



DELAWARE COLLEGE OF ART AND DESIGN
STAFF HANDBOOK
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A. INTRODUCTION

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

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

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

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

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

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

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

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

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

A.2. ACCREDITATION

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

A.3. COLLEGE MISSION AND VISION

A.3.a. The Mission

Delaware College of Art and Design (DCAD), founded through a creative partnership between Pratt Institute and the Corcoran College of Art and Design, joins these distinguished institutions in charting the future of art and design. DCAD's mission is to educate talented and committed students to become art makers, idea generators, problem solvers, and visual communicators who can redefine the way we perceive and experience the world around us. It also serves as a visible stakeholder, cultural anchor, and catalyst for the revitalization of downtown Wilmington.

To accomplish this mission, DCAD:

- Offers comprehensive and demanding associate of fine arts degree programs that emphasize structured, visually-based, hands on studio experiences and a rigorous academic curriculum, enabling students to continue their undergraduate education through transfer to four-year professional colleges of art and design while providing a basic foundation for successful and satisfying careers;
- Engages a faculty of accomplished professionals who are committed to serve as teachers, role models and mentors, as well as a qualified staff who understand, appreciate, and respond to the active and creative culture of DCAD;
- Nurtures a vibrant, student-centered, college community, served by state-of-the-art learning, working, and living environments that inspire personal expression and effective collaboration;
- Participates in Wilmington's educational and cultural life through a variety of community-based programs and activities; and,
- Manages its human, financial, and physical resources effectively and efficiently to advance DCAD's programs and services.

A.3.b. DCAD's Vision

Distinguished by an exemplary living/learning community that fosters visual creativity, DCAD will be well-positioned for further growth, development, and leadership in educating artists and designers.

DCAD will be a first choice for students in the Mid-Atlantic region beginning their art and design education, with articulated baccalaureate options available for transfer. The quality of its programs will also attract students from the rest of the nation and abroad.

Affirming that a strong cultural presence can be a powerful force for change, DCAD's downtown urban campus will be an area of vibrant activity at all times and increase the appeal of city life for students, faculty, staff, and visitors.

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

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

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

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

A.3.d. Creative Partnerships

DCAD has strong creative partnerships with the Pratt Institute in Brooklyn, NY and the Corcoran College of Art and Design in Washington, DC. Students who successfully complete the DCAD curriculum and maintain an average of “C” or better have the option of transferring directly from DCAD into the third-year curriculum at either Pratt or the Corcoran. It should be noted that such third-year transfers are possible for both schools in all major areas except Illustration and Animation, which are currently available for transfer to Pratt only. Those students who elect to transfer into the appropriate baccalaureate programs at either Pratt or the Corcoran will also be subject to each institution’s application and portfolio review procedures prior to transferring.

A.3.e. Continuing Education

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

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

A.4. PROGRAMS

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

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

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

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

A.4.a. Articulation with Pratt and Corcoran BFA programs

Those students who expressly elect to transfer into the appropriate baccalaureate programs at either Pratt or the Corcoran will also be subject to portfolio reviews prior to transferring. Students who successfully complete the DCAD curriculum and portfolio review can transfer directly from DCAD into the third-year curriculum at either Pratt or the Corcoran. It should be noted that such third-year transfers are possible for both schools in all major areas except Illustration and Animation which are currently available for transfer to Pratt only.

B. COLLEGE GOVERNANCE

B.1. BOARD OF TRUSTEES

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

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

B.2. PRESIDENT'S LEADERSHIP COUNCIL

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

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

C. ADMINISTRATION

C.1. PRESIDENT

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

C.2. CHIEF ADMINISTRATIVE OFFICER

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

C.3. DEAN

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

C.4. DIRECTOR OF INSTITUTIONAL RESEARCH AND ASSESSMENT

The director of institutional research and assessment provides leadership in institutional research, the assessment of student learning, and institutional effectiveness. The director provides reports to external organizations and agencies as required by state and federal regulations and serves as the College's accreditation liaison officer.

