



STAFF HANDBOOK

MECA
MAINE COLLEGE OF ART



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Welcome:

It is our pleasure to welcome you to Maine College of Art (MECA).

Our Mission:

MAINE COLLEGE OF ART EDUCATES ARTISTS FOR LIFE.

Our Vision:

MECA will be distinguished by its focus on educating highly accomplished artists and designers who excel in their chosen field with integrity, professionalism, and community leadership.

Our Core Values:

At MECA, we believe in the transformational power of an arts education to serve as the foundation for a lifelong pursuit of personal and professional goals. We combine a rigorous interdisciplinary curriculum, immersive studio practice, and a wealth of professional development opportunities to provide an educational experience that embodies artistic excellence, civic engagement, and creative entrepreneurship.

Maine College of Art is governed by a Board of Trustees comprised of members who are elected for a term of three years, and who serve not more than three consecutive terms. The Board establishes policies, oversees how policies and procedures are carried out, and hires a President responsible for all operations of Maine College of Art.

We believe that the success of our organization depends on the contributions of all our employees and their ability to work as part of a team. We value you both as a person and as a professional and are confident that your contributions to Maine College of Art will not only help to maintain that standard but also help to enhance it.

We are glad that you have joined our team, and we hope that you will find your work to be both challenging and rewarding.

I. General Information**About This Handbook:**

This Handbook summarizes policies and practices of MECA, provides information about their administration, sets out staff member responsibilities and describes programs designed to be of benefit to staff members. This Handbook is not a contract and is not to be construed as a contract for employment. Although the Handbook carries a wealth of information, it is not intended to cover every detail of every policy, and some of its content is bound to change. This handbook should be used as a first-step personal reference when general questions arise. It should never substitute for one-on-one discussion with your supervisor if you have specific and/or urgent concerns about your work at MECA. Your supervisor is your best source of information about procedures, practices and expectations for performing your job. Don't hesitate to ask questions – doing so is part of understanding and completing your work.

Over time we may need to make changes to this Handbook to accommodate growth or change. As a result, MECA reserves the right to change guidelines outlined in this

handbook at any time with or without notice. Additionally, because not every possible situation can be anticipated, and depending on the circumstances of a given situation, we also reserve the right to address a situation differently from what may be described here.

The guidelines provided in this Handbook apply to all staff members. Comments and ideas about this Handbook are welcome. Please talk to your supervisor if you would like to make suggestions. It is hoped that this Handbook will help facilitate a pleasant, productive, and fulfilling working environment.

Telephone Directory-General:

Main number.....	775-3052
President’s Office/Advancement & College Relations.....	775-5098
Porteous Building 522 Congress Street.....	879-5742
Joanne Waxman Library.....	775-5153
Institute of Contemporary Art (ICA).....	699-5029

Website: www.meca.edu

Directory: <http://sites.google.com/a/meca.edu/directory/>

II. Employment

EMPLOYMENT OBJECTIVES

MECA will foster and support a positive working environment where employees can do their best work as they provide an exceptional educational experience. The College will follow best practices in human resource management. Our employment objective is to offer positions to employees that are best qualified and where they can make the most effective contribution to the objectives and purposes of MECA.

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

MECA, both as an employer and as an educational institution, is committed to equal employment opportunity for all persons without regard to race, color, creed, religion, ancestry, national origin, age, sex (except where sex is a bona fide occupational qualification), sexual preference, marital status, disability, veteran status, or status with regard to public assistance. This policy applies to all terms and conditions of employment including, but not limited to, recruitment, application processing, employment procedures, job classification, transfer, promotion, termination, performance evaluation, compensation and grievance procedures.

It is the responsibility of all departments and personnel, supervisory and non-supervisory, to implement this policy, and to ensure that principles and practices of equal employment opportunity are observed in all personnel actions. The formal and informal grievance procedures set forth in Section V of this handbook are available to anyone who believes that (s)he has been discriminated against.

The Executive Vice President has been designated to handle inquiries regarding the nondiscrimination policies. Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director for Civil Rights, U.S. Department of Education, J.W. McCormack Post Office and Court House, Room 701,01-0061, Boston, MA 02109-4557. Email: OCR_Boston@ed.gov or fax: 617-223-9669; TDD: 617-223-9695.

AT- WILL EMPLOYMENT

Your employment relationship with MECA is at-will. This means an employee is not required to work for MECA for any set period of time. An employee is free to terminate his/her employment at any time and for any reason upon proper notice. MECA also remains free to terminate an employee at any time, with or without notice, and for any reason that does not violate local, state, or federal law. Only the President of MECA has authority to enter into an agreement of employment for any specified period of time or provide any particular terms of employment or agreements contrary to the foregoing.

AGE REQUIREMENT FOR EMPLOYMENT

MECA complies with all Federal Labor Law provisions regarding minimum age requirements for employment.

EMPLOYMENT SOURCES

MECA prefers to fill all vacant positions through internal promotion/transfers when possible; Alumni of MECA are encouraged to apply to any positions available. otherwise external recruiting efforts will be used. Notice of new or vacant staff positions will be posted at meca.edu and forwarded electronically to all faculty and staff. New or vacant positions will also be advertised locally, regionally and nationally, as deemed appropriate by MECA. Employees are encouraged to make job opportunities known to their friends and colleagues.

The Department Head will recommend the individual to be hired in consultation with the reporting Vice President and with final approval coming from the President. Search committees will be formed for professional administrative positions as deemed necessary. Selection and placement decisions are based on education, skills, experience, interview results and references.

EMPLOYMENT OF RELATIVES

A qualified relative of a MECA employee (spouse or domestic partner*, child, parent, brother, sister, grandchild, grandparent) may be considered for employment when such hiring will not create a direct supervisory relationship between the parties. Special considerations may require that other hiring situations be evaluated on a case-by-case basis.

*Domestic partner is to be interpreted as a partner of the same or opposite sex who must reside full-time in the employee's home.

ORIENTATION OF NEW EMPLOYEES

It is the supervisor's responsibility to direct each new employee to report to the Human Resources Coordinator in order to receive an initial orientation regarding benefits, tax status, and general information about MECA, and to complete forms as required by the state and federal government (W-4, I-9). At that time, the new employee will have the opportunity to make application for the various benefits offered. Preferably, this brief orientation takes place in the first week of employment.

PROBATIONARY PERIOD – THE FIRST SIX MONTHS OF EMPLOYMENT

The first six months of employment with MECA is considered a period of probation. During this time the supervisor is charged with the responsibility of evaluating the employee's suitability for the job based on the job description. The probationary period also applies to current employees moving to a new position within the institution.

