EMPLOYEE HANDBOOK (Revised 2009-2010)
Updated January 2016

The Employee Handbook is to be used in conjunction with the following documents:
♦ Faculty Guide – for all faculty, including adjunct and academic interns
♦ Sterling College Driver Handbook – for any employee who drives a Sterling vehicle
♦ Handbook for Outdoor Travel and Education – for any faculty or staff traveling with Sterling students
♦ Advising Handbook – for any faculty or staff member who serves as a student advisor

**The Community Guidebook and the College Catalog (both found on the college website) are also good sources of information and policies.**

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1. INTRODUCTION

1.1 Purpose

This Handbook is provided to Sterling College employees for informational purposes. It contains summaries of the College’s current policies, procedures, definitions, expectations and benefits, and should not be considered a definitive statement of policies or a contract of employment.

Some parts of this Handbook describe general expectations and benefits for eligible employees. Other handbooks and guides address policies and procedures that may be specific to particular positions and responsibilities such as Faculty and driving. Any questions about the applicability of the contents of this Handbook should be addressed to your supervisor or the chair of the Personnel Committee.

In applying its policies, procedures, and benefits, Sterling College retains the right to make decisions based on the Administration's assessment of its needs and consideration of the specific facts and circumstances presented by each situation. Sterling College adheres to a policy of employment-at-will, which means that either the College or an employee may terminate the employment relationship at any time for any reason.

The College reviews its policies, procedures, and benefits from time to time, and may revise, modify, or eliminate them at any time. While every effort will be made to communicate such changes, there may be times when a policy will change before this material can be revised.

This Handbook supersedes all previous handbooks or description of our employee policies published prior to the date on the cover sheet.

1.2 Overview of Sterling College Organization and History

Sterling College is a nonprofit educational corporation. The governing body is the Board of Trustees, which is ultimately responsible for all aspects of Sterling’s operation. The President is appointed by the Board of Trustees to oversee the implementation of College policies as the chief operating officer of the College.

Sterling was founded in 1958 as a boys’ college preparatory school. It was named after Margaret Sterling, wife of Douglas Field, one of the founders and a revered faculty member and offered a rather traditional college-prep curriculum with the exception of an early dedication to challenge experiences as a vehicle for personal growth. For example, in late November 1964 the first Winter Expedition bivouacked at the base of West Mountain near the Canadian boarder. Winter Expedition remains a signature part of the Sterling experience and serves as the culmination the first-year fall semester.

When the alternative preparatory school market waned in the early 1970’s, Sterling was well positioned to respond creatively. First to emerge was the Academic Short Course in Outdoor Leadership, a 21-day program for 13 – 16 year olds. It brought hundreds of young people to Sterling for an intense winter learning experience. The Short Course also solidified women’s
presence on campus to share equally in the benefits of a Sterling education.

An extension of the idea became the year-long Grassroots project, an immediate success that led Sterling into higher education. Sterling’s first Associate of Arts Degree in Resource Management was awarded in 1982. Full accreditation as a career and technical college was granted by NEASC in 1987.

Under President John “Jed” Williamson, who served from 1996 until 2006, Sterling continued to grow and change. Most significantly, he and the faculty developed the junior and senior years, including the Senior Applied Research Project as the culminating intellectual experience for graduating students. Sterling College entered this new stage of operation in the fall 1997, when the New England Association of Schools and Colleges (NEASC) granted Sterling authority to offer a four-year Baccalaureate degree after over fifteen years with only the Associate of Arts degree. The first B.A. degrees were awarded in the spring of 2000. A further significant change came in 2006 when Sterling College became accredited by the NEASC Commission on Institutions of Higher Education rather than the Commission on Technical and Career Institutions. Sterling had been accredited by CTCI because we entered the NEASC system when we were a one-year program. However, as a Baccalaureate institution, being under the CIHE umbrella has facilitated greater acceptance of our programs and students with other institutions, in turn facilitating opportunities such as student and faculty exchanges. Today, with over 100 students and four primary areas of study – Conservation Ecology, Northern Studies, Sustainable Agriculture, and Outdoor Education and Leadership – and extensive opportunity for self-designed study, Sterling is unique in higher education, with a curriculum that combines academics, physical challenges, craftsmanship, and service to others.