C.5. DIRECTOR OF ADMISSIONS

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

C.6. DIRECTOR OF FINANCIAL AID

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

C.7. DIRECTOR OF STUDENT SERVICES

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

C.8. REGISTRAR

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

C.9. DIRECTOR OF CONTINUING EDUCATION

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

C.10. LIBRARY DIRECTOR

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

C.11. DIRECTOR OF COMMUNICATIONS

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

C.12. DIRECTOR OF DEVELOPMENT

The director of development is responsible for management, in cooperation with the president and the Development Committee of the Board, of a comprehensive, integrated, fundraising program, with emphasis on major gifts and capital fundraising.

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

D. FACULTY

D.1. AREA COORDINATORS

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

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

E. GENERAL POLICIES AND PROCEDURES

E.1. DISCRIMINATION

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

E.2. CODE OF EMPLOYER-EMPLOYEE RELATIONS

It is the policy of the College to implement fair and effective personnel policies and to require all employees to support the organization's best interests.

The College is committed to a mutually rewarding and direct relationship with its employees. Thus the College strives to:

- provide equal employment opportunity and treatment regardless of race, color, national origin, religion, age, gender, sexual orientation, disability, marital, or other basis that would be in violation of applicable federal, state, or local law (see College Policies);
- provide compensation and benefits commensurate with the work performed, within the budgetary considerations of the fiscal year;
- establish reasonable hours of work based on the College's needs;
- monitor and comply with applicable federal, state, and local laws and regulations concerning employee safety;
- be receptive to constructive suggestions about a job, working conditions, or personnel policies;
- establish appropriate means for employees to discuss matters of concern with their immediate supervisor or department head.

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

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

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

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

E.3. DEFINITIONS

E.3.a. Exempt

The law specifies that you are an exempt employee if your duties are principally executive, administrative, or professional. An exempt employee is not under the protection of wage and hour laws. Exempt

employees are expected to work at least the number of hours agreed upon for their position and are not paid overtime.

E.3.b. Non-Exempt

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

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

E.3.c. Working Hours

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

E.5. SEXUAL HARASSMENT

Sexual harassment is not simply inappropriate behavior—it is against the law. It is a form of discrimination and is specifically addressed in Title VII of the 1964 Civil Rights Act and in Title IX of the Education Amendments of 1972. Harassment is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature”.

Sexual harassment can occur in situations where one person has power over another or can provide benefits or negative consequences to another, but it can also occur between equals. Fundamentally, it is inappropriate for anyone in an educational or professional situation to behave in any way that causes embarrassment, intimidation, hostility, or psychological discomfort. Suspected incidents of sexual harassment should be immediately reported to the chief administrative officer.

While extremely sensitive to the issue of sexual harassment, the Delaware College of Art and Design has limited jurisdiction to act on these matters unless the individual involved is willing to report such incidents to the proper authorities. The DCAD administration will facilitate this process in whatever way possible. Information of this nature will be kept in the strictest of confidence.

Sexual harassment by any employee is prohibited. All employees must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment does not refer to occasional compliments or other generally acceptable social behavior. It refers to behavior which is unwelcome, personally offensive, undermining or weakening to morale and, therefore, interferes with the work effectiveness of its victims and their coworkers.

Sexual harassment may include such conduct as: (a) offensive sex-oriented verbal “kidding,” jokes or abuse; (b) pressure for sexual activity; (c) offensive, unwanted physical contact such as patting, pinching or repeated brushing against another's body; and (d) any demand for sexual favors accompanied by implied or overt promises of preferential treatment or threats concerning an individual's employment status.

Any employee who believes that a supervisor's, manager's, other employee's or non-employee's actions or words constitute unwelcome harassment has a responsibility to report the situation as soon as possible. The report or complaint should be made to the employee's supervisor or the chief administrative officer if the complaint involves the supervisor.

Complaints of harassment will be handled and investigated by the chief administrative officer and/or the president. All complaints of harassment are to be investigated promptly and in as impartial and confidential a manner as possible. Employees are required to cooperate in any investigation. A timely resolution of each complaint should be reached and communicated to the parties involved. Retaliation against any employee for filing a complaint or participation in an investigation is strictly prohibited.

Any employee, supervisor, or manager who is found to have violated the harassment policy will be subject to appropriate disciplinary action, up to and including termination. The College prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about harassment. However, if an investigation of a complaint shows that the complaint or information was false, the individual who provided the false information will be subject to disciplinary action, up to and including termination.