The probationary period should be a time of close supervision; a period for on-the-job training and on-going assessment of potential for growth. All staff employees in new positions receive an oral evaluation at the end of the *third month* and a written evaluation at then end of *sixth months* of employment.

If an employee is judged to be incapable of performing the job, as defined in the job description, after careful counseling and guidance, and no other appropriate position is open at MECA, the employee may be terminated without prejudice. The circumstances surrounding the release of an employee must be carefully documented.

THE PROBATIONARY PERIOD SHOULD BE CAREFULLY EXPLAINED TO THE INDIVIDUAL WHEN THE INITIAL OFFER OF EMPLOYMENT IS MADE.

TERMINATION OF EMPLOYMENT – AFTER PROBATIONARY PERIOD

A. VOLUNTARY

Support staff who decide to terminate their employment at MECA are expected to give their supervisor at least two weeks notice. It is anticipated that professional administrative staff will give at least one month's notice to their supervisor of intention to terminate employment. All employees will provide written notice to the Human Resources Coordinator.

B. Involuntary

MECA has adopted a program of progressive warnings to handle violations of the rules and regulations, and any job performance problems that may arise between an employee and MECA. The process consists of disciplinary action that may include the following steps:

1. Verbal Warning – The supervisor will hold a private discussion with the employee describing exactly what the unsatisfactory acts or omissions are. Documentation of a verbal warning on such date will be placed in the employee's personnel file, maintained by the Human Resources Coordinator, and a copy given to the employee.

2. Written Warning with Probation – Again, a discussion is held with the employee detailing circumstances and including a warning that any further unacceptable work performance may result in termination. A written memorandum is prepared covering all items discussed, including a specified time frame for reform, and placed in the employee's personnel file, maintained by the Human Resources Coordinator. A copy is given to the employee and the reporting Vice President. The employee may submit a written response to the warning. After submitting the written response the employee may request a meeting with the appropriate Vice President.

3. Discharge – An employee who does not correct her or his performance within the specified time frame or who continues to violate the rules and regulations will be justly terminated.

At the time of termination, employees are required to visit the Human Resources Coordinator to obtain information regarding the status of their benefits, final salary due, notification of address. All keys, credit cards, calling cards, and ID cards must be turned in to your supervisor.

RETRENCHMENT

The President, with Board approval, may occasionally need to modify or terminate MECA programs or services, which will result in a reduction of the work force. MECA will try to provide at least one month's notice before terminating employment on this basis; however, it may not always be possible to provide such notice. Severance pay is based upon length of continuous service. If the employee is a full-time or regular part-time employee who has completed two years or more of continuous service, MECA will provide two weeks' pay at his/her current salary. This is in addition to any unused vacation time for which the employee may be eligible. For each additional year of continuous service, the employee will receive one week's pay at his/her current salary. For full-time employees with less than two years service, part-time or temporary employees, no severance pay will be provided.

ACCESS TO PERSONNEL FILES

It is the policy of MECA to keep accurate and updated information deemed pertinent by MECA in every employee's personnel file, which is kept in the Business Office. These records are confidential and will be made available only to authorized persons such as the employee's immediate supervisor, department manager, and appropriate administrator.

Employees may read their own personnel file. (S)he may take notes of the information maintained in the file, and may request that additions or corrections be made to the file.

Xerox copies of material may be released to an employee. Files may not be removed from the Business Office.

Any changes in address, name, phone number, number of dependents or marital status should be reported promptly to the Human Resources Coordinator. Such changes in an employee's personal status may affect the employee's insurance policies and tax status. It is particularly important to keep the Human Resource Coordinator informed of an emergency phone number.

Comparative data on salaries, performance evaluations, and/or employment histories are confidential and cannot be made available to employees.

Release of information in an employee's file to parties outside of MECA, without the employee's consent, will be limited to the employee's current or last job title, date of employment and general accuracy of quoted salary. The release of this information is at the discretion of the Human Resources Coordinator. Additional information will be released only upon the request and written consent of the employee or former employee. Information from employee files will be released to government agencies only upon direction of the court or written permission from the employees.

III. COMPENSATION/PAY

SALARY ADMINISTRATION

MECA is committed to maintaining a fair and equitable compensation program for all employees to the extent of its resources.

JOB DESCRIPTION

A job description for each position is on file with the Human Resources Coordinator in the Business Office. These descriptions are periodically reviewed to ensure accuracy and are used for the hiring of new employees, staff training, salary administration, and performance appraisals. All job descriptions are accessible to all employees and are available with the Human Resources Coordinator.

The employee should be familiar with her/his job description, the expected standards of performance required for the position, and the job and its place within the organization.

PROMOTION OR TRANSFER

To be eligible for a promotion or transfer, an employee must be qualified and have been employed continuously for six months.

PERFORMANCE APPRAISAL

MECA strives to appraise the performance of its employees on an annual basis.

The review process is designed to promote discussion between employees and supervisors regarding current job responsibilities, performance of assigned duties, problems that may have arisen on the job and goals and objectives for the coming year. A frank and honest discussion between both parties is essential if the performance evaluation process is to serve its intended purpose of supporting the employee in planning for professional growth. Discussion about salary can begin during the evaluation, and then be reviewed by the President & Executive Vice President.

If at an evaluation an employee's performance is found to fall below satisfactory standards, the supervisor will warn the employee of this situation as detailed in this handbook Section II Employment under Involuntary Termination of Employment.

SALARY REVIEW

Compensation for all employees is reevaluated on an annual basis.

CLASSIFICATION OF WORK

Regular Full Time: An employee who works a full work schedule of 40 hours per week (2,080) hours on a continuous (12 month) basis. Professional administrative staff and support staff may occasionally be required to work over 40 hours per week, depending on the nature of current responsibilities. All regular full-time employees are eligible for any benefits provided by MECA.

Regular Part Time: An employee who is scheduled to work a minimum of 1,040 hours per year are eligible to participate in the group health and dental plan at their own cost and can contribute to a retirement plan.

An employee who is scheduled to work a minimum of 1,560 hours are eligible for any benefits pro-rated from a full-time status base.

Part Time: An employee who is scheduled to work less than 1,040 hours a year. Part-time employees are not eligible for benefits.

Temporary: An individual hired for a specific project for a specific period of time, not to exceed six months, either full-time or part-time. Temporary employees are not eligible for any employee benefits. In order for temporary hires to become regular employees, regular hiring procedures must be followed, although priority consideration will be given to such individuals.

PAY PERIODS

Paychecks for all staff members are issued twice a month (24 times per year) on the 15th and last day of each month.

If the 15th falls on Saturday, checks will be distributed on Friday.

If the 15th falls on a Sunday, checks will be distributed on Monday.

