



PENNSYLVANIA ACADEMY  
OF THE FINE ARTS

## **Employee Handbook**



# Table of Contents

<b>Welcome</b> .....	1
<b>Mission Statement</b> .....	1
<b>Vision Statement</b> .....	1
<b>History of PAFA</b> .....	1
<b>About this Handbook</b> .....	2

## **Employment Practices**

At-Will Employment.....	3
Employment Contracts.....	3
Immigration Control and Reform.....	3
Equal Opportunity.....	4
Americans with Disabilities Act.....	4
Employment of Relatives.....	4
Guidelines for Personal Conduct.....	5
Anti Harassment Policy.....	7
Personal Appearance and Attire.....	8
Etiquette.....	8
Dating and Fraternalization.....	8
Conflict of Interest Policy.....	9
Job Postings.....	9
Reference Checks.....	9
Background Checks.....	10
Child Abuse and Sexual Molestation Prevention.....	10
Employment Status.....	11
Working Hours.....	12
Attendance and Punctuality.....	12
Orientation Period.....	13

## **Compensation and Benefits**

Eligibility for Benefits.....	14
Health Insurance.....	15
Dental Insurance.....	15
Life Insurance & Accidental Death.....	15
Short and Long-term Disability.....	15
Retirement Plan.....	16
PAFA's Contributions to Employee Benefits.....	16
Tuition Assistance for Employees.....	17
Tuition Remission for Dependents.....	17
Shop Discounts.....	18
Membership Privileges.....	17
Transportation Expense Plan.....	18
Holidays.....	18

Sick Pay.....	19
Vacation Pay.....	20
Jury Duty and Witness Service.....	21
Voting Time Off.....	21
Bereavement Pay.....	21
Military Leave.....	22
Workers' Compensation.....	22
Family Medical Leave Act.....	23
Personal Leave of Absence.....	27
Breastfeeding-Friendly Workplace Policy.....	28
Emergency Closing and Inclement Weather.....	29
Employee Travel and Expense Reimbursement Policy.....	29
Compensation Practices.....	37
Timekeeping.....	38
Overtime and Overtime Pay.....	38
Paydays and Paychecks.....	39
Deductions from Pay.....	39
Direct Deposit.....	39
Garnishments.....	40

## **Safety and Security**

Safety.....	40
Security Inspections and Searches.....	40
Monitoring and Surveillance.....	40
Substance Abuse Policy.....	41
Workplace Violence Policy.....	42
Weapons.....	43
Emergencies.....	43
Bloodborne Pathogen Exposures.....	43
Smoking Policy.....	44
Personal Property.....	44
Use and Return of PAFA Property.....	44
Personal Use of Business Equipment and Mail Systems.....	45
Maintenance Requests.....	45

## **General Policies**

Office Supplies.....	45
Confidentiality and Disclosure of Information.....	46
External Communication and Press.....	46
Solicitation and Distribution.....	47
Working for Another Department.....	48
Other Employment.....	48
Work From Home/Telecommuting.....	49
Performance Management.....	49
Corrective Action.....	50

Issue Resolution.....	51
Personnel Records.....	51
Archives and PAFA Records.....	52
Electronics Communication Policy.....	52
Social Media Policy.....	54
Addressing Concerns.....	56
Visitors.....	56
Bulletin Boards.....	56
Corporate Financial Policy.....	57
Whistleblower and Retaliation.....	58

**Cessation of Employment**

Resignation.....	58
Retirement.....	59
Job Abandonment.....	59
COBRA.....	59
Exit Interview.....	60
Severance Allowance.....	60
PAFA Materials.....	61

**Receipt and Acknowledgement**

## **Welcome**

Welcome to the Pennsylvania Academy of the Fine Arts (PAFA). We are pleased to have you with us. PAFA's employees are among our most valuable resource. We hope you will find the duties and responsibilities of your position both challenging and satisfying. We wish you success in your job with PAFA and hope that our association will be mutually beneficial.

At PAFA, it is our intention to foster a working environment that promotes individual self-discipline as well as group discipline within every department. Rules and regulations are essential to the efficient operation of PAFA. The rules and policies found in this Handbook are designed for the convenience and protection of all of us. They are the basis for an efficient and successful operation. There are, however, some basic concepts that exist in our daily lives that should not have to be reduced to a formal policy. For example, PAFA expects that its employees will be courteous, thoughtful, and respectful when interacting with others (employees, students, volunteers or members of the general public) whether in person or electronically, and that employees will be cognizant of how their actions or reactions affect others.

## **Mission Statement**

The Pennsylvania Academy of the Fine Arts (PAFA) is a national leader in fine arts education that brings together artists and the public through exceptional teaching programs, a world-class collection of American art, major exhibitions, and widely accessible public programs.

## **Vision Statement**

A rare combination of a world-class museum and school of fine arts, PAFA will be a defining voice for education in the evolving traditions and cultural diversity of the fine arts in America.

## **History of PAFA**

PAFA is America's first museum and art school. Founded in 1805 by seventy-one public-spirited citizens, including artists Charles Willson Peale and Benjamin Rush, who believed in the importance of the arts in the emerging nation, PAFA was then, as it is now, a museum and a school of fine arts.

PAFA's first building was located at 10th and Chestnut Streets. After a fire in 1845, it was rebuilt and enlarged. By 1876, PAFA had a new home, the present building at Broad and Cherry Streets, designed by the celebrated architects Frank Furness and George Hewitt. The building was restored and modernized in 1976 and is designated a National Historical Landmark. A nine-story loft space

at 1301 Cherry Street was acquired in 1988 to meet the expanding needs of PAFA. In the Fall of 2003, students moved into the newly renovated Samuel M.V. Hamilton Building, across Cherry Street from the historic Furness building, bringing together the museum and school for the first time in nearly 40 years.

Since its founding, PAFA has collected works of art by America's most distinguished artists, including works by its own alumni and faculty. Today, it houses one of the world's great collections of American art, including work by Gilbert Stuart, John Vanderlyn, Benjamin West, William Sidney Mount, Horace Pippin, Andrew Wyeth, Winslow Homer, Frank Stella, Red Grooms, Louise Nevelson, Nancy Graves and many others. In addition to PAFA's renowned collection of 18th, 19th and early 20th century American art, PAFA has a growing collection of contemporary art.

PAFA's School of the Fine Arts has played an important role in the education of American artists. Among its distinguished alumni are: Cecilia Beaux; Arthur B. Carels; Mary Cassatt; Thomas Eakins; Walker Hancock; Robert Henri; Ben Kamihira; David Lynch; John Marin; Raymond Saunders; John Sloan; and Henry O. Tanner. The school offers a four-year certificate program with majors in painting, sculpture, drawing, and printmaking; a Bachelor of Fine Arts (both the PAFA BFA and in conjunction with the University of Pennsylvania); a one-year post baccalaureate program; and a two-year program leading to a Master of Fine Arts. Additionally, a full roster of arts education programs is offered to the general public, ranging from continuing education to summer camps for children. Students at PAFA represent a diversity of ages, nationalities and educational backgrounds.

### **About this Handbook**

This handbook is designed to acquaint you with PAFA and provide information about working conditions, employee benefits, and some of the policies affecting your employment.

You should read, understand, and comply with all provisions of the handbook. The handbook describes many of your responsibilities as an employee and outlines the programs PAFA has developed to benefit you. One of PAFA's objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about every policy. Further, there may be situations in which PAFA decides to revise, add, or cancel policies. Accordingly, please be advised as follows:

- No one other than the President of PAFA or his or her designee may alter or modify any of the policies in this Employee Handbook. PAFA, in its

sole discretion, may change, delete, suspend or discontinue any part or parts of the policies in this Employee Handbook at any time without prior notice.

- No statement or promise by a supervisor, manager, or department head, past or present, may be interpreted as a change in policy, nor will it constitute an agreement with an employee.
- Should any provision in this Employee Handbook be found to be unenforceable or invalid, such finding will invalidate that particular provision only – not the entire Employee Handbook.
- This Employee Handbook replaces and/or supersedes any and all other or previous Employee Handbooks or other policies, whether written or oral.

### **At-Will Employment**

Your employment at PAFA is at-will. Either you or PAFA may terminate the employment relationship at any time, with or without cause and with or without notice. Nothing contained in this handbook or in any other materials or information distributed by PAFA creates a contract of employment between an employee and PAFA. No statements to the contrary, written or oral made either before or during an individual's at-will employment can change this. No individual supervisor, manager, or department head can make a contrary agreement, except for the President or duly authorized executive, as described below, and even then, such an agreement must be set forth in a written employment contract with the employee, signed by PAFA.

### **Employment Contracts**

In those cases in which an individual is offered an employment contract, the contract must be signed by the Vice-President of Human Resources. No statements to the contrary, written or oral made either before or during an employee's tenure with PAFA can change this.

### **Immigration Control and Reform**

PAFA is committed to employing only United States citizens and non-citizens who are legally authorized to work in the United States. PAFA does not unlawfully discriminate on the basis of citizenship or national origin.

In order for PAFA to comply with the Immigration Reform and Control Act of 1986, all new employees, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and provide appropriate documentation that establishes their identity and eligibility for employment. Former employees who are subsequently rehired must also complete an I-9.

If you have questions or want more information on immigration law issues, you are encouraged to contact the Human Resources Department. At PAFA you can raise questions or complaints about immigration law compliance without fear of reprisal.

### **Equal Opportunity**

PAFA is committed to a policy of nondiscrimination in employment. PAFA does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, familial status, or any other characteristic or circumstance protected by law.

This policy covers all aspects of employment, including selection, job assignment, compensation, discipline, termination, and terms, conditions and privileges of employment.

If you have questions or concerns about any type of discrimination in the workplace, you are encouraged to bring the issue to the attention of the Vice-President of Human Resources or the President. Or, if for any reason you believe inappropriate to bring it to either of them, you can bring your concern to the Chair of the Human Resources Committee of the Board of Trustees. No adverse employment action will be taken for concerns or reports made in good faith. Further, anyone found to be engaging in any type of unlawful discrimination will be subject to corrective action, up to and including termination of employment.

### **Americans with Disabilities Act**

PAFA is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and any other applicable law or regulation concerning disabilities. The ADA requires employers to reasonably accommodate qualified individuals with disabilities.

Individuals requiring accommodations should direct all questions and inquiries to the Vice-President of Human Resources.

### **Employment of Relatives**

The hiring of relatives of active employees and members of PAFA's Board of Trustees is prohibited except in unusual circumstances in which the applicant who is related to the employee or trustee possesses very specific or unique qualifications that are important to the position. Even then, the propriety of such employment shall be carefully considered in light of any potential for compromise

of the protection of personnel information, conflict of interest or preferential treatment, maintenance of internal control procedures, and overt appearance that any of the above might occur.

Under no circumstances will relatives be hired into a department in which another relative is currently working. Approval of the Vice-President of Human Resources and the President is required before any relative of an employee or member of the board is employed. For purposes of this policy, persons having the following relationship to an employee are considered “relatives”: Spouse, parents, children, stepchildren, siblings, in-laws, grandchild, grandparent, legal ward, cohabitant, domestic partner, and common law spouse. This policy applies to all existing and potential employees of PAFA.

### **Guidelines for Personal Conduct**

As a member of the PAFA team, you are expected to accept certain responsibilities, adhere to acceptable business principles and matters of personal conduct, and to exhibit a high degree of personal integrity at all times. This not only involves a sincere respect for the rights and feelings of others, but also requires that you refrain from any behavior that may be harmful to you, your co-workers, and/or PAFA.

Whether you are at work or away from the job, your conduct reflects on PAFA. PAFA encourages employees to observe the highest standard of professionalism at all times.

Types of behavior and conduct that PAFA considers unacceptable include, but are not limited to, those set forth below. These are examples of incidents that could lead to immediate termination, but it is under the discretion of the Vice-President of Human Resources and governing bodies to determine the outcome on a case-by-case basis.

- Reporting to work intoxicated, impaired or under the influence of a controlled substance or non-prescribed drugs.
- Possession or use of alcoholic beverages or non-prescribed drugs on PAFA property or while engaged in PAFA business
- Stealing from PAFA, your fellow employees or visitors to PAFA or any other form of dishonesty.
- Gambling or bookmaking on PAFA property.
- Disregarding the starting and quitting times and designated break periods connected with one’s job.

- Excessive absenteeism or tardiness. (See Attendance and Punctuality section of this Handbook.)
- Altering attendance sheets or any other PAFA records.
- Failure to keep accurate time records.
- Disorderly conduct, including fighting or using obscene, abusive or threatening language.
- Smoking in any PAFA building in violation of the smoke-free workplace policy.
- Defacing or damaging PAFA property
- Unauthorized possession or use of fireworks, firearms or any other weapon on PAFA property or while engaged in PAFA business.
- Calling, participating in or encouraging others to call or participate in any illegal activity while at work or on PAFA property.
- Posting notices and/or removing notices and/or tampering with the Human Resources bulletin boards or notices posted on the bulletin boards without authorization from the Vice-President of Human Resources.
- Carelessness or unsatisfactory performance of job duties, including the failure to maintain proper standards of quality and performance, or interfering with the work of other employees.
- Disobeying PAFA safety rules and regulations including failure to promptly report all work-related accidents or injuries to your supervisor, no matter how minor.
- Insubordination, i.e., failing to follow a proper work directive given to you by your supervisor
- Failing to accept reasonable overtime work as required to meet PAFA business requirements.
- Failure to observe “good housekeeping” practices by not cooperating in keeping PAFA facilities clean.
- Failure to maintain the confidentiality of information of PAFA or any of its employees.