E.6. SEXUAL ASSAULT

Incidents of rape and sexual assault can occur both on and off campus. If you are the victim of a rape or attempted rape, you should follow this procedure:

- Call your local police at 911.
- Call the Rape Crisis Center at 761-9100 for 24-hour intervention and support.
- Go to the nearest hospital. Do not shower or change clothes before going.
- Feel free to seek the support of the DCAD administration and chief administrative officer. Confidentiality will be insured.

E.7. WORKPLACE BULLYING

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

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

Some examples of bullying include:

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

Bullying can have devastating results. If you witness bullying or suspect bullying is taking place, report it to your supervisor and/or to the chief administrative officer immediately. All suspected incidents of bullying will be thoroughly investigated, and disciplinary measures will be taken accordingly.

E.8. WEAPONS IN THE WORKPLACE

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

Some examples of prohibited weapons include:

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

We prohibit weapons to ensure the safety and security of all employees and persons visiting the College. Any employee found in violation of this policy will be subject to disciplinary action, up to and including immediate termination. If you have questions or concerns regarding this policy, please contact the chief administrative officer.

E.9. CONFLICT OF INTEREST

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

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

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

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

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

E.10. FUNDRAISING

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

E.11. BUSINESS ETHICS

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

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

E.12. CONFIDENTIAL INFORMATION

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

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

E.13. ACCEPTANCE OF GIFTS & SERVICES

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

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

E.14. HOSPITALITY TO PUBLIC OFFICIALS

Acts of hospitality toward public officials should never compromise or give the impression of compromising integrity or the reputation of either the public official or the College. When appropriate hospitality is extended, it should be with the expectation that it will become a matter of public knowledge.

E.15. COPYRIGHTS AND ROYALTIES

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

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

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

E.16. DRUG-FREE WORKPLACE POLICY

E.16.a. Introduction

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

E.16.b. Covered Workers

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

E.16.c. Applicability

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

E.16.d. Drug-and Alcohol Policy

The use of drugs and/or alcohol affects job performance, influences workplace morale, and jeopardizes the safety of coworkers. Employees are prohibited from the illegal use, sale, dispensing, distribution, possession, or manufacture of illegal drugs, controlled substances, narcotics, or alcoholic beverages on College premises. Compliance with the Drug-Free Workplace Act shall be considered a condition of employment at DCAD.

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

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

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

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

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

E.16.e. Assistance

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

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

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

E.16.f. Confidentiality

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

E.16.g. Shared Responsibility

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

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

It is the chief administrative officer's responsibility to:

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

E.16.h. Communication

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

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

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

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

E.17. SMOKING POLICY

In accordance with Delaware law, smoking is not allowed in any College building. Employees who wish to smoke may do so any place outside the building except within 25 feet of any College entrance or exit. Smokers have a special obligation to keep smoking areas litter-free and to responsibly observe break and work rules.

F. EMPLOYMENT

F.1. HIRING PROCESS AND POLICIES

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

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

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

F.1.a. Position Description

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

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

F.1.b. Employment of Immediate Family

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

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

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

F.1.c. Background Checks

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

F.1.d. Medical Examinations

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

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

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

F.1.e. Immigration and Nationality Act Compliance

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

F.1.f. Introductory Period

It is the intent of the College that all new employees and all present employees transferred or promoted to a new job are to be carefully monitored and evaluated for an initial period of three (3) months. After satisfactory completion of the introductory period, those employees will meet with their supervisors to discuss their performance during the introductory period. Termination and resignation during this period may be without notice.

F.1.g. Orientation

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

F.2. STANDARD OF CONDUCT

F.2.a. Employee Behavior

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

- Actively support and pursue the mission and goals of the College as stated in the College mission statement.
- Protect and preserve the business operation and reputation of the College, as well as the morale of its employees.
- Adhere to all policies and procedures of the College.
- Respect and follow the established lines of communication within the organizational structure of the College.
- Maintain the confidentiality of all information relating to the College, its members and its employees.
- Perform all job functions as stated in the job description and as assigned by the supervisor.
- Provide efficient and effective service as well as personal and courteous attention to all students and visitors.
- Maintain the security of the facilities and property of the College.
- Interact positively with fellow employees, students and visitors to the College.
- Report to work punctually as scheduled.
- Give proper advance notice whenever unable to work or report on time.
- Perform various duties at College fundraisers and other College-sponsored events, as requested.

