



ADMINISTRATION AND FINANCE

Working at Gallaudet

2015 EMPLOYEE HANDBOOK



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For Your Information

The Gallaudet community is proud to welcome you, and we hope that you find your new job challenging and rewarding. Recognizing that, without a proper introduction, joining any organization can be confusing and intimidating; Gallaudet has developed *Working at Gallaudet* to acquaint you with various aspects of your work environment. This handbook is directed to nonunion employees who hold regular or extended temporary staff status.

The handbook provides an introduction to key policies and procedures and to programs and services offered on campus. It is designed to give you a sense of what Gallaudet is all about, and it can serve as an impetus for further discussion among or between you, your supervisor, and your colleagues. It is not intended to be a document that covers every policy or aspect of your employment. It does not imply a guarantee that policies and procedures will remain unchanged throughout your stay. This handbook is not in any way a contract of employment between you and Gallaudet, and it should not be relied upon as one.

If and when policies and procedures change, they will be documented in the Administration and Operations Manual, which contains Gallaudet's general operating guidelines. The manual can be found on the Gallaudet website, under the Division of Administration and Finance. While every effort is made to keep you informed of changes, it is your responsibility to refer to the manual from time to time to keep abreast of revisions, additions, or deletions.

For additional information or clarification of any part of this handbook, talk to your supervisor or to a member of Human Resources Services.



History of Gallaudet

Gallaudet University had its beginnings in 1856 when Amos Kendall, postmaster general during the administration of President Andrew Jackson and a well-known journalist and philanthropist, established a school for deaf and blind children. He donated two acres of land and a house located on one corner of his estate in Northeast Washington. In 1857, he

persuaded Congress to incorporate his Kendall School as the Columbia Institution for the Instruction of the Deaf and Dumb and the Blind. The President of the United States (then James Buchanan) was the school's patron. Congress also agreed to pay the expenses of poor children from the District of Columbia to attend the school.



Following Congress' action, Kendall hired Edward Miner Gallaudet to be superintendent of the institution. Gallaudet was the son of Thomas Hopkins Gallaudet, founder of the first school for deaf children in the United States. Both Gallaudets believed that a national college should be established for deaf students. In 1864, Congress, persuaded by Edward Miner Gallaudet and Amos Kendall, voted to au-

thorize the Board of Directors of the Columbia Institution "to grant and confirm such degrees in the liberal arts and sciences as are usually granted and conferred in Colleges." President Abraham Lincoln signed the bill and became the first patron of the National Deaf Mute College. Edward Miner Gallaudet became president of both the Columbia Institution and the College.

In 1865, the blind students attending the Columbia Institution were transferred to the Maryland School for the Blind, and the words “and the Blind” were dropped from the institution’s title. The first class to take the entire college course were graduated in 1869. The diplomas of the three graduates were signed by President Ulysses S. Grant. Since that time, all Gallaudet diplomas have been signed by the President of the United States.

Women were first admitted to the College in 1887. In 1891, a graduate department was started to prepared hearing graduates of other colleges to become teachers of deaf children. At the request of the alumni, in 1894 the Board of Directors renamed the college Gallaudet College in honor of Thomas Hopkins Gallaudet. The corporation (including Kendall School) continued to be known as the Columbia

Institution until 1954, when Public Law 420 of the 83rd Congress changed the name of the entire institution to Gallaudet College. In 1957, Gallaudet was granted accreditation by the Middle States Association of Colleges and Secondary Schools.

Over the years, the campus and its facilities have grown to meet the needs of its students, and programs have expanded to serve deaf, hard of hearing, and hearing individuals nationally and internationally. In 1969, the Model Secondary School for the Deaf was established on Kendall Green to devise, develop, and test innovative and exemplary courses of study for deaf and hard of hearing high school students. Congress acted during the 1985-1986 academic year to recognize the growth and development that has been an integral part of Gallaudet’s history.

On August 4, 1986, President Ronald Reagan signed into law the Education of the Deaf Act of 1986, which bestowed university status upon Gallaudet.

On March 6, 1988, Gallaudet students began a demonstration, now known as the Deaf President Now movement, to protest the hiring of a hearing president of the University. What began as a student protest grew into a civil rights movement for deaf people. Within less than a week, the hearing president resigned her post, and Dr. I. King Jordan was selected by the Board of Trustees as the University's first deaf president. Philip Bravin became the first deaf chair of the Board of Trustees, and in February 1991, Gallaudet's Board of Trustees reached its goal set during the Deaf President Now movement of having a majority of deaf members.

President Jordan continued to be an important spokesperson in the struggle to gain equal rights for people who are deaf or have other disabilities. His efforts contributed to the July 1990 signing of the Americans with Disabilities Act (ADA) which bans discrimination against people with disabilities in employment, public transportation, general services, accommodations, and telephone services.

Today, Gallaudet is still the world's only accredited university specifically for deaf and hard of hearing people. Although, Gallaudet University receives substantial federal financial support, it continues to be a private institution. Its history and tradition of service to deaf and hard of hearing people make Gallaudet an organization of which all employees can be proud.