Just as Sterling was undergoing that significant change, the College gained eligibility to join the national Work Colleges Consortium, lending support and greater substance to its long-standing motto, Working Hands – Working Minds. It is through membership in the consortium that Sterling students earn tuition stipends for service work in the College and surrounding community. Sterling is one of only seven federally-recognized Work-Learning-Service colleges in the U.S. All residential students work within the College or surrounding community, on Sterling’s organic farm, in the kitchen, in the residences and offices, in both supervisory and supervised roles. The close-knit Sterling community is renewed each year as new students confront the challenges of living in Northern Vermont, in a large part by engaging in a tradition that spans the history of the College.

While Sterling was developing in Craftsbury, a small group of scholars in nearby Wolcott were recognizing a pressing need for courses and research on northern regions. In 1971, they founded the Center for Northern Studies (CNS), offering comprehensive, integrative programs in Northern, or Circumpolar, Studies. Over several decades, CNS developed a junior year curriculum attended by students from around the world. During the 1990’s, with Steven B. Young as Director, CNS joined other educational institutions across the circumpolar North to form the University of the Arctic, a cooperative network of universities and research organizations committed to higher education and research in the North. In fall 2003 as Steve Young retired from the directorship, CNS merged with Sterling College, and new opportunities
were created for students and faculty at both institutions. Today, Sterling is the only college in the continental United States to offer an undergraduate degree in Circumpolar Studies.

In July, 2006 Sterling welcomed its new president, William R. Wootton. Will and his wife Lulu arrived at the College from Marlboro, Vermont, where for many years they operated a small commercial cut flower farm. Will also worked at Marlboro College for 19 years, being named vice-president of institutional advancement in 1999. In 2003 they moved to Beverly, MA, where Will served as vice-president at Montserrat College of Art.

Facilities on the hundred-plus acre Sterling College campus in Craftsbury Common include 14 residential, administrative, and classroom buildings, a woodworking shop, and library. Outdoor teaching facilities include a managed woodlot, a sugar house, a challenge course, a 35 foot climbing tower, organic gardens, a working livestock farm with two solar/wind powered barns. The Center for Northern Studies includes a 300-acre boreal forest and wetland as well as the Center itself, containing its specialized library and map room, science lab, seminar room, offices, and central lounge.

The Sterling Faculty, a combination of full time, part time, and adjunct instructors and practitioners, are dedicated to undergraduate teaching and an interdisciplinary curriculum based on diverse learning modes.

1.3 Mission of Sterling College

Mission Statement: The Sterling College community combines structured academic studies with experiential challenges and plain hard work to build responsible problem solvers who become stewards of the environment as they pursue productive lives.

For nearly two decades Sterling has formally embraced systems approaches to managing the College. In the early nineties, Sterling embarked upon an experiment in the use of Holistic Resource Management to guide institutional decisions in the development of a Long Range Plan, which went into effect in 1995 with a sunset date of 2000.

The HRM process required that a decision-making body first define the “whole” to be managed, and then define a goal for management. The goal includes three parts: quality of life or values that are ultimate guides, forms of production or activities that will support those values, and the future resource base that must be protected or created in order to sustain those forms of production.

The quality of life and values component of Sterling’s program was defined at that time is generally agreed upon today:

“ We desire excellence in a learning community characterized by self-discipline, integrity, humor, creativity, and curiosity, as well as a passionate commitment to living our values. As a learning community with a focus on sustainable living, we understand that there are no easy answers. We support a liberal approach to education and an interdisciplinary, interconnected
curriculum. We believe that learning occurs most completely through the application of theory and within a community whose members know each other well. As a learning community we teach and honor a strongly reinforced worth ethic, hands-on skills and crafts, and the cultivated ability to face challenges and work within a group. While achieving teamwork, we also support personal growth and health, individual responsibility and time for solitary reflection. We believe in caring for others, including our families, our communities, and future generations, with respect for differences in culture, ideas, opinions, and spiritual beliefs. We want to encourage harmony with nature and our environment, fostering stewardship so that all life can endure. We seek sufficient prosperity to pursue our mission in an environment of financial security.

In the winter of 2001, a new Long Range Plan was begun. The process that guided its development is the Systems Thinking Model, another systems approach that shares many characteristics with the HRM model.

This approach is based on the pioneering work of Jay Forrester and others beginning in the 1950s at MIT—work that paralleled similar movements in the fields of psychology, sociology, biology, and ecology. As computer modeling became common across these disciplines, the field became known as Systems Dynamics. Peter M. Senge, in *The Fifth Discipline: The Art and Practice of the Learning Organization*, translated key concepts of Systems Dynamics for business managers.