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

F.2.b. Personal Appearance

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

F.3. STAFF EVALUATIONS

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

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

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

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

After the evaluation meeting, the staff member will receive a copy of the evaluator's staff evaluation form, and may

attach comments within one week prior to it becoming a permanent part of his/her personnel file.

F.4. SALARY INCREASE

When feasible and appropriate increases in salary are generally effective the first day of the fiscal year and may be based upon the cost of living. Salary increases are approved by the Board of Trustees through the budget planning process.

F.5. PROMOTION/ADVANCEMENT

Advancement opportunities are based entirely upon the needs of the College at a particular time. Vacant positions will be posted in the College's website and employees will have an opportunity to apply for such positions. An employee of the College who wishes to apply for another internal position should (but is not required to) notify his/her immediate supervisor before submitting a letter of application. If the new position is a promotion, an employee may be eligible for a salary adjustment. No automatic promotion should be presumed by employees, as all hires are made in the best interest of the College, which may include maintaining a highly effective employee in an important position.

F.6. TRANSFER/REASSIGNMENT

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

F.7. PERSONNEL FILES

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

These records are confidential. Only the employee's supervisor, the chief administrative officer and the president who need employment-related information may inspect the files of that employee. The inspection must be approved by the chief administrative officer, and should be recorded in the file inspected. The employee's employment dates and position may be considered to be public information.

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

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

F.7.a. Changes to Records

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

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

F.8. OUTSIDE EMPLOYMENT

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

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

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

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

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

F.9. PROFESSIONAL DEVELOPMENT

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

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

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

F.10. CORRECTIVE ACTION

F.10.a. Open Door Policy

The Delaware College of Art and Design hopes that complaints will be resolved expeditiously in a manner that is fair to all persons involved and promotes open communication between employees. To that end, the College strongly urges any employee who feels that he or she has been wronged by another employee or supervisor to discuss the matter with that employee or supervisor in person before turning to the supervisor's supervisor, the chief administrative officer, or the president and bringing the complaint under the College's Grievance Policy. Although it may be difficult or awkward to initiate these types of discussions, resolving problems with those immediately involved minimizes embarrassment and antagonism and furthers mutual understanding. If the supervisor is unable to ameliorate the complaint through informal communication and a satisfactory resolution is not reached, then the individual may bring the complaint under the College Grievance Policy. A grievance is defined as any difference arising

between the individual and the College as to the interpretation or application of College policies, rules, or procedures relative to salaries, fringe benefits, or other conditions of employment.

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

F.10.b. Disciplinary Procedures

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

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

F.10.c. Grievance Procedure

Step I

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

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

Step II

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

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

Step III

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

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

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

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

Step IV

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

Step V

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

F.10.d. Termination

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

Forms of Termination:

Resignation

Ordinarily the employee must give three (3) weeks' notice, in writing, of intent to resign to the president. Failure to do so will not prejudice benefits but may result in the College's refusal to provide letters of recommendation. Once this notice has been received, its retraction is permitted only by mutual agreement of the employee and the College.

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

Employment Abandonment

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

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

Reduction in Staff/Staff Reorganization

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

Discharge

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

Retirement

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

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

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

F.11. EXIT INTERVIEW

In most cases, prior to the employee's departure, the chief administrative officer will conduct an exit interview advising the employee of the status of benefits, including termination of benefits, and the method of calculating the employee's final payment which will cover unpaid wages or salary, and unused annual leave for which the employee is eligible. Information will also be provided regarding the employee's

eligibility for continuation of health benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

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

G. EMPLOYEE BENEFITS

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

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

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

G.1. INSURANCES

G.1.a. Health & Dental Insurance

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

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

When terminating employment, please consult with the chief administrative officer to determine your eligibility to remain on the plan.

G.1.b. Workers' Compensation Insurance

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

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

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

G.1.c. Long Term Disability Insurance

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

G.1.d. Life Insurance

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

G.1.e. Social Security Insurance

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

G.2. GROUP RETIREMENT ANNUITY

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

G.3. GROUP SUPPLEMENTAL RETIREMENT ANNUITY

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

G.4. BLOOD BANK OF DELAWARE

Delaware College of Art and Design employees have a group plan with Blood Bank of Delaware. An employee may join at any time individually or as a family. A donation of blood or monetary equivalent is usually required soon after you have joined. The \$5 fee to join the plan is paid by the College. Please see the chief administrative officer to obtain more information. All employees are eligible to join.