Your Responsibilities

Securing Your Identification Card and Parking Permit

One of the first things you will be asked to do when you begin your job is to obtain a photo identification (I.D.) card and a parking permit from the Department of Public Safety. The I.D. card assists the department in maintaining the security of the campus and allows you to take advantage of many services and facilities on campus. The parking permit enables you to park on campus. A modest parking fee is charged and can be payroll deducted.

Sign Language Communication

Gallaudet is a bilingual community in which both American Sign Language and English thrive. Because of Gallaudet's unique and important mission, all employees are expected to be able to communicate in sign language and to be sincere in their efforts to attain sign language proficiency. If you do not already have sign language skills, you will be expected to participate in sign language training and, over time, to be able to communicate in sign language effectively. Classes designed to develop and improve your skills are offered during the day.

Telephone Calls

The University does not prohibit personal telephone calls, but it does expect personal telephone calls to be kept to a minimum. Personal telephone calls should, if at all possible, be made during your lunch period. Gallaudet telephones are not to be used for personal long-distance calls.

Use Of

Information Technology Resources

The use of Gallaudet University computer resources, including access to databases and e-mail accounts, the data and voice networks and network connections, computer laboratory equipment, University owned or leased personal computers, laptops, tablets, pagers, mobile devices, servers, network control devices, printers, faxes, modems, and telephone equipment is limited to Gallaudet students, faculty, teachers, staff and the Board of Trustees. You will be required to sign a T1: Information Security Agreement. Additional information can be found in the Administration and Operations manual.

Professionalism

Professionalism is one of the most important elements of any position on campus. Membership in an academic community imposes on all employees an obligation to respect the rights and dignity of others. Expressions of dissent and attempts to produce change may not be carried out in ways that injure individuals, damage institutional facilities or property, impede the functioning of programs and services, or evidence a complete disregard for authority and direction. Employees are expected to conduct themselves in a manner which at all times contributes positively to the health and welfare of the students and reflects well on the reputation and mission of the University. Threats, fighting, or violence of any kind will not be tolerated. If there is a problem you find you cannot resolve in a non-confrontational manner, be sure to direct the problem to your

immediate supervisor. In case of an emergency, you should contact the Department of Public Safety.

Professional boundaries with students are critical, particularly because of the University's population of minor children in its elementary and secondary programs. Behavior or conduct that is inappropriate could lead to disciplinary action up to and including termination of employment.

Dress Code

Although the University does not have a specific dress code, all employees are expected to dress neatly and cleanly and in a manner that is appropriate for their positions and which presents a positive and professional image to the public.

You and Your Supervisor

In carrying out your day-to-day responsibilities, it is important that you maintain close contact with your supervisor, particularly during the first few months. Although your job description is a good place to start in understanding your responsibilities, your supervisor is the best resource for clarifying the details. Your supervisor can explain your overall responsibilities, help you become familiar with your daily tasks, and iron out problems that might arise in the workplace. Your supervisor is committed to seeing not only that Gallaudet's mission is carried out, but also that your work experience is rewarding and challenging.

Probationary Period

Your first six months on the job are considered your probationary period. During this time you are encouraged to evaluate the job carefully and decide whether or not it meets your career expectations. If you find you are dissatisfied with your job placement and would like to be considered for another position on campus, you may apply for that position. After your probationary period, you must wait until you have been in your job for a full year before you can accept another position on campus. The probationary period is also the time during which your supervisor will determine whether or not you have the potential for success in the position. If your supervisor feels that you are not suited to the job, he or she may terminate your employment. Satisfactory completion of the probationary period is not a guarantee of continuous employment.

Performance And Evaluation

Gallaudet's success depends heavily on the commitment and contributions of its employees. An offer of employment means that Gallaudet is confident you can contribute meaningfully to its goal of providing the best possible education and services to the deaf, hard of hearing and hearing community. Performance expectations at Gallaudet are high; you are expected to perform your duties with great care and with a commitment to quality. At the same time, a high priority is placed on offering you a stimulating and rewarding professional experience.

Each year, your supervisor will formally evaluate your performance on an evaluation form or in a letter. Performance evaluations are used to point out strengths and weaknesses, encourage improvement if needed, determine training

needs, enhance promotion and transfer opportunities, and give deserved recognition. They are also used as a basis for recommending merit increases.

During the year, if an employee's performance is not satisfactory, the supervisor will bring the problem to the employee's attention and review performance expectations. If the problem persists, the employee will be warned in writing that failure to meet performance standards will lead to termination of employment. If these efforts do not result in substantial improvement, it may be necessary to dismiss the employee.

Gross misconduct that is judged to be so serious that corrective action is not in the best interest of the institution is handled in a more severe and direct manner and can lead to immediate termination. Examples of gross misconduct include, but are not limited to: commission of a University-related crime; the sale, distribution, use of, or being under the influence of illegal drugs during work hours; abuse or being under the influence of alcohol during work hours or while on Gallaudet property; possession of a weapon; physical fights; inexcusable neglect of duty; unruly physical or verbal resistance to or willful disobedience of authority or work direction; and unauthorized dissemination of confidential information.