During last 15 years, academic communities, including Sterling College, have applied Senge’s recommendations successfully as they move through periods of change. If Systems Thinking is the Fifth Discipline, what are the first four disciplines? According to Senge, successful organizations begin by:

- **Making explicit the mental models that people hold**—the deeply ingrained assumptions, generalizations, or images that influence how we understand the world and how we take action.
- **Ensuring a shared vision**—shared goals, values, and mission.
- **Commitment of individuals in the organization** to personal mastery (lifelong learning). Continually clarifying and deepening their personal vision, focusing their energies, developing patience, and seeing reality objectively.
- **Commitment to team learning**. Suspending assumptions, discovering insights not attainable individually, recognizing patterns of interaction that undermine learning (patterns of defensiveness).

The Fifth Discipline entails recognizing that communities “are bound by invisible fabrics of interrelated actions, which often take years to fully play out their effects on each other.” Because all members of the community are part of the system, it can be difficult to see the whole. By studying common patterns of behavior, known as archetypes, systems thinkers
become better able to solve problems in ways that address systemic causes. These systems approaches have proved valuable in weighing choices for the College and continue to inform both management and the curriculum.

1.4 Classification of Employees

Sterling College classifies employees by their schedules and the work they perform. Sterling College also classifies employees by exempt or non-exempt status under the Federal Fair Labor Standards Act. All employees, regardless of classification, are at will. This means that an employee may terminate employment at any time with or without reason or notice, and Sterling College retains the same right.

New: During the first three months of employment for staff, and the first Long Block semester for faculty, and any extension thereof (not to exceed 6 months total), an employee will be in his/her orientation period and considered a new employee.

Regular full-time, non-faculty: A non-faculty employee who has successfully completed his/her orientation period and who is regularly scheduled to work at least 30 hours per week is a regular full-time employee.

Regular part-time, non-faculty: A non-faculty employee who has successfully completed his/her orientation period and who is regularly scheduled to work at least 16 but less than 30 hours per week is a regular part-time employee.

Faculty: An employee whose primary duty involves teaching or related tasks. Faculty are classified according to their workload as set forth in the Faculty Guide. Faculty with workloads of 75% or greater will be benefit eligible.

Adjunct Faculty: Adjunct faculty are hired to teach specific courses at the College. They are not typically eligible for participation in the College’s benefit program.

Casual: Casual non-faculty employees are hired with the expectation that they will work with Sterling for a relatively short duration or for a specific project and are regularly scheduled to work less than 16 hours per week.

Interns: Internships at Sterling provide a learning experience and are considered a temporary employee and as such have limited benefits. Interns may receive room and meals in the dining hall when it is in operation. Some may receive a stipend. Time spent as an intern at Sterling does not count for purposes of calculating the length of employment. For instance, someone who was an intern for a year and then is hired by the College is considered a new employee and must complete the waiting period required to receive benefits as any new employee would.
Non-Exempt: Non-exempt employees are paid on an hour-by-hour basis. These employees are paid one and a half times their hourly rate for all hours worked in excess of forty in a workweek.

Exempt: Exempt employees are paid a salary for the results they are expected to accomplish, regardless of the number of hours they work, and they do not receive overtime.

2. EQUAL OPPORTUNITY POLICIES

2.1 Equal Opportunity Policy

Sterling College admits students of any race, religion, color, disability, sex, sexual orientation, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the College. Sterling College will not discriminate on the basis of race, religion, color, disability, national origin, gender, or sexual orientation in administering its educational policies, scholarship and loan programs, and other programs administered by the College.

Sterling College is an equal opportunity employer. We are committed to maintaining an environment in which employees, students, and visitors are treated equally without regard to their race, color, religion, national origin, age, gender, sexual orientation, or disability. Any discrimination on the basis of an individual's protected status will not be accepted or tolerated. It is our goal to provide equal employment opportunities for all employees and applicants for employment, to prevent any unlawful discrimination or harassment of any individual working at or with the College. If you have any questions or believe that you may have been the victim of discrimination, please bring your concerns to the attention of the President and/or Chair of the Personnel Committee.

2.2 Accommodations for Disabilities

Sterling College will make reasonable accommodations to enable an individual with a disability to perform the essential functions of his or her job. If you are unable, or find it difficult, to do all the functions of your job due to a disability, please contact your immediate supervisor or the Chair of the Personnel Committee, inform him/her about your disability, and discuss the type and nature of any assistance or adjustment in your duties which would enable you to perform the essential functions of your job.