If the last day of the month falls on a Saturday or Sunday, checks will be distributed on Friday.

Paychecks will be directly deposited.

AUTOMATIC DEPOSIT

All paychecks are deposited directly to your account, you have the option of having your net pay or a portion of your pay deposited to one checking account and/or two savings accounts. Contact the Business Office for information.

AUTOMATIC DEDUCTIONS

All full-time or regular part-time employees are eligible to contribute to the Annual Fund through payroll deduction or through the United Way, or Maine Share, Contact the Business Office for information.

OVERTIME/COMPENSATORY TIME

Hourly employees are eligible for overtime where overtime hours are requested and approved in writing by the supervisor. Hourly employees need the permission of their supervisor before working overtime. Overtime compensation, paid when an hourly employee works more than 40 hours per week, is one and one-half times

regular pay. Sick time or other absences are not included as hours worked for purposes of overtime calculation.

Hourly employees required to work on a holiday receive pay for all hours worked plus an equivalent amount of holiday pay. Only the number of hours actually worked are used in determining whether any overtime compensation will be payable. Employees are eligible for holiday pay upon hire.

Compensatory time for salaried administrative staff working more than 40 hours per week is restricted to special events or projects at the supervisor's discretion. Compensatory time off must be approved and scheduled with your supervisor within a two-week period of it being accrued. Compensation time for professional conferences is not automatic; approval for compensation time related to a professional conference must be approved by the supervisor in advance. Compensation time is not accrued for lunch breaks not taken.

If your job description requires you to work outside of the typical work day compensatory time may not be accrued.

MILEAGE EXPENSE REIMBURSEMENT

When an employee uses her/his vehicle on authorized business with the approval of her/his supervisor, mileage will be reimbursed at the currently approved institutional rate. Out-of-pocket expenses, with the exception of gas and oil, such as parking fees and tolls, will also be reimbursed. A travel expense report must be completed with receipts attached, signed by her/his supervisor, and submitted to the Business Office for reimbursement immediately upon the employee's return.

Staff members who use their private vehicles on authorized MECA business and are reimbursed for mileage expenses shall provide their own insurance coverage. MECA will not be liable in case of an accident or damages, or increased premiums, because of use of a private vehicle for MECA business.

When travelling, the employee should consider at all times the cost to MECA. It is expected the employee will use a rental car if the duration of the trip or mileage accrued would cost less than the mileage reimbursement rate.

If you intend to use a rental car for Institutional purposes, the office of Business Services needs to be contacted to be sure that you are covered. Employees have collision coverage for rented vehicles through MECA's insurance policy, no additional coverage should be purchased when renting a vehicle.

PAY ADVANCE POLICY

A full-time, permanent employee with at least six months of service may be granted a pay advance at the discretion of the Executive Vice President and/or President in case of extreme emergency (as in the case of a house fire or family emergency).

The following are not considered emergencies: rent, house payment, car payment, groceries or other normal monthly bills. Pay advances are considered early payment of wages, and at no time will payments be made when there is not adequate work time to cover the pay advance. Requests must be made in writing to the Executive

Vice President and/or President; her/his approval will be forwarded to the Business Office with a copy to the employee.

Under normal circumstances, payroll advances will be deducted from the following pay period. Under extraordinary circumstances, an exception can be requested in writing to the Executive Vice President and/or President.

IV. Benefits

MECA provides a wide range of benefits for its eligible employees. The benefits described below reflect those presently available to administrative staff. MECA will attempt to provide the most adequate insurance coverage practical for its eligible employees. However, MECA may need to change insurance carriers and/or modify plans. Any such changes of insurance carriers or plan modification may affect employee eligibility for coverage of the benefits provided by the insurance carrier. Financial or enrollment emergencies may require that some benefits be suspended.

Notwithstanding the above, MECA intends to maintain its benefit plans in compliance with relevant benefits statutes.

A benefits overview will be provided by the Human Resources Coordinator within the first week of employment. MECA provides a benefits open enrollment period each fiscal year during the month of June. During this time you have the option to make changes to your benefits plan. In addition employees may change their benefit election outside of the enrollment period with a qualifying life event. Examples of a qualifying life events are:

- Marriage, establishment of same sex civil union partner*
- divorce or legal separation
- Birth or adoption of a child
- Death of a spouse or child
- Change in residence or work location that affects benefits eligibility for you or your covered dependent(s)
- Your child(ren) meets (or fails to meet) the plan's eligibility rules (for example, student status changes)
- You or one of your covered dependents gain or lose other benefits coverage due to a change in employment status (for example, beginning or ending a job)

WORKER'S COMPENSATION

As provided by law, MECA carries a state-required insurance to cover on-the-job injuries or disease arising out of and in the course of employment beginning from the date of employment. Medical and hospital expenses are covered and a weekly indemnity is provided in accordance with legal requirements. Accidents must be reported *immediately* to your supervisor to the Business Office. Timely reporting of accidents and injuries is important to assure eligibility for Workers Compensation. The Business Office requires that you complete a *First Report of Injury* form provided by the Worker's Comp Insurance Company. This form must be on file with Worker's Comp Commission within seven days of the accident.

UNEMPLOYMENT COMPENSATION

As provided by law, you have the protection of unemployment insurance as administered by the Maine Employment Security Bureau. This state office can be contacted for further information. <http://www.state.me.us/labor/ui/bennys/index.html>

INSURANCE ELIGIBILITY

Upon the completion of the necessary application forms, you are eligible to participate in several insurance plans if you work at least 1,560 hours a year (regular part-time status). If you are interested in obtaining additional information about any of the insurance plans described below, please contact the Human Resources Coordinator.

Regular part-time employees who do not work a continuous twelve-month period will continue to receive benefits during any regularly scheduled "off" period, provided any required employee payment for the total premium is paid when due. Such employees may annualize their pay to enable this payment to be automatically deducted from their paycheck. Further information on these options is available in the Business Office.

MEDICAL/ DENTAL INSURANCE

MECA offers major Medical and Dental insurance to Full-time and Regular Part-time staff employees and their dependents through our insurance carriers. The employee is eligible the first of the month following 30 days of employment. The current contract provides that MECA will contribute to both of the offered medical plans with an employee contribution dependant on what plan they selected. (Regular Part-time employees pay a higher pro-rated premium). Please contact the Human Resources Coordinator for the current rates and carrier, as this contract is subject to change.

FLEXIBLE SPENDING ACCOUNT

MECA makes flexible spending accounts available to its regular full- and part-time employees. These allow employees to pay for certain types of medical expenses and dependent care expenses with pre-tax dollars. Please consult the Human Resources Coordinator for further information.