- Any action whatsoever that tends to destroy good relations between PAFA and its employees or between PAFA and the public.
- All forms of illegal discrimination and any form of harassment in the workplace.
- Soliciting or accepting gratuities from PAFA vendors or visitors.
- Excessive, unnecessary or unauthorized use of PAFA supplies, particularly for personal purposes.
- Falsification of employment applications or resumes or any PAFA employment forms or any other records, reports or documents.
- Leaving PAFA property during work hours without permission.
- Sleeping on the job during working hours.

### **Anti-Harassment Policy**

PAFA is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including unlawful sexual harassment.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If an employee experiences or witnesses what appears to be sexual or other unlawful harassment in the workplace, he or she is expected to report it immediately to his or her supervisor. If the supervisor is unavailable or for any reason the employee believes it would be inappropriate to contact that person, he or she should immediately contact the Vice-President of Human Resources, the President, or the Chair of the Human Resources Committee of the Board of Trustees. Any supervisor who becomes aware of possible sexual or other unlawful harassment must immediately advise the Vice-President of Human Resources. No adverse action will be taken with respect to employees who raise concerns and make reports in good faith.

All allegations of sexual harassment will be investigated immediately and thoroughly by the Vice-President of Human Resources. To the extent reasonably

practical, the confidentiality of the employee and that of any witnesses and the alleged harasser will be maintained. When incidents of harassment can be confirmed following investigation, PAFA will take appropriate corrective action to remedy all violations of this policy. Any employee found to have engaged in sexual harassment will be personally responsible for any and all claims arising from such action.

### **Personal Appearance and Attire**

PAFA employees must reflect an appropriate business image to students, parents, and visitors. How you dress, your grooming and personal cleanliness standards all contribute to that image and also to the morale of your co-workers. During business hours or whenever representing PAFA, you are expected to present a clean, neat, and tasteful appearance. You should always dress and groom yourself according to the requirements of your position and accepted social standards.

Your supervisor is responsible for maintaining a reasonable dress code appropriate to the job you perform. Be sure to consult your supervisor or the Human Resources Department if you have questions as to what constitutes appropriate appearance.

### **Etiquette**

PAFA strives to maintain a positive work environment in which employees treat each other with respect and courtesy. Sometimes employees may be unaware that their behavior at work may be disruptive or annoying to others. Very often these day-to-day issues can be resolved by politely talking with your co-worker to bring the perceived problem to his or her attention.

In most cases, common sense will dictate an appropriate resolution. PAFA encourages all employees to keep an open mind and graciously accept constructive feedback or another employee's request for you to change your behavior because it may be affecting that person's ability to concentrate and be productive.

### **Dating and Fraternization**

While PAFA encourages amicable relationships between supervisors and staff, it recognizes that involvement in a romantic relationship may compromise or create a perception that compromises a supervisor's ability to perform his or her job. Any involvement of a romantic nature between a supervisor and anyone he or she supervises, either directly or indirectly, is strongly discouraged.

In order to fairly and effectively deal with situations that could arise, if an intimate, romantic, or dating relationship develops between supervisor and a subordinate, the supervisor involved in the relationship must report it to his or her supervisor and the Vice-President of Human Resources. Once the relationship is reported, PAFA may attempt to modify the work relationship, through transfer within the organization or by other appropriate options. Because of the sensitivity of this type of situation, each situation will be dealt with on an individual basis with all areas of resolution considered.

### **Conflict of Interest Policy**

As an employee of PAFA, you have the obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. To that end PAFA has created a Code of Ethics Policy that is distributed to all employees. Your employment is contingent in your signing of PAFA's Code of Ethics Policy.

### **Job Postings**

PAFA fills open positions with the best-qualified candidates available. The purpose of a job posting policy is to encourage the promotion and transfer of current employees into vacant positions. This enables employees to grow, develop and attain better skills.

Job vacancies are filled from within PAFA when qualified employees are available and interested. All available positions will be advertised on PAFA's website. Employees must be in their current role for one (1) year prior to being able to apply for a new position.

If you are interested in applying for a position, please send applicable information to the Human Resources Department and notify your supervisor of your status as an applicant.

### **Reference Checks**

PAFA checks the employment references of all job candidates before an offer of employment is made.

All inquiries from outside PAFA regarding employees who are currently employed or who have been previously employed by PAFA must be referred to the Human Resources Department for response. PAFA will only provide confirmation of information provided by the employee or former employee to a third party. That information is limited to dates of employment and job title.

PAFA may release salary information to credit institutions when such information will assist the employee in securing credit, provided the request for salary information is made in writing.

## **Background Checks**

The position an individual applies for and the information he or she gives during the interview process will determine which contingencies may apply to an offer of employment.

All employees applying for any position with PAFA will be subject to reference checks with his or her former employer and/or supervisors. Unless required by law, reference checks will not be shared with the potential employee. Individuals who claim to have certain educational credentials, either in writing or in an interview, are subject to verification.

PAFA requires as part of its pre-employment process a background check be conducted on all applicants before an offer of employment is extended. Periodic background checks may also be conducted as part of continuing employment.

Depending on the job requirements, an individual offered a position at PAFA may be required to submit to a credit check, Child Abuse History Clearance, or an FBI Clearance.

Information gained from any of the above background checks will be held in confidence and shared on a need-to-know basis in accordance with applicable laws.

## **Child Abuse and Sexual Molestation Prevention**

The safety and well-being of children is a serious concern. PAFA's policy is that all faculty, administrators, and staff share the responsibility for the prevention and reporting of suspected child abuse and sexual molestation. PAFA complies with the provisions of the laws of Pennsylvania and the guidelines established by the Pennsylvania Department of Public Welfare.

Employees are expected to adhere to the following guidelines of behavior:

- Limit occasions of being alone with a child. Whenever possible have another adult present or be in an open, public area when with a child
- Report any known misconduct or questionable behavior on the part of fellow employees, volunteers, visitors and students.
- At least two chaperones (preferably a male and a female) should accompany students on trips away from PAFA.

PAFA prohibits consensual sexual relationships between an employee and students under the legal age and discourages relationships with students who have reached the age of consent.

## **Employment Status**

The Fair Labor Standards Act requires all employees to be classified according to the overtime provisions of the law. For the purpose of paying any compensation, all employees are classified as either “Exempt” or “Non-Exempt” from overtime compensation.

The Vice-President of Human Resources is responsible for classifying all employees into one of five categories for eligibility to receive certain benefits offered by PAFA. These categories are defined as:

- **Full-Time** - A full-time employee is one who works at least 30 hours a week if non-exempt (28 hours for exempt) on a regularly scheduled basis. A “regularly scheduled basis” shall mean being scheduled to work throughout the calendar year. Such employees may be exempt or non-exempt as later defined. Regular full-time employees are eligible for all of PAFA benefits outlined in this Handbook.
- **Part-Time** - A part-time employee is one who works less than 30 hours per week if non-exempt (28 hours for exempt) on a regularly scheduled basis. A “regularly scheduled basis” shall mean being scheduled to work throughout the calendar year. Such employees may be exempt or non-exempt as later defined. Part-time employees are not eligible for PAFA healthcare benefits or the monthly stipend outlined in this handbook, but is eligible for paid-time off on a pro-rated basis.
- **Temporary** - Temporary (or grant funded) employees are hired by PAFA with the understanding that their employment is not to exceed six months. Temporary employees are not eligible for any PAFA benefits. A temporary employee whose job status is later converted to that of a regular employee shall have his or her hire date changed to the effective date of regular employment and upon completion of the orientation period, shall be eligible for PAFA provided benefits in accordance with his or her classification assignment.
- **Appointed Faculty** - Appointed faculty members are considered regular full-time employees of PAFA for benefit purposes with the exception of their "time away" benefits, as those benefits are discussed and defined in the PAFA Faculty Handbook. Appointed faculty members are hired through a process outlined in the Faculty Handbook.

- Adjunct Faculty - Adjunct faculty members are not appointed, but teach at least one (1) class per semester in PAFA's Certificate, BFA, MFA, or Post-Baccalaureate Programs. Continuing Education faculty members are not considered Adjunct Faculty. Adjunct faculty employees are not eligible for any PAFA benefits.

Temporary status definitions apply only to PAFA employees. Individuals who work on temporary assignments as employees of outside, temporary agencies are not eligible for any PAFA sponsored benefits or compensation.

PAFA reserves the right to change an employee's status in response to business needs. Employees may request a change in status to accommodate personal circumstances (for example a request to move from full-time to part-time) by discussing their situation with their supervisor and the Vice-President of Human Resources. In all cases, the decision to change the status of any position will be based on a variety of factors, including but not limited to, the department's workload, available resources and an employee's performance record. Any modifications provided to an employee must be submitted to the Human Resources Department and approved by the Vice-President of Human Resources. Depending on the nature of the modification some adjustments to salary may be necessary.

### **Working Hours**

PAFA's work week begins on Sunday and ends on Saturday. All employees are expected to perform their duties during the standard work day which extends from 9:00am to 5:00pm depending upon the needs of their department. The normal weekly hours worked are 40 hours per week for non-exempt staff and 35 hours per week for exempt staff.

Because each department has specific needs, some departments may offer flextime hours during the standard work day to accommodate employees and/or specific departmental needs. Approval for an alternate or shortened workday schedule must be obtained from your immediate supervisor and must be approved by the Vice-President of Human Resources.

### **Attendance and Punctuality**

Satisfactory attendance and punctuality are conditions of employment. As an employee of PAFA, you are expected to be reliable and punctual by reporting for work on time and as scheduled. When you are absent or late, it places a burden on other employees and can impact productivity and the services provided.

PAFA recognizes that occasionally you may not be able to report to work on time or at all. It is your responsibility to notify your supervisor before your usual starting

time. You should give as much notice as possible. Should your immediate supervisor not be available, contact the Human Resources Department, stating why you will be late or absent, when you expect to report to work, and a telephone number where you can be reached. Leaving a voice mail message or a message with a coworker is not acceptable.

You may be subject to disciplinary action, up to and including termination, if you:

- fail timely to notify PAFA as specified above
- are absent excessively
- do not have an acceptable excuse for being late or absent

PAFA requires you to provide a physician's statement documenting your absence relating to illness or injury lasting more than three (3) consecutive working days and cases in which your attendance has become unsatisfactory. Supervisors must notify the Human Resources Department if any employee is absent for more than three (3) consecutive working days. Employees should consult the Family and Medical Leave Policy for additional information on extended leaves. You are subject to termination of employment if you are absent without acceptable notification or without satisfactory reason for such absence.

### **Orientation Period**

The orientation period is the time limit set at the date of hire, transfer or promotion during which the employee is given the opportunity to establish his or her ability to perform the assigned work duties and responsibilities of the position. This period may also be referred to as the "probationary period" or the "introductory period". During this time, PAFA will monitor the employee to establish whether the employee can perform the essential duties of the position. All employees promoted or transferred into any staff/administrative position at PAFA will be considered introductory employees for a period of no less than 90-calender days from their first day of employment in the new position.

Occasionally, the orientation period will be extended for reasons specific to the situation; extensions must be in writing and approved by the Vice-President of Human Resources.

### **Eligibility for Benefits**

PAFA provides a wide range of benefit programs to eligible employees. Certain legally required programs, such as Social Security, workers' compensation and unemployment insurance, cover all employees in the manner required by law.

Your eligibility for each benefit program depends on a variety of factors, including your employee classification. To better understand exactly which benefit programs you are eligible for, contact the Human Resources Department. You will find details about many of these programs elsewhere in the employee handbook. In some cases, a policy may also refer you to other sources, such as the Summary Plan Document for that benefit.

There is a 30-day waiting period for the start of your employment benefits eligibility. If you are a temporary or part-time employee and your job changes, making you eligible for benefits, the 30-day period will be waived.

The following benefit programs are available to eligible employees, subject to terms and conditions of each program:

- Family & Medical Leave
- Health Insurance
- Holiday Pay
- Jury Duty and Court Leave
- Life Insurance
- Long-Term Disability
- Professional Development
- Retirement Plan
- Short-Term Disability
- Sick Leave
- Tuition Remission
- Vacation
- Worker's Compensation

While some of the benefit programs offered may require you to contribute to the cost, many programs are fully paid by PAFA.

## **Health Insurance**

PAFA offers medical insurance for all of its full-time and regular part-time employees (on a prorated basis) and appointed faculty members. A schedule of the plans available and the monthly premiums for each can be obtained from the Human Resources Department. The grant of such coverage is subject to approval by the insurance company and is not determined by PAFA. Please refer to the Summary Plan Description for additional information.