Work Schedule

Whatever your specific responsibilities, meeting the demands of your particular work schedule is critical to your successful performance at Gallaudet. Some work schedules follow a full year calendar; others follow the academic calendar or are considered flexible year appointments. If you are a full-time nonexempt employee, you are required to work a 40-hour week. You will probably be assigned a work schedule that runs from 8 a.m. to 4:30 p.m. or from 8:30 a.m. to 5 p.m., Monday through Friday. These schedules allow for a 30-minute, unpaid lunch break. However, if your supervisor finds that another schedule would better meet the needs of the office, you may be assigned different hours. If you are considered full-time exempt staff, you are required to work the number of hours and days needed to perform the job satisfactorily. This means a minimum of eight hours per day, Monday through Friday (unless you work a nonstandard work week). Daily flexible schedules for both exempt and nonexempt employees may be arranged as long as all personnel are present between 9:30 a.m. and 3:30 p.m.

If your position is considered part time, you will be scheduled to work fewer than 40 hours per week. Days and hours will be assigned by your supervisor. Lunch breaks are not compensated.

Overtime

Occasionally, you may be asked to work overtime. Only employees classified as nonexempt are eligible for overtime compensation. If your position fits this category, you will be paid one and one-half times your hourly rate for the time you work in excess of 40 hours a week. Pre-approved leave and institutional directed time off (e.g., snow days and holidays) count as time worked, but unscheduled leave does not. If you work on six consecutive days, you will be paid double time for hours worked over 40 on Sunday or on the seventh day of the work week. Also, if you are required to work on a scheduled holiday, you will be paid double time in lieu of receiving holiday pay. Employee-initiated overtime must be approved in advance by the supervisor.

Full-time employees who are not covered by the federal law requiring overtime compensation are called “exempt” employees. If your position is classified as exempt, you are not eligible for overtime pay. However, in recognition of excessive hours already worked, your supervisor may authorize some time off without charging the time to your sick or annual leave. This is not interpreted as an hour-for-hour trade-off.

Reporting Late Arrivals And Absences

To enhance efficiency in your office, Gallaudet has established a specific procedure for

employees who will be absent from or late for work. If you are going to be late or absent, you must inform your supervisor, or your supervisor’s designee, usually no later than your scheduled starting time. Except in an emergency situation, annual leave or sick leave for medical or dental appointments must be requested in advance and must be authorized by your supervisor. Your supervisor may require you to provide a medical certificate or some other forms of verification for sick leave absence of more than three consecutive days or for frequent absences. Sick leave is not to be used for absences due to personal reasons.

Requesting Annual Leave

Gallaudet recognizes that employees need to have time off for rest and relaxation or to conduct personal business. Because it is necessary to plan for your absence, requests for annual leave must be made well in advance. Your supervisor will make every effort to grant your leave on the days requested.

Inclement Weather

Gallaudet recognizes the difficulties faced by employees commuting to work during severe inclement weather. However, due to its large residential component, total closing of the campus is impossible. If it is necessary to curtail operations, an announcement will be made on the University’s Alert System, website, the

inclement weather hot-line and on local radio and television stations; however, essential personnel are expected to report to work. Staff personnel who do not report to work because of inclement weather when no closings are announced must use annual leave or leave without pay for all work hours missed. Staff employees who are on leave are not affected by inclement weather decisions; therefore, they may not adjust or extend their leave as a result of inclement weather.

Your Personnel File

Your official personnel file is kept in Human Resources Services. It includes your résumé/application, benefits enrollment forms, tax forms, personnel action forms, performance evaluations, training or educational transcripts, and any other correspondence or forms related to your employment at Gallaudet. You are free to review your file at almost any time during working hours upon presentation of your I.D. card to a Human Resources Services staff member. You may, and should, forward to Human Resources Services any relevant materials you would like included with your permanent employment record.

Confidentiality

There are properly established procedures for the accumulation and custody of information at Gallaudet. There are also properly established

channels for the dissemination of information. When information is leaked through unauthorized channels, it is frequently—intentionally or inadvertently—misused, misstated, or distorted. The established channels are designed to assure that appropriate disclosures are made and that all relevant facts necessary for full understanding are provided.

Gallaudet hires its employees with the confidence that they will maintain security over the information in their possession or to which they may have access. Any questions about release of information should be directed to the appropriate unit administrator.

Smoking

Gallaudet is dedicated to providing a healthy, comfortable, and productive work environment for employees and students. Reaching and maintaining this goal requires the willingness, understanding, and patience of all members of the campus community. The right of the nonsmoker to protect his or her health and comfort takes precedence over another person's right to smoke.

Smoking will only be permitted in designated smoking areas. There are no smoking breaks. If you feel a person's smoking is in violation of this policy, contact the employee's immediate supervisor.

Dispute Resolution

If you have a problem or complaint you cannot handle informally, the University has an internal dispute resolution procedure that can be followed when you believe a decision or action is inappropriate, unfair, or in violation of Gallaudet's policies or procedures. Because the dispute resolution procedures are an internal review, a representative, such as a lawyer, may offer advice but may not attend or participate in any stage of the process. The dispute resolution procedures are contained in the Administration and Operations Manual.

Employees who want to discuss or attempt to resolve their problems informally, who desire counseling, who wish to obtain clarification of their rights, or who wish to discuss mediation may meet in confidence with the Director of Human Resources, the Director of Equal Opportunity Programs, or the University Ombuds.