SHORT-TERM DISABILITY (STD)

MECA offers Short-term Disability coverage for the *employee only* through our insurance carrier. The employee is eligible the first of the month following 30 days of employment. Compensation under short-term disability is equal to 60% of an employee's weekly salary and can begin on the 8th day of an approved illness or injury up to 26 weeks. MECA salary is suspended. [An employee may use her/his sick leave to complete the remaining 40% of uncovered salary until accrued leave is completely used.] Again, MECA will pay two thirds of the Short-term Disability premium, and the employee will pay one third through payroll deductions. More information is available from the Human Resources Coordinator.

LONG-TERM DISABILITY COVERAGE (LTD)

MECA provides long-term disability coverage for the *employee only* through our insurance carrier. The employee may make application immediately upon the start

of employment. Long-term disability coverage picks up after the sixth month of an approved illness or injury, is equal to 60% of the monthly salary, \$5,000 maximum. MECA will pay one half of the premium, the employee will pay the remaining through payroll deductions. If LTD is activated, your MECA salary will be suspended as well as employee premium payments when long-term disability compensation is being paid by the insurance carrier. More information is available from the Human Resources Coordinator.

TERM LIFE INSURANCE/ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

MECA offers Term Life Insurance for the *employee only* through our insurance carrier. The amount of term life insurance is equal to one year's salary with limitations. Accidental Death and Dismemberment insurance will pay a maximum of two times the principle sum if loss of life is due to an injury sustained while the employee is a fare-paying passenger on a public conveyance. Please refer to insurance booklet for further details. In the event of a life event, please contact the Human Resources.

BENEFITS CONTINUATION (COBRA)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides employees the opportunity to continue health coverage for themselves and their dependents under certain circumstances when coverage would otherwise terminate. This required notice is intended to provide a summary of a qualified beneficiary rights and obligations under COBRA provisions of the law. Qualified beneficiaries are persons who are covered under the group health plan as an employee to the dependent spouse or child of a covered employee.

An employee, spouse or domestic partner, or dependent child covered by the employee's group health plan, has the right to choose continuation coverage if group health coverage is lost due to any of the following qualifying events:

1. Voluntary/involuntary termination of the employee's employment (for reasons other than gross misconduct);
2. Reduction of the employee's hours of employment;
3. Death of the employee;
4. Divorce or legal separation;
5. A dependent's ceasing to be a "dependent child" as defined by the group health plan;
6. The employee's becoming entitled to Medicare.
7. Under circumstances of approved unpaid leave of absence, employees must access health insurance through COBRA.

The maximum period for which coverage may be continued is:

18 months – if continuation is due to voluntary/involuntary termination of employment (other than gross misconduct) or a reduction in hours.

29 months – if an individual is totally disabled (as determined under either Title II or Title XVI of the Social Security Act) at the time of termination or reduction of work

hours of employment provided the qualified beneficiary has given the Employer notice of disability before the end of 18 months and within 60 days after the date of the disability determination.

36 months – if continuation is due to any other reason listed above.

Please ask for a copy of the COBRA Act for further information, which details additional reasons for coverage to end. Or visit <http://www.cobrainsurance.com/>

TIAA-CREF RETIREMENT PLANS

All full-time and regular part-time employees who meet conditions of eligibility may join the MECA TIAA-CREF. Employees may apply for a contract immediately and begin payroll deductions. After 1 year or 12 months of employment, MECA will begin a matching contribution of up to 5% of the employee's contract. The level of match is dependent on the employee's percent of participation. Your application must be approved by MECA and our pension carrier before participation begins. Once approved, MECA will contribute up to 5% of your base salary to your retirement account after one year or twelve (12) months of employment. Pension benefits will depend on the value of this account when you retire. Employees in eligible categories of employment who have had a TIAA/CREF retirement plan under a previous employer may begin participation through one of MECA's retirement programs following employment at MECA.

HOLIDAYS

All full-time and regular part-time staff are eligible for twelve paid holidays. Part-time employees will be paid for a holiday if it falls on one of their regularly scheduled workdays. Temporary employees are not paid for holidays.

New Year's Day	Labor Day
Martin Luther King Day	First Monday of Spring Vacation BFA
Students	
Veteran's Day	Thanksgiving Day & the following
Friday	
Memorial Day	Christmas Day
Independence Day	Two Floating Holidays

Generally, if a holiday occurs on a Saturday, it is observed on the preceding Friday. If the holiday falls on a Sunday, the following Monday is a paid holiday.

VACATION

MECA provides vacations with pay as part of the compensation for all full-time and regular part-time employees. Vacation days are earned from date of employment, but the employee must wait three months before using any accumulated vacation days.

- All full-time employees with less than five full years of service will accrue vacation leave at the rate of 1.667 days per month of employment for a total of 20 vacation days per year.

- All full-time employees with five full years or more of employment shall accrue vacation leave at the rate of 2.08 days per month up to a maximum of 25 days per year.

Vacation time cannot be used in advance of accrual. The maximum vacation accrued at any one time cannot exceed 1 times your annual accrual. For full-time employees with less than five years of service the maximum accrual is 20 days and 25 days for employees with five years or more of continuous service; any days beyond this amount must be forfeited.

Regular part-time employees working 1,560 Hours per year receive a pro-rated vacation benefit.

Employees working less than 1560 hours per year, and temporary employees do not receive paid vacation time.

If a holiday falls within an employee's regularly scheduled vacation, that day will be considered as a holiday and not a vacation day.

If MECA is closed for the day due to weather within an employee's regularly scheduled vacation, that day will be considered a vacation day, not a paid workday.

Vacation time may not be used without prior approval of the employee's supervisor. Vacation requests must be submitted to supervisor in writing in a reasonable time period. It is assumed that normally vacation leave will not exceed two weeks at a time, but exceptions will be made for *special* conditions. Requests for exceptions should be addressed to the appropriate Vice President in writing.

Any employee with over six calendar months of service or his/her beneficiary, in the event of termination of employee, retirement, or death *will* receive payment for accrued vacation. Those employees leaving MECA with less than six calendar months of employment receive no payment for accrued vacation.

SICK LEAVE

Sick leave may be used only for illness or injury not covered by Worker's Compensation. It may be used when you are ill or when your family's illness requires you to be at home. Medical evidence of incapacitating illness may be required. Abuse of sick leave may result in disciplinary action or termination. Full-time employees accumulate one paid sick day for each full month of employment, up to a maximum of 36 days. Regular part-time employees working less than 1560 hours per year accumulate on a pro-rated basis, and are paid sick time only for scheduled work hours. Part-time and temporary employees do not accumulate sick leave.