## **Dental Insurance**

PAFA offers dental insurance for all of its full-time and regular part-time employees (on a prorated basis) and appointed faculty members. A schedule of the plans available and the monthly premiums for each can be obtained from the Human Resources Department. The grant of such coverage is subject to approval by the insurance company and is not determined by the PAFA.

## **Life Insurance & Accidental Death**

PAFA provides life insurance and accidental death and dismemberment insurance for all of its benefits eligible employees in an amount equal to his or her annual salary subject to the policy limits and other conditions set forth in the insurance policies. Information concerning your coverage can be obtained from the Human Resources Department.

PAFA will pay the full cost of the premium coverage. Any premiums paid by PAFA for life insurance benefits over \$50,000 are considered by the IRS to be taxable income and eligible employees, who receive insurance in such amounts, will have this income reported on form W-2.

## **Short and Long-term Disability**

Full-time employees and appointed faculty members may elect to purchase, within 30 days of becoming eligible for benefits, optional short and long-term disability insurance. If such coverage is elected after the initial eligibility period, the grant of such coverage is subject to approval by the insurance company and is not determined by PAFA. In that case, the employee must supply evidence of insurability to the insurance company. Failure to furnish this information may result in the denial of a request for coverage.

- The weekly short-term disability benefit will be 66 2/3 percent of an employee's weekly earnings in effect on the date the employee becomes disabled, up to \$1,000 per week. There is a 15-day waiting period prior to

the commencement of any payment for non-occupational injury or illness benefits, and the maximum benefit period is 24 weeks.

- The long-term disability benefit is 60 percent of basic monthly earnings, not to exceed a monthly maximum benefit of \$7,500. There is a waiting period of 180 consecutive days, and the benefits duration period for most types of total and permanent disability will be up to age 65, possibly longer depending on the age of the employee when the disability commences.

Please review the Summary Plan Description, available in the Human Resources Department, for more information on the plan.

Proof of disability in the form of a complete medical report from your treating physician is required prior to becoming eligible for the receipt of either short and/or long-term disability benefits. The insurance company may require other information necessary to process your claims.

### **Retirement Plan**

All employees who work 1,000 hours or more in a calendar year and who are age 21 or older are eligible to participate in the TIAA-CREF defined contribution pension plan. Employees may elect to participate, on a tax-deferred basis, with a minimum contribution of one (1) percent of their base salary. PAFA will match this contribution up to four (4) percent. At the time an employee begins participation in the plan, he or she will be vested immediately for all employee and PAFA contributions. Participation in the plan is an option beginning your first day of employment.

### **PAFA's Contributions to Employee Benefits**

Your health insurance cost does not reflect substantial contributions by PAFA. In the event an eligible employee does not take advantage of PAFA's health plan, PAFA will provide a \$100 monthly stipend to be used toward the following (in the order listed):

- Dental and Vision Insurance Premiums
- Short/Long-Term Disability premium
- Additional PAFA TIAA-CREF contribution

If the stipend is not utilized by the employee in the above manner, it will not be added to his or her personal (taxable) income. Regular part-time employees of PAFA also are eligible to receive a stipend; however, the amount of the stipend will be prorated based on the number of hours regularly worked by the employee

as compared to the number of hours worked by employees in his or her wage and hour classification.

### **Tuition Assistance for Employees**

PAFA maintains a Tuition Assistance Program to benefit eligible employees. An employee will be considered eligible for the semester after completing 30 days of employment. Tuition assistance will not be prorated mid-semester.

All regular full-time and regular part-time employees, all Faculty, and all Academy Trustees are eligible for tuition remission for up to three (3) credits each semester, in any of PAFA's academic programs, provided they meet the enrollment and academic requirements of the relevant program.

Any course(s) selected by an employee of PAFA must be taken outside of his or her regularly scheduled workday. The employee/student must pay all applicable fees connected with the programs and is required to comply with all requirements and registration deadlines.

### **Tuition Remission for Dependents**

The spouses, partners, and children of full-time employees and appointed faculty are eligible to apply for a 50 percent discount on the tuition for one (1) course of up to 1.5 credits per semester through PAFA's Public Education Programs; or a 50 percent discount on tuition for the Graduate or Certificate Programs, up to a maximum of 30 credits per year. The applicant for this benefit must request the remission in writing from the Dean of the School of Fine Arts and the Vice-President of Human Resources and must receive approval in advance of matriculation. The applicant must meet all the enrollment and academic requirements of the specific program, and approval of a request for this benefit will be subject to PAFA's discretion based on factors including PAFA's financial circumstances.

Limited part-time employees, temporary employees, student employees, grant employees, spouses and children of regular part-time employees, spouses and children of limited part-time employees, spouses and children of temporary employees, spouses and children of student employees, spouses and children of grant employees and spouses and children of Adjunct Faculty are not eligible for any tuition remission or discount.

### **Shop Discounts**

All PAFA employees are eligible to receive a 20% discount in the Portfolio®, the Museum Shop and the PAFA Art Supply Store.

## **Membership Privileges**

Employees automatically become Members of the Museum at the individual level. Benefits of membership include free Museum admission, invitations to opening receptions and exclusive Members programs, and special rates on certain other Museum programs.

## **Transportation Expense Plan**

PAFA offers all benefits eligible employees the opportunity to participate in pre-tax deductions for qualified transportation expenses. Deductions will be made from the employee's pay based on the amount elected for qualified mass-transit and parking. The account must be funded through payroll deduction prior to being used. Employees are eligible to participate in the program beginning on their first day of employment. For additional details, please contact the Human Resources Department.

## **Holidays**

Each year the Human Resources Department publishes a list of PAFA holidays. Traditionally, PAFA has observed the following staff holidays, although changes may be made:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

To be eligible to receive holiday pay, an employee must work his or her regularly scheduled work day both before and after the holiday, unless the employee has received an approved vacation or personal day off. Holidays occurring during an employee's scheduled vacation are treated as holidays and are not counted as vacation days.

Staff may be required to work on a holiday as PAFA may remain open on such days.

For work performed on a PAFA observed holiday, the non-exempt employee will be paid his or her regular rate of pay in addition to receiving regular holiday pay. If an exempt-level employee is required to work on a holiday, the employee may pick a non-holiday that falls within 30 calendar days of the holiday on which he or she is required to work as an exchange holiday. Such exchange holidays shall be treated as if it were a holiday. PAFA will not, however pay an employee in lieu of choosing and taking an exchange holiday.

An employee may substitute one religious holiday of his or her choice for the Good Friday holiday. In such instances, the employee will be required to work on Good Friday at his or her regular (non-premium) rate. When the alternative holiday is taken, it will be paid at the employee's regular (non-premium) rate of pay.

### **Sick Pay**

Full-time employees are eligible for paid sick leave, which may be used when absence from work is necessary due to illness. Sick leave may also be used in limited instances when absence from work is due to illness in the employee's immediate family. Employees are eligible for five (5) days per year. An employee may accumulate a maximum total of 20-days of sick pay. Sick pay should be treated as a form of insurance and not as extra days off from work.

When an illness exceeds three (3) consecutive workdays, employees must furnish a medical statement from their healthcare provider detailing the duration of the illness, the employee's ability to return to work, with or without reasonable accommodation. However, a medical statement from the physician may be requested at any time by PAFA. It is the responsibility of the employee and the supervisor to contact the Human Resource Department when an illness exceeds three (3) consecutive days.

Sick pay is not payable upon termination and is not counted toward the computation of overtime.

Appointed faculty members should refer to the Faculty Handbook for sick pay policies.

### **Vacation Pay**

Only full-time and regular part-time employees (on a prorated basis) are eligible for paid vacation time off. The amount of paid vacation time an employee receives each year increases with the length of his or her employment. An

employee's full allotment of vacation time accrues on January 1 of each year or on a pro-rated allotment on an employee's date of hire:

<b>Position</b>	<b>Years of Employment</b>	<b>Annual Days of Vacation</b>
Full-time and regular part-time employees	From date of employment up to 5 full years of service at PAFA	17
	Employees with 5 or more full years of service at PAFA	22
	Employees with 15 or more full years of service at PAFA	27
Senior Staff	From date of employment	27

Vacation time may be taken at any time during the year, except that it must be scheduled in advance to avoid conflicts with other employees' vacation time and is subject to workload demands. Employees should provide as much notice as possible when scheduling vacation time. For exempt level employees, the minimum amount of vacation time that should be recorded is one-half day (3.5 hours). Non-exempt employees must record all time away in 15 minute increments. Vacation time should not be taken during the employee's first 90 days of employment.

PAFA believes that it is in an employee's best interest that he or she takes vacation time earned each year in order to maintain a balanced life. Employees may carry over five (5) unused vacation days to the next calendar year. Payment in lieu of taking vacation time is not an option.

In the event of voluntary resignation or position elimination, employees will be paid for a prorated portion of their unused vacation. Employees terminated with cause will not be eligible for vacation payout.

### **Jury Duty and Witness Service**

All employees are eligible for jury duty compensation. Jury duty compensation pays the difference between the court's jury duty payment and the employee's regular pay for up to 30 days of jury duty. Employees are required to provide a copy of the court's jury duty check to the Human Resources Department.

Part-time employees will receive jury duty pay for the days on which they are regularly scheduled to work. Employees must advise their supervisors and the Human Resource Department as soon as possible and no later than one (1) week prior to the date the jury duty begins. Jury duty compensation also includes individuals subpoenaed as witness, except as an adverse witness against PAFA or in cases involving personal business.

Individuals summoned for jury duty or appearing as subpoenaed witnesses are expected to work during normal working hours whenever court is not in session or when their presence in court is not required. Employees are to return to work when released from jury duty prior to the end of the normal workday. When the employee's term of duty on a jury or as a witness is over, evidence of having served for the period of time claimed must be provided to the Human Resources Department.

### **Voting Time Off**

PAFA encourages its employees to participate in the election of government leaders. Therefore, if an employee does not have sufficient time outside his or her regular work hours to vote, adequate time off will be allowed at the beginning or end of the workday to exercise this right. If possible, employees should make their requests to their supervisor at least forty-eight hours in advance of Election Day. The employee may wish to inquire of their Registrar of Voters about the possibility of voting by absentee ballot. Every effort should be made to vote either before or after the employee's normal workday.

### **Bereavement Pay**

PAFA recognizes the need for time away from work in instances of personal loss. Should a death occur in the immediate family of any full-time employee, he or she will be granted up to three days off with pay. If employees need time in excess of three (3) days, they may request a leave of absence or use vacation with the approval of their supervisor and the Vice-President of Human Resources.

Immediate family shall be defined as spouse, partner, child, step-child, father, mother, step-parent, brother, sister, step-brother, step-sister, grandmother, grandfather, grandchild, father-in-law, or mother-in-law, or any relationship of similar nature defined under a partnership.

PAFA will also grant one day to attend services of other family members. Other family shall be defined as aunt, uncle, sister-in-law, brother-in-law, or the like, or any relationship of similar nature defined under a partnership.

Payment for bereavement leave is at the employee's regular rate of pay. PAFA reserves the right to request all pertinent information including deceased relative's name, the name and address of the funeral home, and the date of the funeral.

### **Military Leave**

All regular full-time employees who are members of the National Guard or a reserve component of the U.S. Armed Forces will be granted time off with pay for annual military duty provided the duty is obligatory to maintain military status. The maximum paid time allowed per fiscal year (July 1st through June 30th) is ten (10) working days. Any period spent on military duty in excess of 10 days may be taken as vacation or leave without pay with the approval of the employee's immediate supervisor and the Vice-President of Human Resources.

A request for time off must be made at least two (2) weeks in advance of the duty. The request should include the dates of departure and return and must be accompanied by a copy of the official orders. Employees on paid military leave will continue to accrue sick and vacation leave.

For purposes of calculation, PAFA will pay the difference between military pay for this purpose and the employee's regular rate of pay up to a maximum of 10 days. Military pay consists of base pay, plus allowance for longevity, subsistence, quarters and dependents plus pay for sea, flight, foreign and hazardous duty. To be compensated for the difference, employees must endorse the military check to PAFA and be reimbursed through a payroll check. Employees that do not turn in the military check will be charged with vacation time equal to the time away for military duty.

Employees with questions about leaves under the USERRA may contact the Human Resources Department.

### **Workers' Compensation**

Injuries occurring in the course of employment may be covered by workers' compensation insurance. Workers' compensation insurance pays medical costs.

Any work-related injury or illness must be immediately reported in writing to the employee's supervisor and the Human Resources Department.

Under Pennsylvania law, participants may be required to utilize Panel physicians to seek medical attention for non-emergencies. Please contact the Human Resources Department for additional details.

### **Family Medical Leave Act**

PAFA will grant family and medical leave in accordance with the requirements of applicable state and federal law in effect at the time the leave is granted. Although the federal and state laws sometimes have different names, PAFA refers to these types of leaves collectively as “FMLA Leave.” No greater or lesser leave benefits will be granted than those set forth in such state or federal laws. In certain situations, the federal law requires that provisions of state law apply. In any case, employees will be eligible for the most generous benefits available under applicable law.