Suitability Background Investigations

In order to assure the safety and well-being of children on campus and to protect the financial integrity of the University, all dormitory staff, current and future employees of the Clerc Center, employees working directly with the University's financial resources, information technology systems, campus security, internal auditing functions, and current and future

contractors who are involved in the provision of services to Clerc Center and University students, and specifically designated other employees, candidates, contractors or individuals who are or will be directly involved with the provision of services to minors on campus who are under the age of 18 must undergo a suitability background investigation.

Any conviction for a sex crime, an offense involving a child victim, or a drug felony may be grounds for denying employment or assignment or for dismissal. If a candidate for employment or assignment or an employee has been charged with one of these offenses but the case had not yet been adjudicated, employment or assignment may be delayed pending the outcome, or an employee may be precluded from having any contact with children until the case is resolved. Additionally, a conviction of a crime other than a sex or drug-related crime may be considered grounds for denying employment or assignment or for dismissal if it bears on an individual's fitness to have responsibility for the safety and well-being of children or otherwise carry out the functions of the position. Individuals who fail to complete the required forms for conducting a suitability background investigation within a stipulated time period may be denied employment or assignment or dismissed.

Our Responsibilities

Gallaudet is particularly aware of the ways in which its employees can enhance the quality of the programs and services it provides to the deaf, hard of hearing, and hearing community. Therefore, Gallaudet is committed to providing its employees with financial security and an environment that is conducive to good employee morale. Through its salary and benefits programs and a variety of services, Gallaudet makes every effort to see that your stay at the University is a rewarding and satisfying experience.

Staff Wage And Salary Program

The staff wage and salary program at Gallaudet provides for the establishment of internally equitable and externally competitive salary ranges for both exempt and nonexempt positions. The specific objectives of the staff salary program are to:

- maintain a wage and salary system that is fiscally responsible and defensible to Gallaudet's funding sources.
- pay competitive salaries as a basis for attracting and retaining highly qualified employees and motivating them to do their best.
- establish and maintain internally equitable job relationships.
- provide opportunities for salary and professional growth.
- comply with local and federal laws and regulations.

(Note: The wage and salary program for unionized staff is governed by the negotiated contract.)

Salary survey data are collected and analyzed annually in an effort to keep Gallaudet's salary ranges competitive. Each fiscal year, contingent upon the availability of federal funding, Gallaudet adjusts its salary ranges in response to market conditions. At the same time, again contingent upon the availability of funding, employees may receive a general pay increase.

Gallaudet also recognizes the importance of rewarding employees for exceptional performance. Formal performance evaluations are conducted annually. While their primary purpose is to provide feedback, they are also used as a basis for awarding merit increases. Depending on your level of performance and available funding, you may be eligible for an annual pay raise under the performance recognition program.

For more information about the entire wage and salary program, you should talk

with your supervisor, refer to the Compensation Manual, or talk to a Human Resources Services representative.

Payday

All employees are paid on a biweekly basis and receive a paycheck every other Tuesday. Your supervisor will be happy to explain the factors that determine the timing of your first paycheck and the hours it reflects. You may arrange for automatic deposit at various major banking institutions. Forms for automatic deposit are available online or in the Payroll Office. If you do not select direct deposit, or if you take no action, you automatically will be issued an Aline Card by ADP, and your pay will be deposited to it every pay day. Aline Card by ADP works the same way as a traditional debit card issued by banks to people with a checking or savings account.

Opportunities For Promotion

Gallaudet encourages promotion from within whenever appropriate. Positions open for competition are announced each week on the Human Resources Services web site. Employees who have been in their current positions during their probationary periods or for at least one year are eligible for consideration. If you wish to apply for a vacancy outside of your department, complete an in-house application form and forward it to Human

Resources Services. If a promotional opportunity becomes available in your department, be sure to notify your supervisor of your interest.

EEO/Affirmative Action

As an equal opportunity/affirmative action employer, Gallaudet does not discriminate against any employee because of race, color, sex, national origin, religion, age, hearing status, disability, covered veteran status, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, place of business or residence, pregnancy, childbirth, or any other unlawful basis. Gallaudet complies with this policy in all phases of employment including recruitment, hiring, placement, promotion, transfer, demotion, training, layoff, termination, compensation, and other conditions and privileges of employment. You are encouraged to notify your supervisor, administrative officer, the Director of Human Resources, or the Director of Equal Opportunity Programs if you feel you have been discriminated against in violation of this policy. The Office of Equal Opportunity Programs can be found in College Hall.

Consistent with its nondiscrimination policy, Gallaudet will, upon disclosure, attempt to make reasonable accommodations for disabled persons if needed. Any individual who believes

he/she is unfairly or unlawfully denied a reasonable accommodation can meet informally with the Director of Equal Opportunity Programs. Formal procedures are also available and are described in the Administration and Operations Manual.

Service animals, which are individually trained to provide assistance to a person with a disability, are permitted on campus and in public facilities. Owners are responsible for keeping them on a leash in public areas and for assuring the good conduct, health, care, and protection of their assistance animal. Owners are also responsible for cleaning up after the animal. Employees must formally register the animal with the Service Animal Evaluator through the Department of Public Safety.