To be eligible for sick leave, you must report to your supervisor the absence, or anticipated absence, as soon as possible. The supervisor will document this time and submit the form in a timely manner to Human Resources.

An employee may elect to use their sick leave in conjunction with short-term disability. (See short-term disability.) Unlike vacation leave, sick leave is intended to

be used for medical needs when required. Accrued sick leave is not paid upon termination of employment.

FAMILY MEDICAL LEAVE ACT OF 1993 (FMLA) (WITHOUT PAY)

Full-time and regular part-time employees who have been continuously employed by MECA one year or more may take a leave of up to 12 weeks in a 12 month period of consecutive, intermittent, or reduced schedule unpaid leave, for the birth or adoption of a child, for the serious health condition of the employee's spouse, child, or parent, or for the employee's serious health condition that makes the employee unable to perform the essential functions of her/his job. Health insurance benefits will be maintained during the leave on the same terms, and contribution level for the first 12 consecutive calendar weeks of an approved FMLA and the employee will be restored to the employee's prior position or an equivalent position after the leave without loss of accrued and unused benefits.

If the employee's physical condition makes the employee eligible for sick time, and the employee chooses to utilize sick time, all or a portion of the leave may be paid. An employee, however, is not required to use sick leave or vacation leave during the FMLA leave period. Vacation and sick time accruals stop during an FMLA leave of absence. A written request for this leave must be made at least 30 days prior to the anticipated date of commencement of leave. A copy of the approved FMLA leave is to be sent to the Business Office for inclusion in the employee's personnel file.

More information can be obtained from the FMLA poster located by the mailboxes in the Administrative Center and from the Maine Department of Labor, Wage & Hour Division at (207) 623-7900.

LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE

In accordance with Maine Law, MECA will grant you a reasonable and necessary amount of time off from work without pay if you are a victim of domestic violence, domestic assault, sexual assault or stalking, and you need the time to:

- Prepare for or attend court proceedings,
- Receive medical treatment, or
- Obtain necessary services to remedy a crisis caused by domestic violence, sexual assault or stalking.

You must request the leave as soon as circumstances make it clear that time off is necessary. Approval of leave will be dependent upon (a) whether your absence will create an undue hardship for MECA, (b) whether you requested leave within a reasonable time, and (c) whether the requested leave is impractical, unreasonable or unnecessary given the facts made available to MECA at the time of your request.

If your leave is approved, you will be required to first use any accrued paid vacation and, if applicable, sick time before taking unpaid leave. Vacation and sick days do not accrue during your leave and holidays are not paid while you are on leave. You will not be discriminated against for taking or asking for leave.

UNPAID LEAVE

Once an employee has completed the six-month probationary period, (s)he may request a leave of absence without pay for reasons other than Family Medical Leave reasons for up to 14 consecutive days. This request must be made in writing to her/his supervisor and Vice President, stating the beginning and ending dates of the leave and the reason for the leave. A copy of the approved leave is to be sent to the Business Office for inclusion in the employee's personnel file.

A leave does not constitute a break in service, and regular health insurance benefits may continue during the leave. Vacation and sick time accruals are suspended during a leave of absence. A written request for any leave of absence must be made, if possible, at least 30 days prior to the anticipated date of commencement of leave. Unused earned vacation must be taken before any leave without pay will be granted except FMLA leave.

FUNERAL/BEREAVEMENT LEAVE

MECA will grant each full-time employee and regular part-time employee paid leave for up to three days for the purpose of attending or making funeral arrangements in the event of a death in the employee's immediate family (spouse or domestic partner, child, parent, sibling, in-laws, grandparent, or grandchild). An additional two days of paid leave may be granted under certain circumstances.

MILITARY DUTY

If an employee is a member of the military reserve or National Guard, the employee is entitled to military leave for training or national emergency without loss of seniority, status, rate of pay, or vacation time. MECA will make up the difference, if any, between regular salary and gross military pay (excluding living and travel allowance). This payment is limited to no more than two weeks per calendar year for annual training and no more than four weeks per year for emergency domestic military duty unless otherwise prescribed by law.

JURY DUTY

MECA encourages employees to respond to calls for jury duty. Employees must inform their supervisor to assess their availability to make the time commitment. Employees will earn their regular salary while called for jury duty. While serving on a jury, an employee is expected to report for regular work hours to the extent permitted by the schedule of the jury duty. The employee is required to submit documentation of court payments as a pre-condition for reimbursement with the Business Office.

EDUCATIONAL MEETINGS

MECA supports the involvement of parents in their children's school activities and encourages parents to attend meetings that might be held during working hours. With permission from one's supervisor, a flextime arrangement may be made to permit the employee to attend meetings or important events at the child's school with the time being made up later.

TUITION BENEFITS

Continuing Studies: When the minimum quota in the selected course has been met under regular registration rules, full-time and benefit eligible part time employees are

entitled to take one Continuing Studies course per semester or up to 3 courses within a fiscal year upon approval of the CS Director, only the studio fee will be charged. Part-time staff employees are entitled to one course per semester at ½ tuition plus the studio fee. This course may be taken by the employee or an immediate household family member (spouse or domestic partner, child). Temporary employees receive no such benefit.

On a space-available basis only, full-time administrative staff, full-time BFA, MFA and MAT degree program faculty are eligible for a half-tuition discount toward pre-college & pre-approved workshops/extended programs. Early College. This benefit may be taken by the employee or an immediate household member. Full application fees and studio fees must be paid in advance, and the employee or household member must meet appropriate standards and be accepted into the chosen program. Space availability is determined by the Assistant Registrar for Continuing Studies after program application deadlines have passed.

BFA Degree Program: A full-time staff employee who has worked continuously for one year, and is accepted for matriculation by the Admissions Office into the BFA degree program of MECA, is entitled to full tuition remission for all course credits required for a BFA degree. The tuition remission is extended on a pro-rated basis to regular part-time employees who have worked continuously for one year. This does not include courses offered through exchange programs with other institutions. Required registration fees and any additional fees or charges must be paid. Requests for tuition waivers should be first directed to the supervisor and appropriate Vice President, and then to the Business Office.

Spouses, domestic partners and/or children of full-time employees who have worked continuously for one year for MECA are eligible to receive full tuition less any federal, state or outside grant funding awarded the student in the BFA Degree Program if they have been accepted for matriculation by the Admissions Office. All spouses, domestic partners and/or children of the full-time College employee are required to file the FAFSA upon acceptance by the Admissions Office. Required registration fees and any additional fees or charges must be paid. Requests for tuition waivers should be first directed to the supervisor and appropriate Vice President and then to the Business Office. The tuition remission is extended on a pro-rated basis to the spouses and/or children of regular part-time employees who work more than 1,540 hours per year and have worked continuously for two years or more. Full tuition is also extended to the spouse, domestic partner, or children of any full-time employee who has died or retired after being employed by MECA for ten years or more. MECA reserves the right to approve or disapprove tuition benefits based on special situations.