Please contact the Human Resources Department as soon as you become aware of the need for a FMLA Leave. Employees are expected to provide prompt notice to PAFA of any change(s) to an employee’s return to work date. Accepting or continuing other employment while on leave that is contrary to the restrictions indicated by your FMLA certification, or filing for unemployment insurance benefits while on leave, may be treated as a voluntary resignation from employment.

To be eligible for FMLA Leave benefits, you must: (1) have worked for PAFA for a total of at least 12 months and (2) have worked at least 1,250 hours over the previous 12 months as of the start of the leave.

FMLA Leave may be taken for various reasons. Because an employee’s rights and obligations may vary depending upon the reason for the FMLA Leave, it is important to identify the purpose or reason for the leave. FMLA Leave may be used for one of the following reasons:

- (1) the birth, adoption, or foster care of an employee's child within 12 months following birth or placement of the child (“Bonding Leave”);
- (2) to care for an immediate family member (spouse, registered domestic partner, child, or parent) with a serious health condition (“Family Care Leave”);
- (3) an employee’s inability to work because of a serious health condition (“Serious Health Condition Leave”);
- (4) a “qualifying exigency,” as defined under the FMLA, arising from a spouse’s, child’s, or parent’s active duty or call to active duty in a foreign country as a member of the military reserves, National Guard or Armed Forces (“Military Emergency Leave”); or
- (5) to care for a spouse, child, parent or next of kin (nearest blood relative) who is (a) an Armed Forces member (including the military reserves and National Guard) undergoing medical treatment, recuperation, or therapy, is otherwise in an outpatient status, or is otherwise on the temporary disability retired list—with a serious injury or illness incurred

or aggravated in the line of duty while on active duty that may render the individual medically unfit to perform his or her military duties; or (b) a person who, during the five (5) years prior to the treatment necessitating the leave, served in the active military, Naval, or Air Service, and who was discharged or released there from under conditions other than dishonorable (a “veteran” as defined by the Department of Veteran Affairs) and who has a qualifying injury or illness incurred or aggravated in the line of duty while on active duty that manifested itself before or after the member became a veteran (“Military Caregiver Leave”).

The maximum amount of FMLA Leave will be twelve (12) work weeks in any 12-month period when the leave is taken for: (1) Bonding Leave; (2) Family Care Leave; (3) Serious Health Condition Leave; and/or (4) Military Emergency Leave. However, if both spouses (or domestic partners) work for PAFA and are eligible for leave under this policy, the spouses (or registered domestic partners) will be limited to a total of twelve (12) workweeks off between the two of them when the leave is for Bonding Leave or to care for a parent using Family Care Leave. A 12-month period begins on the date of your first use of FMLA Leave. Successive 12-month periods commence on the date of your first use of such leave after the preceding 12-month period has ended.

The maximum amount of FMLA Leave for an employee wishing to take Military Caregiver Leave will be a combined leave total of twenty-six (26) workweeks in a single 12-month period. A "single 12-month period" begins on the date of your first use of such leave and ends twelve (12) months after that date.

If both spouses work for PAFA and are eligible for leave under this policy, the spouses will be limited to a total of twenty-six (26) workweeks off between the two when the leave is for Military Caregiver Leave only or is for a combination of Military Caregiver Leave, Military Emergency Leave, Bonding Leave and/or Family Care Leave taken to care for a parent.

Under some circumstances, you may take FMLA Leave intermittently—which means taking leave in blocks of time, or by reducing your normal weekly or daily work schedule. Leave taken intermittently may be taken in increments of no less than 30 minutes.

When an employee who has been approved for intermittent leave seeks leave time that is unforeseeable, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave at the time the employee calls off.

To the extent required by law, some extensions to leave beyond an employee’s FMLA entitlement may be granted when the leave is necessitated by an

employee's work-related injury/illness or a "disability" as defined under the Americans with Disabilities Act and/or applicable state or local law.

#### Notice and Certification

i. Bonding, Family Care, Serious Health Condition and Military Family Care Leave Requirements

Employees are required to provide:

1. when the need for the leave is foreseeable, 30 days advance notice or such notice as is both possible and practical if the leave must begin in less than 30 days (normally this would be the same day the employee becomes aware of the need for leave or the next business day);
2. when the need for leave is not foreseeable, notice within the time prescribed by PAFA's normal absence reporting policy, unless unusual circumstances prevent compliance, in which case notice is required as soon as is otherwise possible and practical;
3. when the leave relates to medical issues, a completed Certification of Health-Care Provider form within fifteen (15) calendar days (for Military Caregiver Leave, an invitational travel order or invitational travel authorization may be submitted in lieu of a Certification of Health-Care Provider form);
4. periodic recertification (upon request); and
5. periodic reports during the leave.

Certification forms are available from the Vice-President of Human Resources. At PAFA's expense, PAFA may also require a second or third medical opinion regarding your own serious health condition. Employees are expected to cooperate with PAFA in obtaining additional medical opinions that PAFA may require.

When leave is for planned medical treatment, you must try to schedule treatment so as not to unduly disrupt PAFA's operation. Please contact the Vice-President of Human Resources prior to scheduling planned medical treatment.

ii. Military Emergency Leave

Employees are required to provide:

1. as much advance notice as is reasonable and practicable under the circumstances;
2. a copy of the covered military member's active duty orders when the employee requests leave; and
3. a completed Certification of Qualifying Exigency form within fifteen (15) calendar days, unless unusual circumstances exist to justify providing the form at a later date.

Certification forms are available from the Vice-President of Human Resources.

### iii. Failure to Provide Certification and to Return from Leave

Absent unusual circumstances, failure to comply with these notice and certification requirements may result in a delay or denial of the leave. If you fail to return to work at your leave's expiration and have not obtained an extension of the leave, PAFA may presume that you do not plan to return to work and have voluntarily terminated your employment.

Generally, FMLA Leave is unpaid. However, you may be eligible to receive benefits through State-sponsored or PAFA-sponsored wage-replacement benefit programs. You are required to use all carried-over sick and vacation time from the prior year, to the extent permitted by law and PAFA policy. You may elect to use sick and vacation time for which you are eligible in the current year. All such payments will be integrated so that you will receive no more than your regular compensation during this period. The use of paid benefits will not extend the length of a FMLA Leave.

### Benefits During Leave

PAFA will continue making contributions for your group health benefits during your leave on the same terms as if you had continued to work. This means that if you want your benefits coverage to continue during your leave, you must also continue to make any premium payments that you are now required to make for yourself or your dependents. Employees taking Bonding Leave, Family Care Leave, Serious Health Condition Leave, and Military Emergency Leave will generally be provided with group health benefits for a twelve (12) workweek period. Employees taking Military Caregiver Leave may be eligible to receive group health benefits coverage for up to a maximum of twenty-six (26) workweeks. In some instances, PAFA may recover premiums it paid to maintain health coverage if you fail to return to work following a FMLA Leave.

If you are on a FMLA Leave but are not entitled to continue paid group health insurance coverage, you may continue your coverage through PAFA in conjunction with federal and/or state COBRA guidelines by making monthly

payments to PAFA for the amount of the relevant premium. Please contact the Vice-President of Human Resources for further information.

### Job Reinstatement

Under most circumstances, you will be reinstated to the same position held at the time of the leave or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not gone on leave, or if your position has been eliminated during the leave, then you will not be entitled to reinstatement.

Prior to being allowed to return to work, an employee wishing to return from a Serious Health Condition Leave must submit an acceptable release from a health care provider that certifies the employee can return to work and perform the essential functions of the job, with or without reasonable accommodations. For an employee on intermittent FMLA leave, such a release may be required if reasonable safety concerns exist regarding the employee's ability to perform his or her duties, based on the serious health condition for which the employee took the intermittent leave.

"Key employees," as defined by law, may be subject to reinstatement limitations in some circumstances. If you are a "key employee," you will be notified of the possible limitations on reinstatement at the time you request a leave.

### Personal Leave of Absence

All regular full-time employees with at least one year of continuous service are eligible to apply for unpaid leave of absence up to 30-days and renewable in increments not to exceed a total leave of absence of six (6) months for personal reasons when conditions at PAFA allow for it. Such decisions are made on an individual basis by the Vice-President of Human Resources and the President of PAFA.

Consideration will be given to a variety of factors including the reason for the request, the workload, and the employee's past performance. The maximum times established for leaves of absence may not be extended by the use of vacation, sick leave or personal days at the beginning or end of a leave of absence. Employees may not use the leave period to assume other employment, unless expressly authorized. Anyone found to have done so will be subject to termination from PAFA.

All personal leaves are without pay. No compensation is given for holidays, vacation, jury duty, bereavement leave or any other paid leave while an

employee is out on unpaid leave of absence. COBRA may be available for any individual actively participating in the PAFA's health or dental program who has been granted a personal leave request.

Retirement plan contributions by PAFA shall cease until the employee returns to work. All vacation and sick accruals will stop accumulating immediately upon the start of the unpaid leave.

### **Breastfeeding-Friendly Workplace Policy**

PAFA encourages faculty, staff and administration to have a positive, accepting attitude toward employees who are breastfeeding. PAFA promotes and supports breastfeeding and the expression of breast milk by faculty and staff who are breastfeeding when they return to work.

Discrimination and harassment because of breastfeeding in any form is unacceptable and will not be tolerated at PAFA.

It shall be the policy of PAFA to provide:

- Time to Express Milk or Breastfeed (Lactation Time) - Lactation times shall be established for each employee based on work schedule. If possible, the lactation time is to run concurrently with any break time already provided. Lactation time beyond the regular break time is unpaid and will be negotiated between the employee and PAFA.
- Space and Equipment for Expressing Milk or Breastfeeding - Employees shall be provided the use of a clean, comfortable space or "Lactation Area." A toilet shall not serve as the lactation area. The Lactation Area is equipped with an electrical outlet, is in close proximity to employee's work area, and contains comfortable seating. Ideally, the Lactation Area will be near: a sink with hot water and soap for hand washing and cleaning of equipment; and a refrigerator for storage of expressed breastmilk.
- Atmosphere of Tolerance - Breastfeeding should not constitute a source of discrimination in employment or in access to employment. It is prohibited under this policy to harass a breastfeeding employee; such conduct unreasonably interferes with an employee's work performance and creates an intimidating, hostile or offensive working environment.

Any incident of harassment of a breastfeeding employee will be addressed in accordance with PAFA's policies and procedures for discrimination and harassment.

## **Emergency Closing and Inclement Weather**

In the event of severe weather conditions or a natural disaster PAFA will close as determined by the President. In the event PAFA closes, payment will be made to regular full-time and regular part-time employees scheduled to work on the day PAFA closes. Employees requested to come to work on an official close (such as facilities) will be paid at a rate of two times their normal salary.

All staff should make every effort to come to work unless PAFA has been officially closed. Staff members who are unable to make it to work must contact their Supervisors and be prepared to use a personal or vacation day.

In the event of a closing or delayed opening, staff, faculty and students will be notified through PAFA's alert system via telephone, text message, or email. Employees must ensure their contact information is up-to-date with the Human Resources Department. Employees may call PAFA's main number (215-972-7600), where an outgoing message will be posted by 6:30 a.m. PAFA's website will be updated as well.

Decisions regarding the cancellation of special events and evening classes may be made later in the day.

In the event of a natural disaster, which seriously incapacitates the physical facilities of PAFA, a decision will be made by the President as to whether employees will be compensated for the amount of time that PAFA is closed. This decision is to be based on the circumstances unique to the specific situation at hand.

## **Employee Travel and Expense Reimbursement Policy**

The PAFA Employee Travel and Expense Reimbursement Policy identifies those out-of-pocket expenses incurred during or directly attributable to the conduct of PAFA business that PAFA considers to be reimbursable, and identifies requirements necessary to comply with applicable provisions of the U.S. Internal Revenue Code.

This policy statement is intended to be comprehensive; however, it is impossible to anticipate every situation. All employees are expected to adhere to the following general principles:

- Exercise good business judgment with respect to expenses incurred on behalf of PAFA;
- Report expenses, supported with required documentation, as they were actually spent;

- If in doubt as to the reimbursable nature of an item, contact the Finance Department prior to incurring the expense.

According to the Internal Revenue Code, all expenses incurred by an employee are considered to be personal expenses unless there is an adequate accounting of the expenses made to the employer documenting the bona fide business purpose.

The employee's supervisor must approve the Employee Expense Report. If the expenditures were incurred on behalf of another department, that department's manager must also approve the Employee Expense Report.

The employee requesting reimbursement is ultimately responsible for ensuring the Employee Expense Report is completed in a timely manner with proper documentation attached.

### 1. Procedures for Employee Expense Reimbursement

An employee must submit a signed, fully completed and approved Expense Report (obtained from the Finance Department and available as an Excel spreadsheet) accompanied by the required receipts in order to be reimbursed. The report must be submitted within 30 days of the date the expense was incurred (or within 30 days of the trip completion).