G.5. TUITION BENEFIT

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

G.5.a. Staff and Immediate Family

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

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

G.5.b. Family

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

G.6. LEAVES OF ABSENCE

G.6.a. Annual Leave

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

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

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

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

Temporary employees do not receive paid leave.

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

Employees will not be granted paid leave before days of paid leave have been accrued. Employees are encouraged to take annual leave within the year in which it is awarded. On their anniversary date of hire, employees may carry forward no more than one-half (1/2) of the leave awarded during the past year.

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

G.6.b. College Observed Holidays

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

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

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

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

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

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

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

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

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

Sick Leave

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

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

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

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

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

Personal Days

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

Bereavement Leave

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

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

Jury Duty

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

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

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

Religious Observances

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

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

Emergency Closings

The College may be required to close for emergency situations such as inclement weather or a utility failure. In these cases, the president will make the decision whether to close the College delay the opening or close early. Official announcement of school closing will be listed on the College's website, www.dcad.edu, as early in the morning as possible. In addition the DCAD Main Office number (302) 622-8000, can be called for updated messages regarding the College's status for the day. All employees will receive a copy of the Emergency Procedure Policy during their orientation and/or from their supervisor.

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

G.7. LONG-TERM LEAVES OF ABSENCE

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

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

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

approved leave are expected to report to the chief administrative officer any change of status in their need for a leave or in their intention to return to work.

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

G.7.a. Long-term Disability Leave

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

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

G.7.b. Family and Medical Leave

Who is Covered

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

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

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

Basic Provisions/Requirements

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

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

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

When leave is foreseeable, an employee must provide the employer with at least 30 days' notice of the need for leave or as much notice as is practicable. If the leave is not foreseeable, then notice must be given as soon as practicable. An employer may require medical certification of a serious health condition from

the employee's health care provider, and may require periodic reports during the period of leave of the employee's status and intent to return to work, as well as "fitness-for-duty" certification upon return to work in appropriate situations.

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

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

Assistance Available

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

Penalties

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

Relation to State, Local, and Other Federal Laws

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

H. PAY PRACTICES

H.1. PAYROLL PERIODS

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

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

H.2. PAYROLL DEDUCTIONS

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

H.3. SOCIAL SECURITY TAXES

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

H.4. FEDERAL, STATE AND LOCAL INCOME TAXES

The College is required by law to withhold from each employee's earnings an amount which represents his/her approximate tax on those earnings and to forward the withholdings to the appropriate federal, state, and local agencies. Tax withholding is based on the information provided by each employee on the federal Form W-4. Each employee is responsible for the accuracy of that form and for updating the information when necessary. The chief administrative officer will provide W-4 forms for this purpose and answer any employee questions regarding withholding.

H.5. HEALTH AND DENTAL INSURANCE

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

H.6. DEDUCTION FOR RETIREMENT ANNUITIES

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

H.7. FLEX-SPENDING ACCOUNTS

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

H.8. DIRECT DEPOSIT

All employees are able to use Direct Deposit.

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

I. ADMINISTRATIVE PROCEDURES

I.1. STAFF MEETINGS

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

I.2. COMMUNICATIONS AND USE OF DCAD PROPERTY

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

I.3. COMPUTERS AND NETWORK SYSTEMS

Developments in information technology in recent years have led to fundamental changes in the ways that people

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

The installation of a campus network that links individual computers to each other, to a central file server, and to the Internet will create a special opportunity to speed the flow of information among individuals on this campus and the outside world. The shared drive and other data collection files are to be considered private and accessed only for College business purposes. Only administrative staff and faculty may add to the files, and no one should delete or damage stored information.

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

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

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

Hardware

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

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

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

Systems And Applications

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

Disks, Files, And Documents

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

I.4. COMPUTER NETWORK USE

Use of the network is public; therefore, the user is responsible for all activities generated by his or her account at all times. Use of the network outside the scope of College-related activities including commercial accounts is prohibited. The network is designed to monitor activity of all users. All users must abide by guidelines and restrictions.

Network users will be assigned a user name. Each user will be responsible for the confidentiality of his or her password and account. It is considered a College policy violation to attempt any system security bypass involving equipment from the College.