Drug-Free Environment

In compliance with applicable laws and with the Drug Free Workplace Act and the Drug-Free Schools and Communities Act, Gallaudet strictly prohibits the unlawful possession, use, or distribution of illicit drugs by anyone on the institution's property or as part of any of its activities. Those who use illicit drugs are warned that federal, state, and local laws provide for severe punishment for individuals who possess, transfer, manufacture, and/or sell such drugs.

The penalties for illicit drug use, sale, manufacture, or distribution on campus are also severe. Employees are subject to disciplinary action up to and including termination of employment. The University reserves the right to lawfully test employees for illegal drug use in specific job classifications involving public safety.

While Gallaudet is not a law enforcement agency, it will not shield members of the University community from the legal consequences of involvement with drugs. Where there is evidence of drug violation on campus, Gallaudet administrators are obligated to and will cooperate with law enforcement and health agencies. Employees who are aware of or suspect drug use, sale, manufacture, or distribution should report such incidents to the Department of Public Safety or to the appropriate administrative officer for action.

Gallaudet recognizes that drug abuse is a health, psychological, and social problem and should be treated as such. Within the limits of its available resources, Gallaudet attempts to inform employees of the acute and chronic risks associated with illicit drugs and to aid those with drug problems.

In compliance with the Drug Free Workplace Act, if an employee is convicted of any drug statute violation resulting from an incident at the workplace, the employee must inform the Director of Equal Opportunity Programs of that conviction within five days after the action. The University must notify any federal contracting agency within 10 days of receiving notice of the conviction. Within 30 days after receiving notice of an employee's conviction for a drug violation at the workplace, the University takes appropriate personnel action against the convicted employee up to and including termination and/or may require the employee to satisfactorily participate in a qualified drug abuse assistance or rehabilitation program.

Protection Against Sexual Harassment

The University does not condone any form of sexual harassment and has implemented a policy on sexual harassment and consensual relationships. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the

basis for employment decisions affecting that individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Incidents of sexual harassment can be handled either informally or formally. Employees who wish the matter to be handled informally should contact the Director of Equal Opportunity Programs or the Director of Human Resources for information. Employees who wish to have their concerns formally investigated should contact the Director of Equal Opportunity Programs. The entire content of the University's policy on sexual harassment may be found in the Administration and Operations Manual.

Employee Assistance Program

Gallaudet values its employees and recognizes that from time to time they may experience problems that affect their professional and/or personal life. The Gallaudet Employee Assistance Program (EAP) is designed to provide assistance to employees who may be experiencing personal difficulties such as drug or alcohol abuse, psychological or emotional problems, or family or financial troubles. Contact Human Resources Services for more information.

Benefits

As a Gallaudet employee, you are given an opportunity to participate in a valuable benefits program that will enhance your financial security and general welfare. Gallaudet's contributions for your benefits can equal more than one-third of your base salary.

Eligibility requirements vary from program to program and often depend on how long you have served in a particular position, whether it is full time or part time, the type of appointment, and whether your position is classified as regular or extended temporary status. Additionally, benefits for employees covered by a union contract may vary. All statements of coverage are subject to the terms, conditions, restrictions, and eligibility requirements set forth in the specific policy or plan document. The University reserves the right to modify, amend, or terminate any benefit at any time for any reason.

If you have questions about which benefits apply to you and to what extent you are eligible, you should contact Human Resources Services. Enrollment, beneficiary, and claim forms are available online through the Human Resources Services website.

Retirement And Medicare

The retirement programs at Gallaudet are designed to enable you, upon retirement, to continue to receive compensation. Retirement for regular status employees is governed by federal programs and guidelines. Temporary employees participate in the Social Security program. In addition, all employees contribute to Medicare (Part A). Gallaudet also contributes, most often a matching amount, to these programs. For information regarding your particular retirement program, you should contact Human Resources Services.

Health Insurance

Regular status employees and certain temporary employees are eligible to participate in the Federal Employees Health Benefits (FEHB) program. The program includes managed fee-for-service, point of service, and health maintenance organization (HMO) plans and self and family coverage. Gallaudet shares the premium costs with all eligible employees who participate. In order to participate in a health insurance program, you must enroll within 60 days of your starting date. If you do not, it will be necessary to wait until "Open Season"

to enroll. Open Season is a time, usually four weeks in November and December of each year, during which eligible employees may enroll in a health plan or switch from one plan to another.

Dental Insurance

In addition to the health insurance plans, Gallaudet provides dental insurance through the University's private carrier or through the Federal Employees Dental and Vision Insurance Program (FEDVIP) to regular status employees. Gallaudet shares in the premium cost for the employee's dental insurance through the private dental carrier. Family coverage is available at a reasonable cost to employees. The premium cost for all dental insurance coverage under FEDVIP is paid by the employee.

Life Insurance

Regular status employees are also given an opportunity to obtain term life insurance through the University's private carrier or through the Federal Employees Group Life Insurance (FEGLI) program. The amount of basic coverage is based on your salary and includes accidental death and dismemberment benefits. Gallaudet shares in the premium cost for the University's private carrier and FEGLI. You are automatically covered by basic life insurance under FEGLI and your share of the premium will be deducted from your first paycheck unless you waive the insurance.