By signing the Expense Report, the employee is certifying that, to the best of his or her knowledge, the information contained on the Expense Report is accurate, all claimed expenses are allowable, and they were incurred in the conduct of official PAFA business. The employee's supervisor must also sign the expense report. Expense reimbursements of \$250.00 or greater must also be approved by the Executive Vice President of Finance and Administration.

### 2. Procedures for Non-employee Reimbursement

PAFA will pay the travel costs of non-employees (lecturers, consultants, visiting artists) when PAFA has agreed to do so prior to the expense being incurred. Properly approved purchase orders and check requests are required for reimbursement of these expenses. Generally, the guidelines described in this policy statement related to employees also apply to non-employees. It is the responsibility of the PAFA employee who is responsible for the non-employee to notify the non-employee of the applicable reimbursement policy.

### 3. Reimbursement Procedures and Receipt Requirements

Individuals traveling on official PAFA business are required to attach dated original receipts to an Employee Expense Reimbursement Report (obtained from the Finance Department and available as an Excel spreadsheet) for reimbursable travel and/or entertainment expenses. A credit card receipt constitutes proof of payment, and should accompany a valid vendor receipt, if available. Canceled checks may be submitted as proof of payment. If the original check is not available, a copy of the front and back of the check is acceptable.

Reimbursements to the employee will be processed as quickly as possible. Should the Finance Department find errors in the Expense Reimbursement Report, or believe a reimbursement request not fall under the current policy, the Finance department will discuss proposed changes with the employee and/or the employee's supervisor. Should those changes be agreed upon by the employee and the employee's supervisor, the revised Expense Reimbursement Report will be re-approved by both the employee and the employee's supervisor.

- Private Automobile - Reimbursement will be at the then-current mileage rate, as determined by the Internal Revenue Service (IRS). This mileage rate is designed to cover all transportation and operating costs of the vehicle, including gasoline, insurance, and wear-and-tear. PAFA is not responsible for vehicle repair costs, regardless of their cause. Additional reimbursement will be made for turnpike and bridge tolls, when receipts are presented. The mileage reimbursed should reflect the distance from PAFA to the destination and should not include daily commute miles. Any fees related to parking tickets, fines for moving violations, and vehicle towing charges are the responsibility of the employee, and will not be reimbursed.
- Automobile Rentals - When a rental automobile is required for business purposes, the most economical car meeting the needs of the traveler should be selected. Generally, an Economy or Intermediate class vehicle should be adequate. PAFA will reimburse a traveler for all fees associated with the rental (i.e. daily rental fees, local and state taxes, mileage fees and drop off fees). In addition, PAFA will reimburse for all tolls, parking fees, and gasoline expense incurred with the rental vehicle, upon submission of proper receipts. In order to keep additional charges to a minimum, gas tanks should be filled prior to returning rental cars, in an effort to avoid excessive refueling charges by the rental company. Vehicles rented for PAFA business purposes are covered under PAFA's insurance program. Therefore, additional deductible and personal accident insurance coverage is not necessary, and will not be reimbursed.
- Lodging - Reasonable accommodation expenses will be limited to single occupancy standard rooms, unless such accommodation is not available. If a seminar/conference rates is offered, that rate should be requested.

Additional reasonable travel expenses, such as telephone calls home and reasonable tips are expected. Original hotel receipts must be submitted with the Expense Report. When guaranteed reservations have been made and travel plans change, it is important to cancel the reservations in a timely manner, in order to avoid incurring “no show” charges. Expenses incurred for housing and meals incurred by accompanying family members or friends are the direct responsibility of the traveler. If an employee is “away from home” (see IRS definition, under Business Travel Meals) on PAFA business, and chooses to save PAFA the cost of a hotel room by staying with family or friends, a reasonable allowance, as determined and approved in advance by the employee’s supervisor, will be reimbursed as a thank you gift (i.e. taking the host to dinner, etc). Any such thank you gift over the value of \$250 must be approved by the Executive Vice President of Finance and Administration.

- Transportation Arrangements - The cost of air and rail transportation should be kept to a reasonable minimum. Every effort should be made to book travel arrangements at least 14 days in advance, in order to obtain the lowest fare available. Reimbursement will be made on the basis of coach fares. If carrier availability or schedule limitations require upgrading, written approval must be received from the President/CEO or the Executive Vice President of Finance & Administration prior to the purchase of tickets.
- Business Travel Meals - The Internal Revenue Service makes a distinction between travel “away from home” and “local travel”. “Away from home” travel is business travel that requires an employee to be away from his/her business area substantially longer than a regular work day, and includes the need to sleep or rest in order to conduct their business. If an employee is away from home on PAFA business, all meals are considered to be business related. Reimbursement for such meals will be made upon the submission of a signed and approved Employee Expense Report with the following information:
  - Date
  - Name and location of establishment
  - Amount
  - Names, titles and business relationship of all persons attending
  - Business purpose

A credit card charge receipt and/or the original detailed sales slip/bill will be accepted as proper documentation for meal payments. All receipts must include the name and location of the vendor, the date and dollar amount.

Personal meals while traveling on PAFA business will be reimbursed up to \$55.00/day, which is the average allowable rate for cities within Pennsylvania by the IRS. Receipts for meals (including tips) should still be submitted. The following guidelines are suggested:

- Breakfast \$10.00
- Lunch \$15.00
- Dinner \$25.00
- Incidentals \$ 5.00

“Local travel” is business travel that does not require the employee to be away overnight, even if it means extending the day beyond the end of the normal working day. PAFA will not reimburse an employee for personal breakfast or lunch meals during “local travel” days, as this is against IRS regulations. If the “local travel” day extends into the evening, an employee’s immediate supervisor may authorize a reimbursement for the reasonable cost of dinner (i.e. up to \$25.00, as stated above).

**It is PAFA’s policy that PAFA funds will not be used to pay for alcoholic beverages unless such usage is justifiably related to PAFA business.**

Reasonable tips/gratuities for meals, taxis, bellhops, and porters are reimbursable, up to an amount equal to 15 percent of the associated expense. Tips for meals, entertainment and taxis should be included with the cost of those items on the employee’s Expense Report

#### Alternate Meal Reimbursement – Per Diem Basis

For “away from home” travel, the IRS permits a daily meal and incidental allowance amount. The current applicable rate (as of September 1, 2010) is \$55.00 per day. If approved by the employee’s supervisor in advance, an employee may request \$55.00 for each full day of travel without providing receipts. On both the first and last days of travel, the IRS imposes a limitation of 75 percent of the daily rate, or \$41.25.

Some cities qualify for higher rates – check for these under [www.gsa.gov](http://www.gsa.gov) (and then click on “Per Diem Rates”). If traveling to a higher rate location, this information should be noted on the Employee Expense Report, and approved by the employee’s supervisor.

#### Business Entertainment/Meals

Business Entertainment and Business Meals that are directly related to the active conduct of PAFA business will qualify for reimbursement. Reimbursement of entertainment and business meal expenses will be made upon the submission of a signed and approved Employee Expense Report with the following information:

- Date
- Name and location of establishment
- Amount
- Names, titles and business relationship of all persons attending
- Business purpose

A credit card charge receipt and/or the original detailed sales slip/bill will be accepted as proper documentation for meal payments. All receipts must include the name and location of the vendor, the date and dollar amount.

No employee below the level of Vice President or Dean may incur an entertainment expense without the prior approval of his/her Vice President or Dean.

#### Missing or Lost Receipts

An individual incurring travel and/or entertainment expenses who loses a required receipt should seek a duplicate and submit it stating that the original was lost. If an acceptable duplicate cannot be obtained, an explanation should be attached to the Expense Report stating that attempts were made to obtain a duplicate and that such attempts failed. If the traveler has misplaced an original passenger ticket coupon (such as for Amtrak), he/she should submit proof of purchase and/or a copy of a credit card statement showing proof of purchase.

#### Attaching Receipts

When attaching receipts to Employee Expense Reimbursement Reports they should be taped or stapled onto blank sheets of 8 ½" x 11" paper so that each receipt is visible. The employee should maintain photocopies of all submitted receipts. If, for some reason, original receipts are misplaced within PAFA's system, the photocopies will be accepted as proof of expenditure.

#### 4. Miscellaneous Reimbursable Travel (overnight) Expenses

- Business expenses (faxes, copying services)
- Cost for additional transportation expense (extra weight at airport check in) if the extra weight is a result of work-related materials packed for an approved event.

- Work related internet access while traveling on Academy related business.
- Business phone calls
- Ground transportation (taxi, bus, airport vans, etc.)
- Reasonable tips (approximately 15% is considered reasonable)

## 5. Non-Reimbursable Travel Expenses

Travelers will not be reimbursed for the following miscellaneous expenses:

- Airphone usage
- Annual fees for personal credit cards
- Auto repairs
- Baby-sitting
- Barbers and hair salons
- Personal cell phone monthly fees
- Clothing or toiletry items
- Corporate card delinquency fees or finance charges
- Laundry charges (unless the trip is for an extended period of time)
- Limousines
- Loss or theft of airline tickets
- Loss or theft of personal funds or property
- Medical expenses while traveling
- Mini-bar refreshments
- “No show” charges for hotel or car services
- Optional travel or baggage insurance
- Parking tickets or traffic violations
- Personal entertainment, e.g. movies, sporting events, theater, etc.
- Personal telephone calls in excess of reasonable calls home
- Personal reading materials i.e. magazines, newspapers
- Personal items (beverages, snacks, candy, shoe shines, kennel charges)
- Personal travel (travel expense in addition to that of the direct route to/from the business destination)
- Rental car upgrades to premium and luxury
- Repairs to personal vehicles
- Saunas, massages, fitness services
- Service fees by non-preferred travel agencies
- Souvenirs or personal gifts
- Travel expenditures of spouses, friends or acquaintances, etc.
- Travel upgrades to business or first class

## 6. Other Non-reimbursable Expenses

Employees are not reimbursed when they purchase meals for other employees when they are in-town unless there is a formal business purpose for the expense. Such meals must be fully documented as to the business purpose and benefits derived, listing the name of the employee(s), their positions within PAFA, the name and location of the restaurant, and the amount of the meal. Receipts should be provided. Employee parties/lunches/cakes (for promotions, retirements, secretary's day, birthdays, etc.) are considered personal celebrations and expenditures related to such events are not reimbursable. Expenses for the purchase of employee gifts are not reimbursable.

The IRS has determined that the cost of travel between an employee's home and their place of work is not reimbursable, whether by bus, train, subway, taxi, plane, or private car. These costs are considered to be personal commuting expenses.

### Other Non-reimbursable Expenses:

- Charitable contributions
- Childcare costs
- Condolences offered in an employee's name
- Entertainment of vendors or suppliers
- Parking leases
- Parking charges incurred during the normal work week

As a non-profit entity in Pennsylvania, PAFA is exempt from paying sales tax for business related items. The Finance department can provide a copy of its state sales tax exemption form for business purchases. Every attempt should be made to avoid the payment of Pennsylvania sales tax, through use of this exemption certificate. If every reasonable attempt has been made to avoid such payments, and sales tax is still charged by the vendor, the amount of the sales tax paid will be reimbursed to the purchaser.

## 7. PAFA American Express Cards

Employees may be eligible for the use of American Express (AMEX) Business cards if their job function requires regular travel and/or PAFA entertainment expenses. The Executive Vice President of Finance and Administration, as well as the employee's supervisor, must approve the issuance of an AMEX Business card to an employee. AMEX Business cards should not be used for personal expenses unless a single billing contains both business and personal expenses. The charges on Amex Business card statements should be submitted to the Finance department on a timely basis, in order to allow enough time to process payments, and have the check received by Amex prior to its due date. Any

finance charges assessed due to late delivery of the statement to the Finance department will be the responsibility of the card holder.

Amex Business cards should not be used to purchase goods and services which are normally secured through standard purchasing procedures. Credit cards should only be used when there is a planned and budgeted expense. Each employee with a credit card is expected to account for all purchases no less frequently than monthly. PAFA reserves the right to cancel credit card access

Employees who are issued a credit card are required to promptly notify the Executive Vice President of Finance and Operations upon termination of employment. The employee's supervisor shall be responsible to ensure that this notification is made and that the card is returned.

### **Compensation Practices**

In establishing its wage compensation program, PAFA strives to achieve the following:

- Attract and retain highly competent employees.
- Maintain internal equity among employees based on similar education, skills and responsibilities.
- Reward employees according to performance. How employees do their jobs directly influences their compensation, pay increases, and career growth.
- Comply with all governmental regulations.

The procedure for establishing pay rates and job ranges is:

- To evaluate each job in objective terms.
- To establish a salary or rate for each job, taking into account its relative value to PAFA.
- To determine a job's worth in comparison to the marketplace.
- To set an individual's salary by using such factors as performance, time in the specific job, the employee's qualifications, market factors, PAFA's needs, and the employee's unique skill set and special achievements.

The Vice-President of Human Resources is responsible for the overall administration of all compensation programs.