We may ask for medical documentation of your disability and of possible accommodations. We may also ask to speak to your physician or health care provider to help us assess the proposed accommodations and to ensure that you can safely perform the essential functions of your job with the accommodations. We may also ask you to submit to an independent medical or other appropriate examination, at our expense, to help us assess your needs.
2.3 Harassment Policy
The Diversity Committee is examining this policy and expect to have updates in the coming year (2009-2010).

We expect all employees to treat students, each other, and others with whom they have contact with dignity and respect. Harassment occurring in the College, at College-sponsored events, or in any situation where an employee is representing the College is unlawful and will not be tolerated. Harassment includes verbal or physical conduct, which may or does offend, denigrate or belittle any individual because of, or due to, race, color, religion, national origin, age, gender, sexual orientation, or disability. Such conduct includes, but is not limited to, pictures, jokes, comments, innuendoes or any other behavior that creates an environment that is offensive and demeaning.

Further, any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

Definition of Sexual Harassment
While all types of harassment are prohibited, sexual harassment requires particular attention. The legal definition of sexual harassment is as follows:

Sexual harassment means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

(a) submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,

(b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the examples below, includes other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers. While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment, depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:
Sexual advances - whether they involve physical touching or not;

Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body; comment about an individual's sexual activity, deficiencies, or prowess, and comment about one's sexual orientation;

Displaying sexually suggestive objects, pictures, cartoons, etc;

Leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;

Inquiries into one's sexual experiences;

Discussion of one's sexual activities; and

Continuing to ask an employee to socialize on or off duty when that person has indicated s/he is not interested.

Complaints of Harassment

If anyone believes that he or she has been subjected to harassment, s/he should immediately notify (in writing or orally) their supervisor, the President, or the Chair of the Personnel Committee. If an outside resource is preferred a departmental Equal Employment Opportunity (EEO) Officer could be contacted or any member of the Vermont Department of Human Resources Employee Relations staff in Montpelier (802) 828-3454.

Harassment Investigation

Because the College takes allegations of harassment seriously, we will respond promptly to complaints of harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Our investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances, recognizing that there are many circumstances where complete confidentiality is not possible. Our investigation typically includes at a minimum a private interview with the person filing the complaint, and then an interview with the person alleged to have committed harassment. We may also investigate the matter further by contacting witnesses or other individuals whom we believe may have additional information regarding the issues raised in the complaint. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

Action Steps
If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such actions may include termination from employment or such other forms of disciplinary action, as we deem appropriate under the circumstances (e.g., a warning).

In addition to the above, if you believe you have been subjected to harassment, you may file a complaint with either or both of the government agencies set forth below. Those agencies are: United States Equal Employment Opportunity Commission, JFK Federal Building, Room 475, Boston, Massachusetts, 02203; or, in Vermont, the Office of the Attorney General, Civil Rights Division, 109 State Street, Montpelier, VT 05609, 802-828-3657.

3. EMPLOYMENT POLICIES AND PROCEDURES

3.1 Orientation For New Employees

New employees are given an orientation process to introduce them to Sterling College and their new positions. (See Orientation Checklist in the Appendices.) The orientation process varies depending on the position for which the employee was hired, but it typically includes a meeting with the Business Office to complete necessary forms and obtain information about benefits, and an informal session with other new employees to introduce Sterling history and culture from the perspective of long-standing members of the Sterling community. New employees can also gain understanding of the overall Sterling program by attending activities such as Opening Day, Commencement, a Bounder class or Expedition, Sterling courses, Community Meetings, faculty meetings, and chores at the Farm.

3.2 Orientation Period

New employees have an initial orientation period of three months. Faculty’s orientation period is one Long Block semester. The orientation period allows the employee to become familiar with the new job and his/her coworkers. During this time, Sterling and the employee determine whether they are satisfied with the placement. The employee’s supervisor will typically provide feedback regarding the new employee’s performance as needed. Sterling also typically gives new employees the option to choose a “mentor” to act as an advisor to the new employee. The mentor may be the first contact for explanations of events or policies that the employee does not feel comfortable discussing with their supervisor. If the new employee is not comfortable with a supervisor or mentor the Vermont Human Rights Commission, 133 State Street, Montpelier, VT 05633 (802-828-2480) may be a helpful resource.

3.3 Job Responsibilities

During the orientation period, you will become acquainted with the duties and responsibilities of your job. Generally a written job description has been prepared that contains a summary of duties and responsibilities. Of course, it is impossible to list or to describe all the duties of a particular job. Moreover, from time to time, changes in jobs will occur to reflect
temporary or long-term changes in staffing or operational needs of your work area. Please keep in mind that your supervisor has the authority to assign duties, responsibilities, or functions to you even though the duties have not been yours in the past or are not specifically mentioned in your job description.