Security on any computer system is a high priority, especially when the system involves many users. It is imperative that passwords be kept confidential, and it is recommended that passwords be changed on a periodic basis.

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

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

I.5. PRINTING

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

I.6. INTERNET AND E-MAIL POLICY

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

In addition, the use of attachments to e-mail wastes precious space on our servers and can foster the spread of viruses; consider the size of the attachment as well as the security. Please refrain from using attachments to your e-mail except for vital College business. It is strictly forbidden to open any executable files (.exe) or applications (.app) that are attached to an e-mail message. These files should be deleted immediately, as they may contain viruses.

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

I.7. GENERAL GUIDELINES FOR COMPUTER USE

The use of your computer and/or account must be in support of education and research and consistent with the educational objectives of the Delaware College of Art and Design. Use of another organization's network must comply with the rules appropriate for that network. Transmission of any material in violation of any local, state or federal regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene

material, chain letters and pyramid scheme messages and material protected by trade secret. Use for commercial activities is prohibited, as well as use of product endorsement, political lobbying, and illegal activities.

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

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

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

I.8. SOCIAL MEDIA GUIDELINES

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

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

I.9. TELEPHONES

I.9.a. Voice Mail

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

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

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

I.9.b. Long Distance Calls

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

I.10. FAX MACHINE

The College's fax machine is located in the main DCAD mailroom. The fax number is 302.622.8870. If the fax machine is not working, please contact the chief administrative officer.

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

The fax machine is not intended for use by students.

I.11. COPY MACHINES

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

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

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

I.12. TOOLS, SUPPLIES, EQUIPMENT

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

I.13. VENDING MACHINES

Vending machines are located in the student lounge on the fourth floor. Machines are refilled weekly by the vending machine contractor. If the machine malfunctions, please contact the chief administrative officer.

I.14. MAIL

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

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

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

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

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

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

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

I.15. BULLETIN BOARDS

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

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

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

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

I.16. PURCHASING OF EQUIPMENT AND SUPPLIES

I.16.a. Budget Development and Implementation

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

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

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

I.16.b. Purchasing

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

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

Each purchase will require the approval of the person responsible (i.e., dean, area coordinator, authorized staff, or the chief administrative officer) whose budget will be affected.

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

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

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

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

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

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

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

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

I.17. CHECK REQUESTS

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

I.18. RECEIVING ORDERS

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

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

I.19. INVOICING

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

I.20. EMPLOYEE BUSINESS EXPENSES

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

I.21. MILEAGE REIMBURSEMENT

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

I.22. REIMBURSEMENT OF TRAVEL AND BUSINESS EXPENSES

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

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

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

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

I.24. SECURITY AND SAFETY PROCEDURES

I.24.a. Visitors and Guests

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

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

I.24.b. Pets

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

I.24.c. Food and Drink

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

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

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

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

I.25. BUILDING HOURS

When classes are in session, the building generally open at 7:30 am and closes at 11 pm, and Saturday and Sunday 8:30 am to 9 pm. Specific building hours are published each semester. The Administrative Offices are open Monday through Friday 9am to 5pm.

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

All employees who have been issued keys are responsible for those keys and must report any stolen or missing keys immediately to the chief administrative officer.

I.26. PARKING POLICY

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

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

I.27. LOST AND FOUND

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

I.28. CASH AND CREDIT CARD HANDLING

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

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

I.29. SECURITY OF PERSONAL BELONGINGS

Employees are expected to exercise reasonable care to safeguard personal items brought to work. The College is not responsible for the loss, damage, or theft of personal belongings, and employees are advised not to carry

unnecessary amounts of cash or other valuables with them when they come to work.

I.30. REPORTING ACCIDENTS

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

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

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

I.31. MAINTENANCE OF WORK AREAS

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

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

I.32. OCCUPATIONAL SAFETY AND HEALTH

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

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

I.33. RESOURCES

I.33.a. Field Trips

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

I.33.b. Notary Services

For any college-related or personal notary needs, please see the chief administrative officer, who is a Notary Public.

I.33.c. Edgar A. Thronson Library

The Edgar A. Thronson Library is a specialized art and design library supporting the research needs of DCAD's students and faculty. The library houses a collection of more than 14,000 books, videos, sound

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

I.33.d. Exhibition Space

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

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