If you elect to participate in the basic life insurance plan, you are also eligible to enroll in optional plans that can increase the total amount of your life insurance and can provide coverage for your spouse and children. If you want to participate in any of the optional plans, you must enroll within 60 days of your first date of employment if you choose FEGLI or 31 days if you choose the University's private carrier. If you waive basic coverage and thus coverage under the optional plans, you must satisfy certain requirements, including a physical examination, before you can apply at a later date.

If you leave the University, you will have the opportunity to convert the coverage to an individual policy. Only FEGLI may continue into retirement.

Long-Term Disability Insurance

Long-term disability insurance is another benefit Gallaudet offers to its regular status employees. Gallaudet shares the premium cost for employees. The plan enables you to receive up to 60 percent of your annual salary in the event of a long-term disability following a 90-day waiting period.

Long-Term Care Insurance

Employees may purchase long-term care insurance through the Federal Long Term Care Insurance Program. This insurance may cover nursing home, assisted living, and in-home care services. Employees may elect payroll deduction or direct billing. For more information, please visit www.ltcfeds.com.

Workers' Compensation

If you are hurt while on the job, the Workers' Compensation Program provides continued income and payment of medical expenses. Workers' compensation benefits apply, however, only when an injury or illness can be verified as work related. Therefore, if you are injured on the job, be sure to notify your supervisor and the Risk Management and Insurance Office immediately. Immediate notification will ensure that you receive prompt and appropriate medical attention and that the appropriate forms are completed.

Lying about a workers' compensation injury is a serious offense and can result in termination of employment and legal action. Any employee who is aware of a fraudulent workers' compensation claim should notify the Risk Management and Insurance Office immediately.

Vacations (Annual Leave)

Gallaudet recognizes that you need time away from the job to relax and take care of personal business. The amount of annual leave you accrue depends upon the number of years you have worked at Gallaudet and the number of hours you work each pay period. Most new employees accrue annual leave at the rate of 1 hour for every 20 hours worked per pay period. If you are full time and scheduled for a 12-month appointment, this mean you are eligible for 13 day off per year. Employees hired in certain administrative positions and employees with three or more years of service at Gallaudet accrue leave at 1.5 hours for every 20 hours worked per pay period. Employees with 15 or more years of service accrue annual leave at 2 hours for every 20 hours worked per pay period. Unless an emergency situation, requests for annual leave must be approved in advance by your supervisor.

Employees may carry over a maximum of 240 hours of annual leave (30 days) into the next fiscal year. Unused annual leave in excess of this maximum is forfeited.

Holidays

Gallaudet observes the following holidays:

- New Year's Day (January 1)
- Inauguration Day
(January 20 every four years)
- Martin Luther King Jr.'s Birthday
(Third Monday in January)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Thanksgiving Day (Fourth Thursday
in November)
- Next Working Day after Thanksgiving
- Winter Break (all regularly scheduled
working days between December 25 and
December 31)

All regular status and extended temporary employees receive these days off with pay according to the number of hours normally scheduled to be worked.

Floating Day

In addition to paid holidays, you will receive one "floating day" per fiscal year. It must be used by end of fiscal year or it will be forfeited. Your floating day may be taken at any time after your probationary period with your supervisor's approval. As with holiday pay, you are paid for the number of hours normally scheduled to be worked.

Religious Leave

The University does not observe any specific religious holidays; however, Gallaudet recognizes the importance of allowing employees time off to follow their religious conviction and will attempt to reasonably accommodate requests for leave. Staff employees may request annual leave, their "floating day," or leave without pay to observe the religious holidays of their choosing. Please inform your supervisor in advance if you would like to be absent to observe a religious holiday.

Sick Leave

By granting sick leave, Gallaudet protects its employees against loss of wages because of personal illness or injury, or medical and dental treatment. If you are a regular status or extended temporary staff employees, you will earn sick leave at the rate of 1 hour for every 20 hours worked per pay period. For full-time, full-year employees, it means 13 days per year. Sick leave can be used when you must stay home from work for personal illness or injury, or for your medical or dental appointments. Sick leave may also be used to care for an immediate family member who is sick. However, only 56 hours of sick leave may be applied to family care per calendar year. Requests for sick leave for medical or dental appointments must be made in advance. If you are absent because of illness, you must notify your supervisor

each day no later than your scheduled starting time. There is no limit in the amount of sick leave hours you can carry over from year to year.

Gallaudet may require you to submit a statement from your doctor verifying your illness if you take more than three days of sick leave at any one time, or if your supervisor feels that documentation is required because of your sick leave history. This is not to discourage you from taking sick leave if needed but is to ensure that sick leave privileges are not abused.

The University also has a sick leave loan program designed for new employees who have not had an opportunity to accrue sick leave and for employees who have exhausted their leave accruals because of chronic illnesses or long-term disabling conditions. For eligibility requirements, conditions, and procedures, refer to the Sick Leave Loan Policy in the Administration and Operation Manual or contact Human Resources Services.

Jury/Witness Leave

Gallaudet grants regular status and extended temporary employees jury/witness leave. This leave may be used if you are subpoenaed as a court witness or called for jury duty and enables you to receive your regular earnings

for hours normally scheduled to be worked, while fulfilling legal responsibilities for jury/witness services. Gallaudet pays the difference between what the court pays (if any amount) and what you would have earned had you been at work. So that arrangements can be made to cover your work assignments, you are required to notify your supervisor immediately and submit a copy of the summons or other court document. Upon your return to work, you must provide the Payroll Office with a statement from a court giving the dates served and the amount of compensation received so that appropriate adjustments can be made. Jury/witness leave does not apply if you appear in court for your personal benefit.