MFA & MAT: Tuition benefit does not apply to the MFA Program in Studio Arts or the Post-Baccalaureate Program in Art Education.

Tuition Exchange

MECA is a member of the Tuition Exchange Program, to find out if you are eligible, please contact the Executive Vice President

GREATER PORTLAND ALLIANCE OF COLLEGES & UNIVERSITIES (GPACU)

GPACU is a collaborative initiative between MECA, Saint Joseph’s College, Southern Maine Community College, University of New England, Kaplan University and University of Southern Maine to allow students to take classes at schools other than their own at no additional charge. For more information visit <http://www.gpacu.org/index.html>

To qualify, there are three possibilities: the employee who is also a matriculated student; the employee who is not a matriculated student but wishes to take courses for credit; the employee who is not a matriculated student but wishes to audit courses.

- An employee who is a ‘matriculated student” and who meets the other criteria may cross-register under the same guidelines as any other student.
- If an employee who is not a matriculated student wants to take a course for credit at another school, (s)he pays for that course, as would any other part-time student.
- If an employee who is not a matriculated student wants to audit a course at a member institution, (s)he may do so without payment of a course fee, provided (1) the host school is participating in this program, (2) there is room in the class, and (3) all other conditions of those auditing are met.* (S)he may have to pay fees directly associated with the course, such as a lab fee.

* For example, some schools may allow each professor to decide whether (s)he will allow audits; some courses may have prerequisites even for auditing.

PARKING

MECA does not own or manage an employee parking lot. Parking is available for a monthly fee at many Portland Parking Garages.

Commercial Street Parking Lot 321 Commercial Street 774-5908	Casco Street Parking Lot 15 Casco Street 871-1290
By The Bay Parking Lot 88 Spring Street 775-2311	Monument Square Paring Lot Cumberland & Brown 773-2761
Public Market Garage 315 Cumberland 699-2518	Midtown Parking Lot 44 Free Street Portland, ME 04101

Portland Museum of Art

Through a cooperative agreement between MECA and the Portland Museum of Art, employees of MECA may visit the Museum free of an admissions charge by showing their current MECA employee ID card.

Library Use

As a full-time or regular part-time employee of MECA, an employee is able to utilize the Joanne Waxman Library in the Porteous Building, 522 Congress Street.

V. EMPLOYEE CONDUCT AND WORKPLACE POLICIES

CONDUCT ON THE JOB

Proper conduct on the job includes, but is not limited to, cooperating with associates to finish work in a timely and professional fashion in order to further the institution's goals, and maintain a hospitable and comfortable environment. If an employee violates institutional rules and regulations or has any job performance problems, the supervisor will warn the employee of this situation as described in Section II, Employment, of this handbook.

STAFF GRIEVANCE PROCEDURE

MECA is a small, professional community with a culture in which personal communication regarding issues of mutual concerns and differing perspectives are encouraged. Open dialogue around differences in our professional setting is invited, and it is our hope that most concerns or issues can be handled informally.

In situations where it is not possible to resolve an issue informally, employees should follow the course of action below.

Please note the Staff Grievance Procedure does not apply to employee issues related to disciplinary action, performance appraisal, employment status, sexual harassment or discrimination.

1. Discuss the question or concern with your immediate supervisor.
2. If you have attempted to resolve the issue in consultation with your immediate supervisor, but it is not resolved to your satisfaction, you may request a meeting with the Vice President to whom your supervisor reports.
3. If neither of the above options is appropriate for your situation, or you feel as though the issue has not been resolved, you may request a meeting with the Executive Vice President who is the chief Human Resources Officer for the College.
4. If the above course of action does not sufficiently resolve your concern, you may take one of two steps:
 - a. Request that the Executive Vice President convene the Staff Grievance Committee to hear your issue of concern. Your request is to be presented in writing with a brief description of the grievance. The Executive Vice President will provide a written response that the request has been received, whether or not the request is appropriate to this policy and, if appropriate, the Committee will be convened.

If your grievance is related to the Executive Vice President, you can request that the President convene the Staff Grievance Committee.

- b. Present your grievance directly to the President for resolution, in which case you will not then have the option to request that the Staff Grievance Committee hear your grievance. Your grievance is to be presented to the President of the College in writing with a brief description of the grievance. The President's decision shall be made within 2 weeks of receiving your grievance and shall be final.

WORKING HOURS

Generally, college administrative offices are open between the hours of 8:30am to 5:00pm. The normal workweek for full-time, salaried professional and support staff is 40 hours per week which includes one hour paid lunch break within the hours of 8:30am-5:00pm. It is the responsibility of each supervisor to ensure that departmental services are available to the public during these hours and that no office be left unattended. Within reason supervisors may schedule hours outside of 8:30am -5:00pm for an employee, at the employee's request, as long as service is not disrupted during normal office hours.

REST/MEAL BREAKS

Maine Law requires that most employees be given at least a thirty-minute rest break (which may be a meal break) after six hours of work. MECA has established the following guidelines for Rest/Meal breaks:

If an employee works a continuous:

8-hour day, one hour paid rest/meal break will be included.

6-hour day, a half-hour paid rest/meal break will be included.

5 hours or less, no rest/meal break.

Staff cannot elect to forfeit rest/meal breaks in favor of shorter office hours on a regular basis or to accrue comp time. If an employee needs further clarification, (s)he should contact the Human Resources Coordinator.

ATTENDANCE

Regular prompt attendance of all employees is necessary for the efficient operation of MECA. Attendance is an important part of an employee's work performance record.

Prompt notification of absences or lateness is essential for the reassignment of the workload. If an employee is unable to report for work because of illness or other emergency, (s)he should email or have someone call the appropriate supervisor within the first thirty minutes of the scheduled work period, giving the reasons for the delay or absence and an estimate of when the employee will be able to report to work. Time lost due to tardiness may be made up or deducted from pay, at the supervisor's discretion. Excessive tardiness will lead to disciplinary action.

HAZARDOUS WEATHER GUIDELINES

College classes and offices will function normally regardless of weather conditions. In extreme weather conditions or emergency situations, a MECA announcement will be posted on key radio and television stations. MECA weather closing

announcements can also be found at www.meca.edu or by calling 775-3052 and pressing 5.