### 3.4 Hours of Work

Your work schedule will depend on your position. Generally staff will maintain normal business hours with work at other times as needed. The work schedule for staff will be set up by the supervisor. While a regular schedule will usually be maintained, it may sometimes be necessary to adjust schedules so that employees work additional time to cover leave periods, unscheduled absences, or for other reasons.

Nonexempt employees will be paid time and one half for hours worked over 40 in a workweek. All overtime must be approved by your supervisor in advance.

### 3.5 Faculty and Salaried Staff Presence on Campus

The nature of some jobs requires that some individuals be readily available throughout the day at defined times and locations. Other types of responsibilities, such as teaching, may afford flexibility. Faculty are often needed outside of class time, including evenings and weekends.

### 3.6 Paychecks

Sterling College pays employees bimonthly, on the 15th and 30th day of each month (last day of February). When the 15th or 30th day falls on a weekend or holiday, payroll will be distributed on the preceding business day.

As required by law, Sterling will make certain deductions from your wages or salary, such as the following: federal income tax withholding, social security (FICA), Vermont income tax withholding, and any other optional benefits that you may elect, such as health savings account contributions and retirement contributions.

### 3.7 Performance and Progress Reviews

The first performance review is typically at or near the conclusion of an employee’s orientation period. If the employee’s performance is satisfactory, the employee will be placed on regular status. If, however, an employee’s performance is considered unsatisfactory, then employment may be terminated or the orientation period extended. Thereafter, employee reviews typically occur annually. The annual review is a summary assessment of a year of job performance. These discussions can help to clarify Sterling’s expectations in appropriate situations. Annual written reviews and any comments from the employee will be placed in the employee’s personnel file.
3.8 Difficulties on the Job

In every organization, there are situations where an employee’s performance does not measure up to the standards of the job established by the employer, or where s/he does not conform to work or conduct expectations. In such cases, Sterling will make every reasonable effort to help employees succeed in their work. However, continued employment depends on Sterling’s needs and the employee’s ability to satisfy performance and conduct standards.

When improvements are necessary in the conduct or performance of an employee, Sterling will attempt to give the employee advance notice of the problem and that his/her job is in jeopardy if satisfactory improvement is not made. A plan of action will be developed by both the supervisor and employee. The plan will include but not be limited to corrective actions and a distinct timeline for correction. During this time, periodic assessments may occur, and are encouraged. At the end of the “correction” period an assessment will be conducted. If correction is not satisfactory, options include a new plan of action, change of job responsibilities, or termination.

We hope problems will be resolved at an early stage with open communications between the employee and the supervisor. However, because of the circumstances or the nature and seriousness of the conduct or performance deficiencies involved, Sterling may immediately terminate an employee’s employment.

3.9 Wage/Salary Adjustment

Sterling College strives to offer its employees equitable and competitive wages and salaries commensurate with its ability, resources, and sound policy. The compensation you receive is based on many factors. There are a number of important considerations such as your job responsibilities, your job performance, your prior experience, internal equity, and Sterling’s financial condition. While an employee’s compensation will generally be reviewed annually, Sterling cannot guarantee an increase. Sterling also reserves the right to adjust an employee’s compensation at other times during the year as deemed appropriate.

3.10 Personnel File

A personnel file will be maintained by Sterling College and will include copies of documents relevant to your employment. You may review the contents of your personnel file by contacting the Business Office to arrange a mutually convenient time.

3.11 Problem-Solving Procedure

Sterling recognizes that occasionally an employee may feel that s/he has been treated unfairly or that an error has been made in the interpretation or application of a policy. When this
situation occurs, Sterling wants each employee to be aware that the problem solving procedure
described below is available to assist in reaching an equitable resolution. This procedure should
not be followed for complaints of harassment or discrimination, which should be directed
immediately to the President and/or the Chair of the Personnel Policy Committee.

1. An employee should bring any concerns or complaints directly to the attention of the person in
   conflict to try to resolve the situation when appropriate. This should be done in a timely manner
   relative to the action or incident that is the basis for
   the complaint. If the employee with the complaint would like informal help with
   this action, s/he is encouraged to ask his/her supervisor for information about coworkers
   who have mediation training and who are available for informal assistance.

2. Though most problems will be solved by informal discussions, an employee who still feels
dissatisfied may bring the concern to the attention of his/her immediate supervisor. The
   supervisor should respond promptly, usually within three working days. If the employee’s
   complaint is with the supervisor, then the employee should submit a complaint to the
   supervisor’s supervisor.