Funeral Leave

Time off with pay is offered to regular and extended temporary employees for absences occasioned by the death of a spouse/registered domestic partner, child, father, mother, sister, brother, or legal guardian. Under such circumstances, Gallaudet pays for up to five days of regularly scheduled work time commencing upon the death of the immediate family member. Additional time off, or time off for other family members or friends, may be taken as annual leave or leave without pay with approval of the supervisor.

Military Leave

Gallaudet recognizes the right of every employee to maintain membership in the Armed Forces of the United States or the National Guard. If you are summoned for military duty, Gallaudet pays the difference between your regular base salary and the amount received for duty services. Employees are granted paid military leave for up to one year of active duty due to a national or international emergency. Military leave for routine periods of active duty such as summer training is granted for up to a maximum of 15 work days per year. Leave is not approved beyond the expiration date of an appointment.

Parental Leave

Gallaudet also recognizes the importance of allowing employees time off to care for and bond with their new children. Accordingly, both the mother and the legally acknowledged father/registered domestic partner, or the legal adoptive parents, are allowed up to a total of three weeks paid parental leave following the birth or adoption. Leave time should be requested and scheduled with the immediate supervisor and must be taken within 12 months after the birth or adoption. Employees are paid for the hours and days normally scheduled to be worked. Leave is not increased for multiple births or adoption. Parental leave is not

intended to allow a parent to care for a sick child. Regular and extended temporary status employees are covered by the parental leave policy.

In compliance with the Pregnancy Discrimination Act of 1978, any personal disability associated with pregnancy and childbearing may be taken as sick leave. Annual leave or leave without pay may be approved for additional time off. The total amount of time off (including parental leave and sick leave) will not normally exceed four consecutive months. The length of time is not extended for holidays or breaks.

Leave Without Pay (Leave Of Absence)

Leave without pay is defined as temporary nonpay status and absence from duty. Leave without pay normally falls into one of four categories: voluntary, involuntary, scheduled, and disciplinary. Requests for a voluntary leave of absence must be approved by the supervisor and unit administrator. Involuntary leave without pay usually occurs when an employee exhausts all sick leave and annual leave and is unable to return to work. If acceptable documentation is received, the employee may be placed on leave without pay status. Employees with an academic or flex year appointment

have a scheduled period of leave without pay. A supervisor may place an employee on disciplinary leave without pay if leave-taking is not approved or when the employee's absence is directed as a disciplinary action.

An employee who is on leave without pay status is not eligible to accrue sick leave or annual leave, to receive holiday pay, or to substitute other types of leave. Insurance benefits, unless terminated, remain in effect in accordance with plan regulations while in a leave without pay status; however, the employee is responsible for the employee share of all payroll deducted obligations including health insurance premiums. Arrangements for payment of premiums should be made with the Payroll Office.

Family And Medical Leave Acts

The Federal and District of Columbia Family and Medical Leave Acts assure job-protected, unpaid leave to eligible employees for certain family and medical reasons. Employees who have been employed at the time the leave commences for at least 12 months and who have worked at least 1,000 hours during the previous 12 months are eligible for the provisions of the FMLA. The Federal FMLA allows 12 weeks of unpaid leave during a 12-month period; the D.C. law allows employees 16 weeks over

a two-year period. Accordingly, if necessary and as long as certain requirements are met, you may be eligible to take 16 weeks one year under the D.C. law and 12 weeks the next year under the Federal Law (but not vice versa). No one is eligible for 28 weeks in a single year. A "year" is defined as a calendar year.

Leave may be taken for the birth of a child (but only during the first 12 months after the birth); the adoption of a child or placement of a foster child (but only during first 12 months after the adoption or placement); the care of a family member with a serious health condition; or for your own serious health condition if it makes you unable to perform the essential functions of your job. An eligible employee may also take FMLA leave for a qualifying exigency while the employee's family member who is a member of the Armed Forces (including National Guard and Reserves) and who is on covered active duty or has been notified of an impending call or order to covered active duty. For absences covered by the FMLA, appropriate paid leaves are substituted for unpaid leave. As with all requests for leave, FMLA leave should be recorded on a leave slip. You are required to provide medical certification of a serious health condition. You may be required to provide a second and even a third opinion

(at Gallaudet's expense). Leave can be denied if requirements are not met. Employees who are absent on FMLA leave for more than 30 days are expected to provide a fitness-for-duty report upon their return. For additional information, contact Human Resources Services.

Educational Assistance and Tuition Waiver

Gallaudet recognizes the importance of providing opportunities for continued educational training to enhance employees' professional and personal growth. Full- and part-time regular status employees and members of their immediate families (including registered domestic partners) are eligible to take courses at Gallaudet without charge as long as entrance requirements are met. However, if the employee or immediate family member does not satisfactorily complete the course, the employee must reimburse Gallaudet in the amount of the course fee.