## **Timekeeping**

All employees are responsible for accurately recording the hours they work. This information is required for PAFA to comply with the laws that require us to keep accurate records of "time worked" to correctly calculate employee pay and benefits.

If you are a non-exempt employee, you must accurately record the time you begin and end your work day, as well as if you leave the workplace for personal reasons.

Exempt employees must record any vacation and sick time used.

PAFA considers attempts to falsify timekeeping records a very serious matter. Therefore, any of the following actions may result in disciplinary action, up to and including termination:

- altering, falsifying, tampering with time records;
- recording another employee's time record

## **Overtime and Overtime Pay**

There may be occasions when PAFA needs to schedule nonexempt employees to work overtime hours. Every attempt will be made to let you know in advance of overtime assignments.

All nonexempt employees will be paid overtime compensation in accordance with federal and state wage laws. Overtime pay is based on actual hours worked. For this reason, time off for sick leave, vacation, and other paid or unpaid leaves of absence is not considered hours worked for the purpose of calculating overtime pay.

If you fail to work scheduled overtime or work overtime without receiving your supervisor's prior authorization, you may be subject to disciplinary action, up to and including possible termination of employment. You are required, however, to report all time worked as set forth above.

## **Paydays and Paychecks**

PAFA employees are paid bi-weekly, according to the pay schedule PAFA designated at the beginning of the calendar year. Each paycheck includes earnings for all work performed through the end of the previous payroll period and deductions as required by law or by employee designation.

Employees who have chosen to be paid by direct deposit will have these funds deposited into their selected accounts on the actual payday. PAFA strongly encourages the use of Direct Deposit.

If a regularly scheduled payday falls on a day off, such as a weekend or holiday, employees will be paid on the last work day before the regularly scheduled payday.

### **Deductions from Pay**

PAFA is legally required to make certain deductions from every employee's compensation. Among these deductions are federal, state, and local taxes as appropriate. PAFA is also legally required to deduct Social Security taxes on your earnings up to a maximum amount, which is called the Social Security "wage base." PAFA contributes to your Social Security by matching the amount of Social Security taxes deducted from your compensation.

PAFA offers programs and benefits to eligible employees beyond those required by law. You may voluntarily authorize deductions from your paycheck to cover your portion of the cost of these programs.

If you have questions concerning why a deduction was made from your paycheck or how your paycheck is calculated, contact the Human Resources Department.

### **Direct Deposit**

PAFA strongly encourages Direct Deposit for all employees. Direct deposit enables your paycheck to be directly deposited into your savings or checking account every payday by 12:00 noon. You may have your full or a portion of your net pay deposited directly into one (1) account or up to three (3) different accounts. The accounts do not have to be at the same financial institution. Direct Deposit usually takes one (1) month to go into effect and you may cancel it at any time. Direct Deposit forms are available in the Human Resources Department.

### **Garnishments**

Wage assignments or garnishments properly issued by courts of competent jurisdiction may require that PAFA withhold a designated amount from your paycheck until the outstanding obligation or judgment is satisfied.

## **Safety**

Safety is an essential part of every employee's job. Each employee has the responsibility for his or her safety and the safety of others. In order to meet this requirement, you must report all injuries, suspected injuries and near accidents no matter how insignificant they seem. Also, you should report unsafe conditions and practices to the Human Resources Department, your immediate supervisor, or PAFA's Safety Committee. Suggestions on how to eliminate these hazards are welcome. Look for and correct any hazards before beginning any assignment or task and consult your supervisor if you are in doubt.

Satisfactory safety performance is a condition of continued employment. Employees are subject to disciplinary action up to and including immediate termination for disregard of safety rules and procedures.

## **Security Inspections and Searches**

Access to PAFA premises is conditioned upon PAFA's right to inspect or search the person, vehicle, or personal effects of any employee. This may include any employee's office, desk, file cabinet, closet, locker, or similar place. Employee participation in the search procedure is a condition of continued employment and failure to cooperate in a search or investigation can lead to termination of employment. Because even a routine inspection or search might result in the viewing of an employee's personal possessions, employees are encouraged not to bring any item of personal property to the workplace that they do not want revealed to PAFA. Vehicles, desks, and lockers may be provided for the convenience of employees, but remain the sole property of PAFA and are subject to inspection.

From time to time, and without prior announcement, inspections or searches may be made of anyone entering, leaving, or on the premises or property of PAFA (including alcohol and/or drug screens or other testing). Refusal to cooperate in such an inspection or search (including alcohol and/or drug screens) is grounds for corrective action up to and including termination of employment.

## **Monitoring and Surveillance**

The computer equipment and systems and internet access that employees may use are the property of PAFA. Therefore, PAFA reserves the right to monitor computer activities. It also reserves the right to retrieve and read any computer files or data that are composed, sent, or received through Internet connections or stored in PAFA's computer systems.

PAFA conducts video surveillance of workplace areas. Video monitoring is used to identify safety concerns, maintain security, detect theft and misconduct, and discourage and prevent acts of harassment and violence.

Because PAFA is sensitive to the legitimate privacy rights of employees, students, and visitors, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

### **Substance Abuse Policy**

PAFA is committed to providing a safe, healthy, and efficient working environment for all employees. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. To help achieve this goal, employees are prohibited from:

- Possessing, distributing, selling, manufacturing, or being under the influence of any illegal drug;
- Consuming alcoholic beverages while on PAFA premises, in PAFA vehicles, or while on PAFA business or time, or bringing alcohol onto PAFA premises; and
- Abusing prescription drugs or possessing prescription drugs that have not been prescribed for the employee by a physician.

An employee who violates this policy is subject to corrective action up to, and including, termination of employment. Use of some drugs is detectable for several days. Detection of such drugs or the presence of alcohol will be considered being “under the influence.”

Employees using prescription drugs according to a physician’s instructions or using over-the-counter drugs for medicinal purposes should, in the event such drugs could impair their physical, mental, emotional, or other faculties, notify his or her supervisor or the Vice-President of Human Resources.

When there is evidence reasonably to suspect that an employee has reported to work or is working impaired due to alcohol or drugs, the employee may be asked to submit to alcohol and drug testing. Any employee involved in either a job-related accident or incident involving the apparent violation of a safety rule or standard, which did or could have resulted in serious injury or property damage, may be asked to submit to alcohol and drug testing. Refusal to submit to a drug and/or alcohol screen is grounds for immediate termination.

All employees of PAFA must, as a condition of employment, abide by the terms of this policy, and submit to drug and alcohol testing, if asked. This requirement

is mandated by the Drug-Free Workplace Act of 1988. For more detailed information, employees may consult with the Human Resources Department.

It should be noted that with the approval of PAFA's President, alcoholic beverages may be permitted on PAFA premises; however, their presence and use will be limited to authorized PAFA events such as Gallery openings and/or other officially designated PAFA receptions and dinners.

## **Workplace Violence Policy**

The safety and security of all employees is of primary importance at PAFA. Threats, threatening and abusive behavior, or acts of violence against employees, students, parents, visitors, or other individuals by anyone on PAFA property or at PAFA functions will not be tolerated. Violations of this policy will lead to corrective action up to, and including, termination and/or referral to appropriate law enforcement agencies for arrest and prosecution. PAFA reserves the right to take any necessary legal action to protect its employees.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on PAFA's premises shall be removed from the premises as quickly as safety permits and shall remain off PAFA premises pending the outcome of an investigation. Following investigation, PAFA will initiate an immediate and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

All employees are responsible for notifying his or her supervisor and the Vice-President of Human Resources of any threats that they witness or receive or that they are told another person witnessed or received. Even without a specific threat, all employees should report any behavior or situation they have witnessed that they regard potentially threatening or violent or which could endanger the health or safety of an employee when the behavior has been carried out on a PAFA-controlled site or is connected to PAFA employment or PAFA business. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened. PAFA understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of the reporting employee.

## **Weapons**

Despite some laws that allow people to carry firearms in public, PAFA prohibits the possession of weapons of any kind on PAFA property or at any PAFA function on or off campus, or while on PAFA business. This includes:

- Any form of explosive
- All firearms
- All illegal knives or knives with blades that are more than six inches in length.

If an employee is unsure whether an item is covered by this policy, he or she should contact the Vice-President of Human Resources. Employees are responsible for making sure that any item they possess is not prohibited by this policy. Police officers, security guards, and other individuals who have been given consent by PAFA to carry a weapon on the property will be allowed to do so.

While PAFA has a policy prohibiting weapons, nothing in this policy shall be construed as creating any duty or obligation on the part of PAFA to take any actions beyond those required of an employer by existing law.

### **Emergencies**

In the event of a fire drill or emergency, the fire alarm signal will sound. Leave the building immediately by the nearest exit in an orderly fashion. Do not stop to gather personal belongings. A designated official of PAFA will give the “all clear signal” before employees may re-enter the building.

In the event of a serious injury or illness of an employee please dial 911 for help then report the incident to your supervisor and the Security Department.

Please consult the PAFA’s Safety Manual for more details.

### **Bloodborne Pathogen Exposures**

PAFA is concerned about employees who may be exposed to blood and other bodily fluids when rendering first aid. PAFA has a written Bloodborne Pathogen Exposure and Control Plan in place. It includes information regarding who is identified as being at risk, Hepatitis B vaccines, training and recordkeeping. This plan is reviewed with all employees who are in positions that have been identified at risk of exposure to bloodborne pathogens.

Employees who have questions about this policy should contact the Director of Security and Safety.

## **Smoking Policy**

Smoking is prohibited in all facilities. Smokers are not permitted to smoke within 20 feet of an entrance per city code.

## **Personal Property**

Personal belongings brought onto PAFA's premises are the employee's responsibility. Never leave handbags, wallets, or other valuables unattended or unsecured. PAFA accepts no responsibility for theft or damage to personal property of employees on PAFA premises. If employees notice property missing or damaged, they should report it to the Security Department immediately.

## **Use and Return of PAFA Property**

Certain job positions allow for the personal assignment to employees of PAFA property, equipment, or a PAFA vehicle for their use. This assignment may be on temporary or recurring basis or may be assigned to the employee during the term of his or her employment. Employees are required to follow proper procedures and instructions for care and maintenance of the property in their possession. They are also expected to return assigned property to PAFA when requested and/or at the end of their employment.

Employees who require the use of PAFA vehicles must complete all necessary paperwork with the Security Department and sign for it and pick up the key at the Security desk in the Hamilton Building. Fluid levels should be checked each time that the vehicle is fueled. When returning vehicles, the vehicle should be parked in the designated area and the key promptly returned to Security. In addition to turning in the key, the employee should also sign in the vehicle. Under no circumstances should a PAFA vehicle be kept out overnight without prior authorization from the Executive Vice-President of Finance and Administration.

Payment of speeding and/or parking tickets is the sole responsibility of the employee driving the vehicle. Failure to pay such tickets prior to notification to PAFA by law enforcement agencies may result in corrective action up to, and including, termination of the employee.

You are expected to be responsible for and maintain control of any PAFA property in your possession. If your employment ends, all PAFA property must be returned on or before your last day of work. In situations where you do not return PAFA property, steps may be taken to recover the item or its cost by withholding from your regular or final paycheck when allowed by law, or by taking legal action.

## **Personal Use of Business Equipment and Mail Systems**

The use of business stationery and/or PAFA's postage meter for personal correspondence is strictly forbidden. The personal use of its facsimile or copying machines also is forbidden without first receiving management approval.

Receiving personal mail at PAFA's address is discouraged because it adds to an already substantial mail volume.

## **Maintenance Requests**

PAFA believes that maximum facility life and student and employee safety is enhanced through a proactive maintenance program. The maintenance program includes housekeeping, repair, restoration, and renovation of PAFA property, grounds, buildings, and building fixtures.

Further, PAFA believes that the facility communicates an image to the staff, students, and the public. Therefore, it is the policy of PAFA to maintain all facilities in such a manner that they are clean, orderly, safe, and as attractive as possible.

Requests for maintenance services must be initiated by completing a Maintenance Request Form and submitting it to the Operations Department. Upon receipt of the request, the Operations Department will contact the appropriate party to schedule the needed repair or maintenance service. Emergency situations such as broken water fixtures, hazardous conditions, etc. should be reported immediately to the Security Department.

Maintenance Requests and work orders will be prioritized based upon criteria such as protection of health and safety, property, benefit to the educational program, and necessary PAFA operations.

At no time should any employee without the expressed permission to do so touch or handle any work of art. Any concerns regarding any work of art should be reported immediately to the Security Department.

## **Office Supplies**

PAFA maintains an inventory of commonly used office supplies for use by employees. Employees who notice supplies are out of stock should contact the Human Resources Department for the proper procedures to order office supplies. Requests for special supplies should be made to the employee's supervisor.

## **Confidentiality and Disclosure of Information**

It is vital to the interests and success of PAFA that confidential business information is protected. Confidential information includes, but is not limited to, the following examples:

- compensation data (other than your personal compensation)
- computer processes
- computer programs and codes
- student and parent lists
- student grades
- student and employee health information
- financial information
- proprietary educational testing and/or curriculum

PAFA information may not be removed from PAFA's premises other than in the course of performing your job duties. Confidential or proprietary PAFA information may not be discussed outside of PAFA except in the carrying out of your duties. You may not disclose confidential or proprietary information during your employment with PAFA (except as necessary in the course of performing your job duties) or after your employment with PAFA has ended.