3. If the employee is still not satisfied with the response by the supervisor, the employee should
   submit a written complaint to the President. If your supervisor is the President, then submit the
   complaint to the Board of Trustees Liaison to the Personnel Policy Committee. This complaint
   should be submitted within three to five working days of the supervisor’s response.

   The President or the Board Liaison will then review the matter and make a decision. The
   President or Board Liaison may, in his/her discretion, appoint a mediation/advisory committee,
   typically composed of two or three employees, to try to resolve the situation. The committee
   will make a recommendation to the President. The President’s or the Board Liaison’s response
   to the complaint will typically be completed within 10 working days of the request.

4. If the matter cannot be resolved by the decision of the President, the President and the employee
   may consult with the Liaison to the Personnel Policy Committee and/or the Chairperson of the
   Board of Trustees to determine what further action steps shall be taken. The Chairperson will
   typically notify the employee in
   writing of the decision within 10 working days. This decision will be final and
   binding on the matter in dispute.

4. TIME OFF AND LEAVE

4.1 Leave Time
(Leave Time now includes vacation time, personal time, and national holidays on which
the college is usually open.)

Employees on a 12 month work schedules earn 24 days of leave time per fiscal year, on a
pro-rata basis (see pro-rata calculation example below), for the first five years of employment.
Leave time begins to accrue on the first day of employment at a rate of 6 days every three months (2 days per month). After five years of employment, regular full-time and part-time employees (faculty and non-faculty) earn 29 days of leave time per fiscal year, on a pro-rata basis. After five years of employment, leave time accrues at a rate of 7.25 days at the end of every three months (2.41 days per month).

Employees must coordinate with their supervisors to arrange an agreeable schedule for using leave time so that it does not conflict with their responsibilities at the College. Leave time should be scheduled as far in advance as possible, and must be approved by your supervisor.

Leave time should be taken in the year it is earned. Five days of accrued but unused leave time can be carried forward for three months with prior management approval. In the absence of management approval for the carry forward of unused time, any earned but unused leave time at June 30 each year will be lost. **Accrued but unused leave time will not be paid upon termination.**

Employees are responsible for informing their supervisors when a given day or days are being taken as leave time or sick time. Holidays, sick days, and leave time can be taken in whole or half day units. Employees on a leave of absence do not accrue leave time off during the absence.

### 4.2 Holidays

Sterling College observes, and is usually closed on, the following holidays:

- New Year’s Eve
- New Year’s Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans’ Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Regular full-time and part-time employees (faculty and non-faculty) are paid, on a pro rata basis, for scheduled holidays.

Should a regularly scheduled holiday (a day that the college is closed) fall on a regular day off for part-time, or “odd scheduled” staff, arrangements can be made, with prior management approval, to take alternative paid time off. In lieu of alternative paid time off, holiday pay can be issued with management approval. **In order to receive holiday pay in lieu of**
alternative paid time off, management must clear the request with the Business Office one week prior to the scheduled holiday in question.

Should staff be required to work during a regularly scheduled holiday (a day that the college is closed), alternative paid time off can be arranged with management approval, or holiday pay can be issued in lieu of paid time off according to the above restrictions.

Unused holiday pay will not be accrued. Therefore, alternative paid time off, or holiday pay in lieu of paid time off, must be used or processed within the month of the holiday(s) in question.

The college is usually in session on other national holidays: Martin Luther King’s Birthday, George Washington’s Birthday, Labor Day, Columbus Day, and Veterans Day. These holidays are included in the Leave Time policy above.

4.3 Sick Time

Regular full-time and part-time employees (faculty and non-faculty) earn 12 sick days per fiscal year, on a pro rata basis. Sick time begins to accrue on the first day of employment at a rate of 1 day per month. Sick time cannot be carried forward. Accrued but unused sick time as of June 30, each year, will be lost. Accrued but unused sick time will not be paid upon termination.

Conditions Applicable to Use of Sick Time:

Sick time is available for personal health matters, including doctor’s appointments, or care of an ill family member.

An employee absent because of illness (personal or family) should notify his/her supervisor as soon as possible that s/he will not be at work, no later than 8:30 a.m.

Employees absent for three days or more consecutively, at Sterling’s request, must provide a physician’s statement verifying their, or their family member’s, condition.

The fact that an employee receives sick pay or has provided notice of an absence or tardiness to his/her supervisor will not insulate the employee from a review of the total number, timing and/or frequency of absences. Unscheduled absences without satisfactory reason, the timing or number of absences may result in disciplinary action up to and including termination.