<u>FM & AM Radio</u>	<u>TV</u>
WGMX 93.1 FM	WCSC 6
WPOR 101.9 FM	WGME 13
WYNZ 100.9 FM	WMTW 8
WGAN 560 AM	

To receive the most up to date information on closings, cancellations, or other campus emergencies please visit the following link: <http://www.meca.edu/meca-life/student-affairs/weather-notifications>

Employees have the right to elect to stay home and use a vacation day during storms when the offices are opened if they are concerned about hazardous travel conditions.

SMOKING

Smoking is not permitted in any College building or within 20 feet of any college entrance.

TELEPHONE USE

MECA telephones are to be used primarily for business purposes. Personal calls made during working hours should be kept to a minimum. MECA's policy requires all personal charges be made to an employee's home phone number or telephone calling card or personal cell phone.

MECA pays for an (800) service on the basis of the amount of time used. Please be aware that this is a *very costly service provided for prospective student recruitment*. It is important to limit business usage to conversation that is absolutely necessary. The phone bills are reviewed monthly.

ELECTRONIC COMMUNICATIONS SYSTEMS

Please see POLICIES on the Employee Orientation page for the complete Electronic Communications Policy. All employees are required to read and accept the complete policy before your account can be activated.

General Statement of Principles

MECA encourages the creative and innovative use of information technology to enhance its teaching, research, and public service mission. Users will not have their right to access denied or abridged due to the individuals race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran's status. MECA respects the intellectual labor and creativity of others and seeks to protect the free and peaceful expression of ideas. All members of MECA share responsibility for maintaining an environment where actions are guided by mutual respect, integrity, and reason.

MECA expects all members of its community to use network systems with proper regard for the rights of others and MECA. Abuse of these privileges will be subject to disciplinary action, as established by the operating policies and procedures of

MECA. MECA reserves the right to limit access in response to evidence of violations of school policy or federal, state or local laws. All members of the MECA community are bound by federal, state and local laws relating to civil rights, harassment, copyright, security, pornography, privacy, and other statutes relating to electronic media. It should be understood that this policy does not preclude enforcement under the laws and regulations of the United States of America, the State of Maine or local communities.

WORKPLACE PRIVACY

You may have access to and use various electronic communications systems such as email, voice mail, and the Internet in the course of your job. Here are a few guidelines you should keep in mind about these tools:

The email, Internet access and voice mail systems are owned by MECA, are provided for business purposes, and may be monitored when deemed necessary. Any personal use must be of an incidental nature, not interfere with business activities, not involve solicitation and not be associated with any for-profit, outside business activity.

Because messages and information generated by these systems are for MECA business, employees should not expect that any message they exchange via our computers or any uses of the Internet are in any way private or confidential. This information is subject to archival policies and any scrutiny normally afforded to paper files and documents covering the same subject matter.

Systems may not be used for any illegal or improper purpose or in any way that might potentially embarrass the MECA, its clients, vendors, employees or retirees. This includes forwarding messages received from outside sources.

PETS

There are no pets, other than service animals, permitted on MECA property.

ACCEPTING GIFTS

MECA believes it is in the best interest of the institution that its employees do not accept gifts of any significant value from grateful students, parents, or others who use the institution's programs or benefit from its service.

OUTSIDE INVOLVEMENT

MECA believes that its educational program in all its aspects can flourish only when sustained by continuous active participation of its Administrative Staff in research, exhibitions, and employment enriched by interaction with industrial, cultural, economic, and social life. The interaction, including outside consulting, research and part-time employment in education, government and industry, is of greatest value when it contributes significantly to the public welfare, offers an opportunity for professional challenge and growth, or otherwise enhances the effectiveness of a staff member's service to MECA. The magnitude of such outside professional activity and its rate of growth are the responsibility of the individual involved as long as there are no ethical and/or legal conflicts of interest and as long as such activities do not conflict with the proper discharge of College responsibilities.

DRUG-FREE WORKPLACE

An employee's involvement with controlled substances including alcohol can adversely affect job performance, jeopardize an employee's well being and undermine the professional and academic stature of the college. The goal of MECA is to establish and maintain a healthy and efficient work force free from the effects of drug and alcohol abuse.

DRUG-FREE WORKPLACE POLICY

1. Purpose: To provide employees with a work environment free from the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances.
2. Applicable to: All staff, whether full, regular part-time, part-time or temporary, are required to abide by this policy as a condition of employment.
3. Prohibited Activity: The manufacture, distribution, dispensing, possession, or use of a controlled substance MECA property or in the course of college business is prohibited.
4. Penalties for Violation: Any employees found to be manufacturing, distributing, dispensing, possessing, or using a controlled substance on college premises or while in the course of college business shall be subject to disciplinary action including termination.
5. Legal Prescription Drug Use: The prohibition of Item 4. above does not apply to the possession and use of controlled substances when said possession and use are pursuant to a lawfully written prescription.
6. Convictions for Criminal Drug Statute Violations Occurring on MECA Property or in the Course of the Performance of MECA Business:
 - 6.1. Within five working days after a conviction, an employee convicted of a criminal drug statute violation, said violation occurring on MECA property or in the course of MECA business, shall report said conviction to his or her Vice President. A conviction means a finding of guilt (including a plea of nolo contendere), or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state drug statutes.
 - 6.2. Within ten days of actual notice by the convicted employee, or otherwise, the college shall report to the appropriate federal granting or contracting agency those convictions required to be reported by federal regulation.
 - 6.3. Within thirty days of actual notice of the conviction of an employee of a criminal drug statute violation occurring on the college property or in the course of college business, the college shall:

- i. Require said employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency; and
- ii. Take appropriate personnel action against said employee, up to and including termination.

6.4. Drug Free Awareness Program: MECA shall provide information concerning the drug-free workplace policy, the dangers of drug abuse in the workplace, and available drug counseling, rehabilitation and employee assistance programs to all employees by the following means:

- i. Literature will be made available in the Administrative Center;
- ii. The Executive Vice President has been designated to assist employees in dealing with substance abuse problems, and seeking help from a trained professional.
- iii. The drug-free workplace policy will be made available to all employees and the policy is published in this employee handbook.
- iiii. In addition to these resources, staff may find local social service agencies that can help. Consult the telephone directory. "Community Services Numbers" are listed in the front of the Directory. Also, see the Yellow Pages listings for Alcoholism Information and Treatment Centers and Drug Abuse and Addiction Information and Treatment.

ANTI HARASSMENT AND SEXUAL ASSAULT

Please see the appendix A1 for the Sexual Harassment and Sexual Assault Policy. Information can also be obtained through the Human Resources Coordinator.

VI. SECURITY, SAFETY AND HEALTH

IDENTIFICATION CARDS

Picture I.D. cards are issued to all MECA employees by the Technology Department. Upon termination from MECA, employees should return their I.D. cards to the Business Office.