Because PAFA consider security breaches very serious, if you improperly use or disclose confidential business information, you will be subject to corrective action, up to and including termination of employment, even if you do not actually benefit from the disclosed information.

## **External Communication and Press**

The President is the official spokesperson for PAFA. Coordinated by the Marketing Department, employees who receive a request from the news media for information (whether written or oral) or for an interview relating to the school or museum, should directly refer the inquiry to the Public Relations representative in the Marketing Department.

Any appearances on behalf of PAFA or public comments about PAFA by others require the advance approval of the President or his or her designee.

## **Solicitation and Distribution**

In an effort to minimize work interruptions and out of respect for you and your co-workers' time, solicitation of non-PAFA sponsored goods or services is restricted, as well as distribution of non-PAFA approved literature or materials.

This policy applies to all employees and to all verbal and written solicitation or distribution activities on company property including any property under the control of PAFA.

“Solicitation” by one person to another or “distribution” of non-PAFA approved literature or materials is prohibited if it is in a “work area”, if involved employees are on “working time,” or if it interrupts others who are working.

PAFA maintains bulletin boards to communicate information to employees and to post notices required by law. Any unauthorized posting of notices or other printed or written solicitation materials on these bulletin boards or in any other area of PAFA property is prohibited.

PAFA recognizes that many employees support athletic or school activities of their children and that many employees enjoy supporting each other’s charitable and other community causes. As a result, PAFA may permit employees to engage in solicitation or distribution of these types of activities only if prior approval of the Vice-President of Human Resources is obtained and the activities fall within the following guidelines:

- The cause being solicited for is a charitable organization or an organization designed to benefit the community, such as other 501c3 organizations.
- It does not interfere with working time of either the employee making the solicitation or distribution, or other PAFA employees.
- It is limited to non-working time and non-work areas.

Solicitation or distribution by non-employees on PAFA premises is prohibited at all times. The exception to this policy is a vendor or other representative (such as a charitable organization) who has been invited and approved by the Vice-President of Human Resources for the purpose of promoting or providing education related to PAFA’s employee benefits plan, employee assistance program, wellness program, charitable program, or any other program determined to have a business need by the Vice-President of Human Resources.

## Definitions:

The term “Solicitation” includes, but is not limited to, activities such as requests for signatures, contributions for charities, fund raising efforts, support of political organizing activities, merchandise purchases and donations, or any other activities unrelated to one’s work or job functions.

The term “Distribution” includes, but is not limited to handing out, posting, or leaving solicitation literature in the workplace, including distributions done in person, on the phone, via email, facsimile machines, voice mail, or hardcopy.

The term “working time” encompasses the employee’s time spent at work, but does not include an employee’s authorized lunch or rest periods or other time when the employee is not required to be working.

The term “work area” includes the entire property where the organization is physically located, including any offsite locations within the organization’s control. It does not include designated lunch rooms or designated break areas.

## **Working for Another Department**

If an employee is requested to perform services for another department at PAFA, the employee must obtain approval from his or her supervisor and the Vice-President of Human Resources prior to working for the other department.

## **Other Employment**

PAFA employees may hold outside employment so long as they can satisfactorily perform their PAFA job and there is no conflict with PAFA’s interest as determined by PAFA and there is no interference with PAFA’s scheduling demands. Employees must notify his or her supervisor and the Vice-President of Human Resources of any outside employment.

All employees will be held to the same standards of performance and scheduling expectations, regardless of any outside employment. If it is determined that outside work is impacting your performance or the ability to meet position requirements, which may change over time, you will be asked to terminate the outside job in order to stay employed at PAFA.

Please see PAFA’s Code of Ethics for additional information.

## **Work From Home/Telecommuting**

Each PAFA employee plays an important role in achieving the goals of the organization and PAFA feels strongly that contributions to such goals are best

achieved in the workspace provided on-site. In addition PAFA feels strongly about the collaboration that comes with working with a diverse group of individuals. Acknowledging this, PAFA also understands that there are times when it may be most productive to work from home or another off-site location. An arrangement to work from home should be for a legitimate business need and not solely for the benefit of the employee's personal circumstance. Employees who would like to request a telecommuting arrangement, be it for a single day or for an extended period of time, must make the request in writing in advance of the planned date. Employees who request this must meet the following criteria:

- Only employees with above average job performance will be considered and performance levels must be maintained
- Each request will be reviewed and evaluated based on the needs of PAFA and PAFA has complete discretion in deciding whether to grant or deny a request
- Employees are expected to work a regularly scheduled workday (e.g., Monday through Friday, 9:00am to 5:00pm)
- Employees must be available by phone and/or by computer during the workday

Granting of this opportunity must be approved by the Vice-President of Human Resources and PAFA's President. Members of Senior Staff are able to work from home on occasion provided they meet the criteria above.

## **Performance Management**

Performance management is an important tool in your success. Performance appraisals are formal, written evaluations of your job performance prepared by your immediate supervisor and discussed with you at an established time on an annual basis. In preparing your performance appraisal, your supervisor will evaluate how well you perform the requirements of your job to the predetermined standards listed on your position description as well as other standard inherent in your position.

All evaluations must be signed by the initiating supervisor, their supervisor, as well as the employee. By signing the evaluation you are acknowledging receipt of the evaluation, not agreement. Ample time will be given to each employee to reply, comment or disagree with the evaluation. Suggestions and opinions are strongly encouraged by all employees receiving a written performance evaluation. All performance evaluations are reviewed by the Vice-President of Human Resources and remain a part of your employment record for your entire employment period. If you have not received a yearly evaluation, please contact

the Human Resources Department. Failure to sign your appraisal will result in further disciplinary action, up to and including termination.

## **Corrective Action**

Depending upon the nature and seriousness of the employee's actions, corrective action may begin at any step of the Corrective Action Process. The purpose of the process is to inform employees of what behavior needs to be corrected, of the measures the employee must take to correct unacceptable behavior, and to give the employee an opportunity to correct the situation.

The following sets forth a Corrective Action Process that will often be followed; however, PAFA reserves the right to determine in its sole discretion the appropriate timing and type of corrective action in any particular circumstance, including immediate termination of employment. Supervisors must notify the Vice-President of Human Resources prior to beginning the Corrective Action process.

- **Step One: Verbal Notice** – The employee's supervisor will meet with the employee and inform him or her of the specific behavior that is problematic. The supervisor will clearly identify the behavior and set a time by which the situation must be rectified.
- **Step Two: Written Notice** – If the behavior is not rectified, the supervisor should follow the same procedure as the Verbal Notice, but, create a written record and to ask the employee to sign the written record indicating he or she has read the document. The employee may write his or her own comments on the notice or attach comments to that document. A copy of the signed notice should be forward to the Human Resources Department to be placed in the employee's personnel file.
- **Step Three: Discharge** – An employee who does not correct his or her behavior will be discharged if the behavior continues. In cases involving more serious problems or violations of PAFA policy, the process may be accelerated. All documentation may be considered to establish an overall conduct record.

An employee may be discharged for a single occurrence of behavior or violation of policy without having been previously warned if PAFA determines discharge to be appropriate. The Human Resources Department may place the employee on administrative leave pending a complete investigation of the situation before discharging the employee.

## **Issue Resolution**

People work together best in an atmosphere where they are valued as individuals and recognized as key members of a team. This kind of respect spurs individuals to achieve their highest level of personal performance and to find a rewarding degree of personal pride in the expression of their own abilities.

PAFA's aim is to create and constantly enhance such an environment. Certain standards of conduct must be maintained to ensure that each employee is treated fairly and consistently. Policies, procedures and rules must be administered uniformly, and you must follow the standard practices set forth in this handbook.

However, PAFA also recognizes that, as in any organization, complaints will arise. When this occurs, the problem can best be resolved if it is discussed with your supervisor as soon as possible. For a complaint to be timely, this discussion must occur within five (5) working days of the incident causing the complaint. Usually this informal discussion can resolve the issue. A supervisor is not criticized for having a complaint filed in his or her work group, but is accountable for an honest effort to resolve the issue.

If your supervisor is the subject of the complaint, you may address the complaint to the Vice-President of Human Resources. In such a case, and where a complaint is not resolved informally, all responses under the formal complaint procedure will be made by the Vice-President of Human Resources.

## **Personnel Records**

PAFA retains personnel records on current and former employees, subject to the terms of PAFA's record retention practices. With advance, written notice, active employees may schedule an appointment to review their personnel files. Upon receiving your request, the Human Resources Department will permit you to inspect your own file at a reasonable time during working hours in the Human Resources Office. A designated official will be present when you inspect your file and no portions may be removed or copied from the file. You may take notes of the contents in the file.

The personnel file and its contents are the property of PAFA and will not be released to you upon termination.

In order for our records to be complete and up to date, please notify the Human Resources Department of any changes to your home address or telephone number, your marital status, your name, the name or telephone number of your emergency contact or any other changes you wish to make.

It is the employee's responsibility to notify the Human Resources Department of a possible credit check.

### **Archives and PAFA Records**

The Archives of PAFA is the official repository of all museum, school, and administrative records produced or received by staff members in the course of their employment with PAFA. These records therefore become the property of PAFA and upon termination of employment, must remain at PAFA in order to be deposited in the Archives, or secured for storage by the Archivist. In order to assure preservation of these records, it is essential that timely transfer to the Archives of obsolete office files be undertaken in consultation with the Archivist. Any unauthorized destruction, or other dispersal of institutional records is prohibited.

Personal files should be kept separate from PAFA work-related files and identified accordingly. Personal copies of work-related writings, publications, or research files may be created from the original documents. The original files remain the property of PAFA and must remain at PAFA upon termination of employment for whatever reason.

### **Electronics Communication Policy**

It is the policy of the PAFA that the use of its computers is limited to authorized business purposes to the extent possible. Employees are prohibited from using PAFA's computers for personal purposes in an excessive manner and/or for business purposes inconsistent with PAFA's legitimate business interest. Employees are also strictly prohibited from installing software on the system. Employees may not use a code, access a file, or retrieve stored communications unless authorized. All electronic forms of communication and business equipment are the sole property of PAFA.

**Employees have no reasonable expectation of privacy with respect to any computer hardware, software, electronic mail or computer or electronic means of communication or storage, whether or not employees have private access or an entry code into the computer system. Employees should be aware that it may be possible for internet sites to identify that PAFA computers accessed them and thus employees must be responsible for which sites they access. PAFA reserves the right to monitor the use of its computer system both during and after working hours without further notice to employees. Employees should be aware that access through PAFA computers to a personal e-mail account may result in the personal e-mail account usage being stored on the PAFA computer and subject to PAFA inspection.**

### 1) Use of PAFA's E-Mail System

Employees are required to exercise the same good judgment and discretion when using PAFA's e-mail system that they should use when placing information in printed correspondence or memoranda. PAFA may monitor use of the e-mail system at any time at its discretion, including printing and reading all e-mails in the system. Please note that even "deleted" or "erased" messages may still be retrieved, restored and read.

Even though PAFA has the right to retrieve and read any e-mail messages, other employees must treat those messages as confidential, to be accessed only by the intended recipient. Unless prior management approval is obtained, employees are not authorized to retrieve or read any e-mail messages that are not intended for them.

Under no circumstances are Personal Digital Assistants (i.e. Blackberries, smart phones) permitted to be linked or synced to any of PAFA's computers, servers or other equipment without the approval of the Vice-President of Human Resources.

### 2) Internet Use At PAFA

Employees should access the Internet primarily for authorized business purposes. Employees are cautioned that the Internet contains millions of pages of information, some of which may be offensive or otherwise inappropriate in a workplace environment. At times, even an innocuous business-related search request may yield sites with offensive or inappropriate content, in which event; the employee is to exit the site immediately. Under no circumstances may an employee upload, download, send, display or otherwise distribute such material.

Please note that PAFA has the technology to identify each and every web site an employee visits. PAFA reserves the right to monitor the use of its Internet service at any time without further notice to employees.

Copyrighted materials belonging to entities other than PAFA may not be transmitted by employees on the internet.

### 3) Prohibited Uses Of PAFA's Electronic Communications Resources

PAFA prohibits use of its electronic communications systems to create, access or circulate information which may be deemed offensive, disruptive, harassing, discriminatory, demeaning, insulting, intimidating, sexually suggestive, or otherwise unprofessional. Unacceptable electronic communications include, but are not limited to, messages, comments, pictures, slurs, jokes, innuendo or other forms of communication which contain explicit or implicit references to someone's age, disability, national

origin, race, religion, gender, or any other characteristic on which basis discrimination is prohibited by applicable federal, state or local law. No employee should use vulgarity, obscenity, insults, sarcasm or other inappropriate communication.

Additionally, PAFA prohibits use of its electronic communications systems for purposes of promotion, solicitation or proselytization of any non-business-related activity or event including but not limited to commercial or personal ventures, chain letters, and/or religious, political, social, or other causes unrelated to PAFA's business.