Pro rata Calculations:

For the purposes of pro rata calculations, 40 hours and 5 days per week is considered the basis at 100%.

(Note: 40 hours and 5 days per week would earn 192 hours of leave time per year
Example 1: Personnel who regularly work 30 hours and 4 days per week would earn pro rata leave time as follows:

\[
30 \div 40 = 0.75 \\
0.75 \times 192 = 144 \text{ hrs per year} \\
144 \div 12 \text{ months} = 12 \text{ hours earned each month}
\]

Example 2: Personnel who regularly work 45 hours and 6 days per week would earn pro rata leave time as follows:

\[
45 \div 40 = 1.13 \\
1.13 \times 192 = 216.96 \text{ hrs per year} \\
216.96 \div 12 \text{ months} = 18.08 \text{ hours earned each month}
\]

Example 3: Personnel who regularly work 16 hours per week would earn pro rata sick time as follows:

(Note: 40 hours and 5 days per week would earn 96 hours of sick time per year [8 hrs per day x 12 days per year])

\[
16 \div 40 = 0.40 \\
0.40 \times 96 = 38.40 \text{ hrs per year} \\
38.40 \div 12 = 3.20 \text{ hours earned each month}
\]

4.4 Bereavement

Sterling College provides up to five work days paid time off from work to attend to the funeral, internment, and matters attendant to the death of a member of the employee’s immediate family. For extended family members, up to three work days paid time off will be available. See definitions in Section 5.1.

4.5 Jury Duty

The College will pay – for up to two weeks – the difference between an employee’s usual pay and the amount paid by the court for an employee’s service on jury duty. Employees must notify the College immediately if they receive notice for jury duty. Depending on the circumstances, you may be asked to request a postponement to a time more convenient to the College. To receive any payment from Sterling for jury duty, the employee must submit evidence of jury service and any payment from the Clerk of the Court.

4.6 Parental, Family Care, and Medical Leave
In accordance with the Vermont Parental and Family Leave Act, the College will provide eligible employees with a medical or family care leave for up to 12 weeks in any “rolling” 12-month period, measured backward from the date an employee uses any such medical or family care leave.

To be eligible for leave under this policy, an employee must be employed by the College for at least 12 months or 52 weeks (not necessarily consecutive) and have worked an average of 30 hours per week. Leave may be taken for one or more of the following reasons:
--for the birth or adoption of a child;
--to care for an immediate family member with a serious illness; or
--to take a medical leave when the employee has a serious illness.

A “serious illness” means an accident, disease or physical or mental condition that (a) poses imminent danger of death; (b) requires inpatient care in a hospital, or (c) requires continuing in-home care under the direction of a physician.

Eligible employees may also take up to 24 hours of unpaid leave in any 12-month period (not to exceed four hours in any 30-day period) to:
--participate in a dependent child’s school activities directly related to the child’s academic advancement;
--accompany an immediate family member to medical, dental, or other personal-care appointments;
--respond to an immediate family member’s medical emergency.

Leave taken pursuant to this policy will be unpaid unless an employee has accrued sick or leave time available. If an employee has such accrued time available, it will run concurrently with any leave of absence taken pursuant to this policy and/or may be used to extend the leave with prior approval of management.

Sterling will continue any contributions it makes to the employee’s benefits for the duration of the leave at the level and under the conditions coverage would be provided if the employee continued in employment continuously for the duration of the leave. Sterling may require that the employee continue his/her share of the cost of continuing such benefits at the existing rate of employee contribution.

An employee must give reasonable written notice of his/her intent to take a leave under this policy. This notice must include the date the leave is expected to commence and the estimated duration of the leave. An employee must also provide reasonable notice to Sterling of his or her need to extend the leave to the extent provided by this policy.

In the case of serious illness of the employee or a member of the employee’s family, Sterling may require certification from a physician to verify the condition and the amount and necessity for the leave requested. Sterling may also require that an employee provide a doctor’s certification prior to returning to work after a leave of absence caused by the employee’s serious health condition.
Except for serious illness of the employee, an employee who does not return to employment with Sterling shall return to Sterling the value of any compensation paid to or on behalf of the employee during the leave.

4.7 Military Leave

Employees are allowed leaves of absence for military service in accordance with federal law. If the employee has completed his/her orientation period, s/he will be paid his/her regular pay for not more than two weeks of his/her service per year, less military pay received, not to include transportation expenses.