Additionally, as funds permit, full- and part-time regular status employees may receive financial assistance to help defray the costs of tuition and lab fees at accredited colleges and universities and vocational/technical schools. Courses should be taken outside of the regular working hours. Again, if the employee does

not satisfactorily complete the course, the employee must reimburse Gallaudet. Gallaudet follows IRS regulations regarding the taxation of educational benefits.

For additional information about the tuition waiver and educational assistance programs, including eligibility, reimbursement, and application procedures, you may refer to the University's policies on these topics or you may contact the Finance Office.

Tuition Assistance For Employees' Children And Spouse/Registered Domestic Partner

As funds permit, full- and part-time regular status employees with five or more years of service are eligible for financial assistance for their spouses/domestic partners and dependent children who wish to enroll in accredited undergraduate programs or at certified post-secondary vocational programs. If satisfactory evidence of course completion is not submitted, the employee must reimburse Gallaudet. Tuition assistance benefits are based on length of service. For more information, you may refer to the University's policy on this topic or you may contact the Finance Office.

Services And Facilities

Public Safety

The Department of Public Safety makes every effort to maintain employee safety and to protect personal and campus property. Alarm systems are strategically located throughout the campus to enable you to summon aid in an emergency. The department also offers escort services if you must work after dark and walk any distance on campus to reach your transportation. The department relies on all employees to assist in its efforts by reporting promptly any safety or security hazard.

Parking

Parking is available on campus, however, vehicles must be registered with the Department of Public Safety, and parking permits must be displayed at all times. Employees are charged a modest parking fee, which can be payroll deducted. Vehicles without properly displayed permits may be ticketed, booted, or towed. Anyone driving on campus must obey traffic regulations that have been established for the safety of students, employees, and visitors. Copies of the regulations are available from the Department of Public Safety.

Lost and Found

The Department of Public Safety operates a lost and found service to expedite the return of lost property. If you lose any item or suspect theft, you should contact the Department of Public Safety immediately. If you find a lost article, please turn it in to the department as quickly as possible.

Items found in the fall semester are kept in DPS until the end of the spring semester. Items found in the spring and summer semesters are kept until the end of the fall semester. After those times, the items are turned over to the department's senior administrator who arranges for them to be disposed of in accordance with University policies and procedures.

Dining Facilities

You are invited to use the dining facilities in the Kellogg Conference Hotel, in the main cafeteria, and in the food court in the I. King Jordan Student Academic Center. Full-course meals are available in all three locations. For evening meals, feel free to join the students in the Rathskeller in the I. King Jordan Student Academic Center or in the main cafeteria.

Recreational Facilities

You can enjoy many recreational facilities during your free time. The Fitness Complex, which includes a variety of cardio and weight lifting equipment, basketball courts, an Olympic-sized pool, and racquetball courts are located in the Field House. You are welcome to use the outside tennis courts and track. Aerobics lessons are offered regularly to employees and students. Some facilities or activities charge a modest fee.

Library

The Merrill Learning Center, located in the center of the campus, offers numerous library resources, including books, periodicals, records, films, and other media equipment. Your I.D. card will permit you to borrow many of these materials.

Kellogg Conference Hotel at Gallaudet University

The Kellogg Conference Hotel is a state-of-the-art facility with more than 17,000 square feet of meeting space, a ballroom, a 274-seat teleconferencing auditorium, 16 meeting rooms, an executive boardroom, and 87 guest rooms. Although the conference center is designed to serve the training and conference needs of the

deaf and hard of hearing community, it may also be used for a variety of other purposes. Employees may also dine at The Bistro in the hotel for breakfast or lunch. Your I.D. will permit you to receive an employee discount on meals. For additional information, contact the Kellogg Conference Hotel.

Peikoff Alumni House

The Peikoff Alumni House, also referred to as “Ole Jim,” is available by reservation for receptions, parties, and meetings.

Audiological Services

The Hearing and Speech Center offers a variety of services, including hearing evaluations, hearing aid evaluations, and consultation regarding hearing loss. Please contact the Hearing and Speech Center if you are interested in making an appointment.

Shuttle Bus Services

Shuttle bus service is available during morning and evening hours to and from the main campus, NoMA-Gallaudet metro station, and Union Station. The schedule may be obtained on the Transportation Department website. Your I.D. card must be presented to the driver.

Bookstore

The Gallaudet Bookstore, located in the I. King Jordan Student Academic Center, sells a variety of books, clothing, snacks, and sundries.

Post Office

The Gallaudet Postal Services, located in the I. King Jordan Student Academic Center, offers basic postal services. You may purchase stamps and money orders and mail letters and packages.

ATM

ATM machines are available in the I. King Jordan Student Academic Center and Benson Hall.

Notary Public

Human Resources Services provides notary public services without charge.

Democracy Federal Credit Union

You may become a member of the Democracy Federal Credit Union by purchasing one share (\$5.00). As a member, you may open a savings or checking account. You will also receive competitive rates on a variety of loans. A Democracy Federal Credit Union representative visits the campus every Wednesday from 12:30 p.m. to 2:30 p.m. Please visit the Democracy Federal Credit Union website for more information.

Bison Perks And Discounts

Employees have access to other perks and discount programs, such as the United Buying Service, TicketatWork, and Liberty Mutual. Additional information can be found on the Human Resources Services website.

