-902-8100, the website, www.cabrini.edu, the text messaging system, KYW Radio (AM 1060 – Cabrini's evening number is 2523) and Fox 29 News, normally prior to 2:00 P.M. If weather conditions change, a closing announcement may be made up to 4:00 P.M. Cabrini faculty and students are therefore advised to recheck the announcements until 4:00 P.M., prior to departing for evening classes.

Classes and workshops on Friday evening and Saturday will be held as scheduled unless the instructor has directly contacted the students otherwise.

Off-campus programs are subject to the closing procedures of the host school. Cabrini's closing information does not extend to off-campus locations. For more information, please contact the Graduate and Professional Studies office at 610-902-8500.

In the case of a delayed opening, staff employees are expected to arrive at work as soon as the College is open or at the beginning of their normal work shift, whichever is later. For a one-hour delay, offices will open no later than 9:00 A.M. For a two-hour delay, offices will open no later than 10:00 A.M.

F. OSHA Information

Cabrini College is committed to providing a healthful and safe environment for students, employees and visitors. It is the responsibility of all employees to assist in this effort. It is the intent of the College to comply with applicable federal and state laws relating to safety, such as the federal Occupational Safety and Health Act (OSHA).

Maintaining safe and healthful conditions is a responsibility of every employee at Cabrini College. Supervisors and managers have the added responsibility for the safety of their employees and visitors and must take appropriate precautions against hazards associated with the activities they oversee.

All College employees are responsible for the following:

- To follow safe work practices and safety rules;
- To report immediately observed safety hazards or unsafe conditions to the Director of Public Safety;
- To report any injury, no matter how slight, to the Office of Human Resources /and the immediate supervisor; and
- To use/wear any required personal protective clothing or equipment.

The Director of Public Safety is responsible for developing and promulgating building evacuation plans. In case a building needs to be evacuated because of an emergency, the Director of Public Safety or his designee is responsible for ordering and overseeing the evacuation.

Employees who handle toxic or hazardous substances on behalf of Cabrini College are required to maintain, use and dispose of such substances in accordance with applicable state, federal and local laws and regulations as a condition of their employment. Employees may obtain assistance in ascertaining their obligations under these laws and regulations from the Director of Public Safety or other appropriate officer. Any employee who violates such laws, unless such violation occurs despite reasonable reliance upon advice given by Cabrini College, shall be deemed to have acted outside the scope of authority and be subject to sanctions up to and including termination of employment.

G. Service Animal Policy

In accordance with the American with Disabilities Act (ADA), Cabrini College permits service animals to accompany persons with disabilities on campus and in its facilities. All other animals are prohibited. Cabrini

College recognizes a service animal as an animal that has been trained to assist a person with a disability with activities of normal living. The college adheres to the ADA's definition of a service animal: "...any...animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individual with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items." Therapy animals, companion animals and pets are not defined as service animals and therefore not covered under the ADA. Faculty and staff using a service animal on campus need to contact the Office of Human Resources, 610-902-8760.

H. Smoking Policy

Cabrini College is a smoke-free environment. Where the desire of smokers to smoke conflicts with the desire of nonsmokers to breathe smoke-free air, the desire to have smoke-free air will have priority. Therefore, all Cabrini College buildings and transportation vehicles are designated as follows:

- Smoking is not permitted within 30 feet of any entrance to any Cabrini facility, air intake, athletic fields, or where posted.
- Smoking is prohibited in all college buildings.
- Smoking is prohibited at all times in college owned or leased vehicles.

Cooperation and consideration between smokers and nonsmokers are necessary to assure the successful implementation of this policy. All members of the Cabrini College community are responsible for observing the provisions of this policy on smoking.

For questions about signage, please contact Facilities. Questions related to policy enforcement should be directed to Student Development with regards to students and the area manager/supervisor or Human Resources with regards to employees.

Information regarding smoking cessation programs is available through the Office of Human Resources.

I. Workplace Violence Prevention Policy

Cabrini College is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Cabrini has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Cabrini College without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a student, or a member of the public will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by students, vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

Cabrini will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Cabrini may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Cabrini encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Department before the situation escalates into potential violence. The College is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.