KEYS TO THE COLLEGE

Keys to MECA facilities are issued by the Business Office to staff as needed to execute their duties. Employees are responsible for the safekeeping of any keys in their care until returned to the Business Office upon termination of employment. In the event keys are lost, notify the Business Office immediately.

EMERGENCY, ACCIDENT OR FIRE

After calling the appropriate emergency or fire service at 911, any emergency, accident or fire should then be immediately reported to the Director of Facilities and the Front Desk Receptionist in Porteous so the call may be routed to the appropriate person(s).

If an emergency evacuation is required, leave the building immediately, closing the doors behind you. Exit via the stairwells or fire escapes. Once outside, report one's presence to a senior administrator. Do not re-enter the building until the "all clear" is given by a fire chief or senior administrator.

PERSONAL INJURIES

All injuries, no matter how minor, should be reported to one's supervisor immediately. Staff may treat minor injuries, or may be assisted by fellow staff employees or one's supervisor. Serious injuries will be treated by paramedics who will be dispatched by calling 911. First Aid Kits are located in Porteous and the Administrative Center. Supervisors must report *all* such injuries to the Business Office within 24 hours. A first report of injury must be filed promptly.

MATERIAL SAFETY DATA SHEETS

Material safety sheets are kept on record for any hazardous materials. Please contact the Facilities Director for any posting locations.

CRIME AWARENESS AND CAMPUS SECURITY

Under the Campus Security Act adopted by Congress in November, 1990, and enacted in 1992, colleges and universities that receive federal student financial aid funds are required to report to students and employees certain crime statistics and campus security policies and procedures.

1. In complying with this Act, any incident of crime encountered or observed, or other emergencies, must be reported immediately to the Director of Student Affairs and/or the Director of Facilities. If these two appointed individuals are not reachable, the information should be reported to the Front Desk Receptionist in Porteous during business hours. During non-office hours, the answering service has a list of Administrative Staff telephone numbers.
2. No person shall create a condition, which unnecessarily endangers or threatens the safety or well being of other persons or of their property, nor should any person willingly create a health hazard nuisance. No person shall threaten, assault, intimidate, or harass any other persons. No person shall take, steal, destroy or otherwise damage property that is not his/her own.
3. At the time of reporting, an Incident Report form will be completed; copies will be forwarded to the Director of Student Involvement and Director of Facilities. Portland Police will be called when appropriate. MECA will also conduct its own investigation.
4. MECA will endeavor to notify the campus community of any crimes that occur, in particular those that are viewed by MECA to be a threat to the campus

community. This will be done by special bulletins, all-school meetings, and/or through the email system.

POLICY ON HIV/AIDS

Purpose: MECA HIV/AIDS (Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome) Policy has been established to protect both the rights of individuals infected with HIV/AIDS as well as the health and safety of everyone in the institution. Individuals infected with HIV/AIDS may not always be diagnosed or have symptoms. HIV infection is not transmitted by casual contact.

Discrimination: MECA will not discriminate in any manner against any person who is infected with HIV/AIDS. This includes hiring, promotion, or termination.

Testing: MECA will not require HIV/AIDS testing for its employees. Persons who want more information on HIV/AIDS testing may contact a health care provider.

Confidentiality: It is against the law to disclose HIV/AIDS test results to anyone without the written consent of the individual. This means that no one, under any circumstances, may discuss or share records of HIV/AIDS test results with anyone other than the persons designated in writing by the individual. Further, it is MECA's policy not to identify someone's HIV/AIDS status in writing or in any professional discussions without the written consent of the individual. Information about known or suspected HIV/AIDS status should not be included in any employee record.

Penalties: Disclosing a person's HIV/AIDS status or test results without their written consent may result in disciplinary measures under MECA policy. Also, Maine law states that anyone who does tell another's test results may be sued for actual damages and costs, plus a civil penalty of up to \$5,000.

Safety: HIV/AIDS is not transmitted by casual contact. In the event of exposure to potentially infectious body fluids (blood, semen, vaginal secretions), surfaces should be cleaned with commercial disinfectant or household bleach (diluted with 10parts water). Gloves should be worn while cleaning the area.

Resources:

Maine AIDS Hotline	1-800-851-AIDS
National AIDS Hotline	1-800-232-4636
Maine Office on AIDS	(207) 287-3747
Maine Human Rights Commission	(207) 624-6050

Sites for anonymous counseling and testing:

Portland Public Health STD Division	(207) 874-8446
The AIDS Project Portland, Frannie Peabody Center	(207) 749-6818
York County Prevention	(207) 251-4930
The Clinic, Lewiston	(207) 795-4019

PLEASE NOTE:

This Staff Handbook contains a summary of the policies in effect at MECA as of 2014/15. The Handbook is a guide for the College's Administrative Staff and is not intended to create any contract of employment. In fact, one's employment relationship with MECA is at-will. This means an employee is not required to work for MECA for any set period of time. An employee is free to terminate his/her employment at any time and for any reason upon proper notice. MECA also remains free to terminate an employee at any time, with or without notice, and for any reason that does not violate local, state, or federal law. Only the President of MECA has authority to enter into an agreement of employment for any specified period of time or provide any particular terms of employment or agreements contrary to the foregoing.

These policies, in whole or in part, are subject to change, revocation, modification, or amendment at any time at the sole discretion of MECA with or without prior notice. MECA also reserves the right to interpret any of the policies set forth at any time and in any manner it deems appropriate. This Handbook supersedes any and all previous staff or employee handbooks.

If an employee has any questions regarding employment, (s)he should contact her/his immediate supervisor or the Human Resources Coordinator.

Supplements to the Staff Handbook may be distributed as new policies or procedures are adopted by MECA.

APPLICABLE LAW

If any provision of this Handbook is in conflict with a law, ordinance, or regulation applicable to MECA, that provision is deemed to change to comply with the law, ordinance or regulation. Such a conflict or change does not affect other sections of the Handbook.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

I have read and had an opportunity to ask questions about MECA's "Employee Handbook". I understand the information and guidelines described in the Handbook, and I agree to abide by them. Further, I understand that failure to abide by these guidelines may be cause for disciplinary action, up to and including termination of my employment.

I understand that I am employee "at will" and that these guidelines do not represent a contract of employment, but rather serve as a summary. I understand that these guidelines, and the policies, procedures, and practices summarized in them, may be changed, modified, or deleted from time to time at MECA's discretion with or without advance notice.

If I have questions regarding the content or interpretation of these guidelines, I will bring them to the attention of my supervisor or the President.

Name _____

Date _____

Employee Signature _____