#### 4) Electronic Recording

No employee may secretly or otherwise tape, film or record, or cause anyone to do so, any individual in the workplace

**Violation of this policy may result in disciplinary action, up to and including termination of employment.**

### **Social Media Policy**

Social media is an important tool for PAFA to promote our programs and offerings. PAFA encourages employees to share information on PAFA public events and programs to support our organizational mission. For purposes of this Policy, social media activity includes all types of postings on the Internet, including but not limited to, postings on social networking sites (such as Facebook, LinkedIn, and Tumblr); blogs and other on-line journals and diaries; bulletin boards and chat rooms; micro blogging, such as Twitter; and postings of video or audio on media-sharing sites, such as YouTube or Flickr. "Social media activity" also includes permitting, or failing to remove, posts by others where the employee can control the content of posts, such as on a personal page or blog.

However, employees who engage in social media activity should be mindful that their social media activity could affect PAFA's legitimate business and educational interests.

This Social Media Policy (the "Policy") provides guidance on responsible social media activity by employees. This Policy does not and cannot cover every possible social media activity. For this reason, PAFA relies on the professionalism and judgment of its employees to ensure that social media activity is undertaken responsibly.

## Guidelines Applicable To All Social Media Activity

PAFA values its established brand reputation and good will relationships. These are important assets. When you engage in social media activity that identifies you as a PAFA employee, or in any way relates to PAFA, you should bear that in mind and follow the guidelines listed below:

- You may use PAFA's electronic resources to engage in social media activity for non-business purposes as long as that activity involves only an incidental amount of your time, does not interfere with your or your co-workers' job responsibilities, and complies fully with all PAFA policies.
- Your social media activity is subject to all of PAFA policies, including, but not limited to, the Code of Ethics, Anti-Harassment and Anti-Discrimination Policy, and Electronic Communication Policy and other personal conduct policies.
- Make it clear to readers that the views expressed in any post related to PAFA are your own and do not reflect the views of the PAFA. If that is not obvious from a post, you should specifically state, *"The views expressed in this post are my own. They have not been reviewed or approved by PAFA"*
- Disclose your employment by PAFA if your social media activity expresses opinions, beliefs, findings or experiences concerning the PAFA's products or services.
- Consider using available privacy filters or settings to block any inappropriate, unprofessional, or overly personal information about you from co-workers, customers, vendors or competitors who may have access to your social media activity.
- Do not defame, disparage, or otherwise discredit PAFA's executive leadership or employees, PAFA's products or services, or the products or services of its vendors or competitors. You should not mention customers, vendors, or competitors without the PAFA's prior written approval.
- Do not disclose personally identifying information (such as telephone numbers, Social Security numbers, credit or debit card numbers or financial account numbers) of PAFA's employees, customers, vendors or competitors. You should not post images or video of PAFA's employees, customers, vendors or competitors without their prior permission.

- To ensure that PAFA communicates with the media in a consistent, timely and professional manner about matters related to PAFA, you should speak to your manager and the Executive Vice President of Marketing before responding to any media inquiry about your social media activity related to PAFA.
- Anyone concerned about social media activity relating to the PAFA that may require a response can contact the Vice-President of Human Resources

The following guidelines also apply to your social media activity:

- Employees may not use PAFA-sponsored sites to solicit for or promote personal businesses or any organization, including but not limited to outside business ventures, charities, political campaigns, religious groups, or other membership organizations. Use of PAFA-sponsored sites to solicit for or promote PAFA-approved activities requires the prior approval of the Executive Vice President of Marketing.

### **Addressing Concerns**

You are more likely to resolve concerns about work by speaking directly with your co-workers, supervisor or other management-level personnel than by posting them on the Internet. You should consider using available internal resources, rather than social media activity, to resolve these types of concerns.

### **Visitors**

It is PAFA's goal to provide a secure environment for students, staff, and faculty. The continued success of security measures is dependent on all employees' responsibility for overseeing security. All visitors must be signed in and escorted by a PAFA representative at all times. Visitor must sign in with the security desk.

Any person found unescorted in any non-public spaces pass must be reported to the Security Department Immediately.

### **Bulletin Boards**

PAFA posts legally required notices on the Human Resources bulletin boards located in the employee break room on the third floor of the Hamilton Building and at the Burns Street entrance of the Historic Landmark Building.

No employee may post any notices on the Human Resources bulletin board without prior consent from the Vice-President of Human Resources.

Bulletin boards are provided for student communication throughout the building and are the responsibility of the Student Services Office.

## **Corporate Financial Policy**

PAFA is proud of our adherence to high ethical standards in how we conduct ourselves, as we carry out our mission.

As you know, the world we live in has been beset by financial scandals and alleged un-ethical behavior. Consequently, there has been legislative and regulatory activity aimed at helping to curb these types of activities. Management and the Board endorse the spirit of these activities, and in June 2004, the Board formally adopted a Policy and Procedure on Corporate Financial Conduct. This policy applies to everyone here at PAFA.

As part of this policy, we have contracted with an independent firm to provide a toll free hotline and reporting process for anyone wishing to report alleged misconduct or wrong doing for accounting/ financial control and reporting issues. Examples might include:

- Theft and fraud
- Falsifying records
- Destroying records improperly
- Falsifying travel and expense reports
- Intentionally inaccurate reports

These actions, and others like them, could harm the Academy and its reputation. As is often the case, the actions of a few can impact many. So, if you know or even suspect that an improper activity is occurring, you are urged to speak with your supervisor or another member of management immediately. Or, if you prefer to report your concerns anonymously, call the Ethics Line at 888-475-8272. It is available 24 hours a day/seven days a week for your convenience.

When you call the Ethics Line, a trained Communication Specialist from an outside company answers your call. He or she will ask you to describe your concern and then may ask additional questions to clarify the situation. The Communication Specialist will take notes so that the information you provide can be forwarded on to the appropriate company representative for follow up. No call tracing, tracking or recording devices are ever used, and you are offered the option of remaining anonymous. Your call will be assigned a personal identification number, which you can use to call back and check on the status of your concern.

## **Whistleblower and Retaliation**

A whistleblower as defined by this policy is an employee of PAFA who reports an activity that he or she considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities. PAFA recognizes that certain state and federal laws may define “whistleblower” differently than this policy.

If an employee has knowledge of or a concern of illegal or dishonest activity, the employee is to contact his or her supervisor and the Human Resources Department. In the event the employee thinks it is not appropriate to contact them, he or she may contact the President or the Chairperson of the Human Resources Committee. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to corrective action up to and including discharge. All report of illegal and dishonest activities will be promptly submitted to the Vice-President of Human Resources who is responsible for investigating and coordinating corrective action.

Insofar as practical, the confidentiality of the whistleblower will be maintained. However, identity may need to be disclosed to conduct a thorough investigation, and to comply with the law. PAFA will not unlawfully retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as discharge, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he or she is being retaliated against must contact the Vice-President of Human Resources or President. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Employees with any questions regarding this policy should contact the Human Resources Department.

## **Resignation**

Employees are encouraged to give notice of intent to resign a position. Proper notice is defined as written notification of intent to separate from PAFA presented to the Human Resources Department according to the following guide:

- Senior Staff – 4 weeks
- Exempt Employees – 3 weeks
- Non-Exempt Employees – 2 weeks

Proper notice is necessary because separation procedures take time, and notice will allow PAFA time to prepare the necessary documents relative to final pay and continuation/conversion of certain benefits as well as to attempt to recruit and train a replacement.

Employees who have completed 90 days of service are eligible to receive payment for a prorated portion of unused vacation. Sick leave and holidays will not be paid. If the effective date of resignation is on a PAFA holiday, the staff member is not eligible for payment for the holiday.

With the exception of PAFA recognized holidays, employees are expected to be present as scheduled for each workday during your notice period. If and employee fails to give PAFA proper notice or to report to work during your notice period, you will not be eligible for (at the time of separation) vacation reimbursement. PAFA, in its sole discretion, may waive the notice period.

All benefits will terminate on the last day the employee is employed with the PAFA. Employees have the option of converting their life insurance coverage to an individual plan and participating in COBRA for the health and dental coverage. Please see COBRA for additional information.

### **Retirement**

Retiring employees are encouraged to give PAFA at least four weeks' notice of their retirement in writing to the Human Resources Department. Retiring employees should contact TIAA CREF to obtain information and procedures for obtaining their TIAA-CREF distribution.

### **Job Abandonment**

Employees absent from work for a period of three (3) consecutive work days without reporting in to their immediate supervisor may be deemed to have abandoned his or her employment. This is considered to be voluntary resignation from employment.

Job abandonment will result in forfeiture of those benefits normally paid upon separation, that may be withheld (i.e. vacation payout).

### **COBRA**

PAFA complies with the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) by extending to eligible staff and their eligible dependents the right to continue benefit coverage under the medical and dental plans if coverage would be lost by reason of a qualifying event. Qualifying events include voluntary or involuntary termination, other than for reasons of gross misconduct; voluntary

or involuntary reduction of hours of work; death; divorce; a dependent child's loss of dependent status; and an employee's election of Medicare benefits as his or her primary coverage. Coverage is available for the period prescribed by law (18 or 36 months) at the individual employees' expense including any administrative fees charged by the administrator.

For additional information regarding COBRA, please see the Human Resources Department.

### **Exit Interview**

Exit interviews are conducted with employees who voluntarily leave PAFA. Exit interviews are conducted by the Director Human Resources.

### **Severance Allowance**

PAFA provides a severance allowance to certain employees of PAFA whose employment ceases involuntarily.

An employee of PAFA may be eligible for a severance allowance if he or she maintains regular full-time employment with PAFA and his or her employment is involuntarily terminated as a result of a change in PAFA's operations, the relocation or closure of a facility or facility relocation or closing or a reduction in staff for other economic reasons. Severance will be provided unless the employee has refused or otherwise failed to accept another position that may be available with PAFA or he or she loses his or her job due to performance-related issues.

In accordance with the above, PAFA's severance allowance policy will be administered as follows:

- Senior Staff will be entitled to two (2) weeks of pay for each full year of continuous service with PAFA. There shall be a minimum severance allowance of 4 weeks and a maximum allowance of 16 weeks.
- Exempt employees will be entitled to two (2) weeks of pay for each full year of continuous service with PAFA. There shall be a minimum severance allowance of four (4) weeks and a maximum allowance of twelve (12) weeks.
- Non-Exempt employees will be entitled to two (2) weeks of pay at the time of separation.

PAFA will provide enhanced severance in recognition of long-term service to the institution. An additional week of pay for each two (2) years of completed service

above ten (10) years, not to exceed four (4) additional weeks of pay, will be provided to long-term employees of PAFA who otherwise satisfy the eligibility requirements for a severance allowance.

Part-time or temporary employees of PAFA and those employees with less than one (1) year of service with PAFA are not eligible for a severance allowance.

If an employee resigns, abandons his or her employment, fails to return from an approved leave of absence, initiates a termination on any similar basis or is terminated by PAFA for willful misconduct, such employee will be ineligible for severance allowance. An employee will also be ineligible for severance allowance if he or she are terminated for any reason set forth in the Guidelines for Personal Conduct section of this Handbook. In all instances of severance allowance determination, consideration for the payment of such allowance will be made by PAFA on a case-by-case basis and at the PAFA's sole discretion.

An employee of PAFA who is determined to be eligible for a severance allowance, in accordance with this policy, will receive payment in installments that coincide with the PAFA's current payroll schedule, less any necessary taxes and withholding. An employee who is determined to be eligible for a severance allowance from PAFA will have his or her coverage and participation in the PAFA's benefit programs terminated on the day their employment separation from the PAFA is made effective.

Receipt of severance is contingent upon execution of a General Release prepared by PAFA at the time of their separation.

PAFA reserves the right to amend or terminate this severance allowance policy at any time with or without advance notice.

### **PAFA Materials**

Upon the termination of your employment with PAFA, whether voluntary or involuntary, the employee must return to PAFA, retaining no copies, any and all files, correspondence, documents, drawings, specifications, computer printouts and other writings which relate to or reflect PAFA's business, operations, students, faculty members, suppliers, etc., regardless of where such files, correspondence, documents, drawings, specifications, computer printouts, disks and writings were kept or prepared.



## Receipt and Acknowledgement

The Employee Handbook describes important information about PAFA and I will consult the Human Resources Department regarding any questions not answered in the handbook. PAFA reserves the right to suspend, revise, or revoke any of its policies and procedures at any time, with or without notice.

I have entered into my employment relationship with PAFA voluntarily and acknowledge that there is no specified length of employment, unless otherwise stated in a contract of employment. Accordingly, either PAFA or I may terminate any employment relationship at will at any time, with or without cause, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described in the handbook are subject to change as needed, I acknowledge that revisions to the handbook may occur, except to the employment-at-will policy of PAFA. I understand that revised information may supersede, modify, or eliminate existing policies. I also understand that only the President has the ability to adopt revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME

(printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_