4.8 Other Unpaid Leaves of Absence

Regular employees may request an unpaid leave of absence. A written request for such leave should be made to the Dean of Academics in the case of faculty and an employee’s supervisor and/or the President or Executive Vice President in the case of staff. The request should state the reason for the leave, its expected duration, and an intent to return at the conclusion of the leave. If you receive an unpaid leave of absence, you must return to work on the specified date your leave ends and you must provide the College with any requested documentation. Employees on authorized unpaid leaves of absence will not accrue any time-off benefits. Except for Parental, Medical and Family Care leaves, the College’s contributions to health, life, and disability insurance benefits will be discontinued during the unpaid portion of the leave. In order for an employee to continue coverage during an unpaid leave, it is essential that the employee contact the Business Office to arrange premium billing.

The College cannot guarantee that an employee’s position will be available when s/he returns at the end of the leave or earlier than anticipated. However, every effort will be made to reinstate an employee to the same or comparable position.

5. EMPLOYEE BENEFITS

5.1 Introductions and Definitions

The following provides a brief description of the current insurance and other benefits offered by the College to various categories of Sterling employees. From time to time, these benefits may change. Details of insurance plans described in this Handbook are contained in booklets written by the insurance carriers and are called Summary Plan Descriptions (“SPD”). SPD’s are available from the Business Office. Coverage of specific situations and benefits are determined by the insurance carrier. Employees should read the SPD for each plan carefully.

Immediate Family: spouse, domestic partner, child, adopted child, sibling, parents, spouse parents, ward or step child of the employee who lives with the employee
Extended Family: aunt, uncle, grandchildren, grandparents

Dependent Child: natural child, adopted child, ward or step child of the employee who lives with the employee

5.2 Health Insurance

Sterling College currently makes group medical insurance available to regular full-time employees (faculty and non-faculty). Full-time employees are eligible to participate for such insurance after completing one month of employment. Employees may elect individual coverage only. Employees participating in the health insurance program pay a majority portion of the cost and can take advantage of premium contributions through pre-tax payroll deductions. The College also contributes a nominal portion of the total cost of coverage. Employees who do not work year-round may be required to coordinate, with the Business Office, advance payment of premiums for coverage during the months they are not actively at work. Details on the cost of participation in Sterling’s group health insurance are available through the Business Office.

5.3 Health Insurance Portability and Accountability Act

The Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) limits the circumstances under which insurance coverage may be denied on the basis of a preexisting medical condition. If you have been continuously covered by health insurance before commencing your employment at the College, you should provide us with a certificate of creditable coverage that evidences your prior health coverage. This may reduce or even eliminate the length of a pre-existing condition exclusion.

If you are covered by the College’s health insurance and terminate your employment, we will provide you with a HIPAA certificate.

5.4 “COBRA” Medical Insurance Continuation

If you participate in the College’s health insurance plan, you and your beneficiaries (if you are covered by a family plan) have the right to continue group coverage when one of the following qualifying events occur: death of a covered employee; termination of employment or reduced hours (that would otherwise cause a loss of coverage); divorce or legal separation; spouse becomes eligible for Medicare; or dependent child reaches maximum age allowed under the group plan.

To continue coverage, you or your eligible beneficiaries must elect such coverage and pay the entire cost of the medical insurance premiums. The period of continuation is 18 months for termination of employment or reduced hours or 36 months for all other reasons. If you are disabled, you may qualify for a maximum of 29 months of continuation with higher payments required for continuation beyond 18 months. For further information, please consult the Business Office.
5.5 Short Term Disability Benefits

Regular full-time employees (faculty and non-faculty) who have completed twelve months of employment at the College and who are unable to work due to a non-work related illness or injury may be eligible for short-term disability benefits. Currently the College pays a percentage of an employee’s regular rate of pay after an employee uses all accrued sick and leave time for a period up to 90 days after the disability occurs when the period of disability occurs at a time the employee would otherwise be actively at work.

If an employee receives any other payments from the College or an insurer on the College’s behalf, such payments may reduce the time period of short-term disability benefits. If the employee is still unable to work at the conclusion of short-term disability benefits, s/he may qualify for long-term disability benefits.

To qualify for short-term disability benefits, the employee must provide periodic medical documentation satisfactory to the College and/or submit to an independent medical examination, including testing, by a physician designated by the College.

5.6 Long Term Disability Insurance

Regular full-time employees (faculty and non-faculty) who have completed twelve months of employment at the College and who work for 12 months per year may be eligible for long-term disability coverage. The College currently pays the premiums for this coverage. This insurance provides disability benefits equal to a percentage of your pay beginning 90 days after disability due to non-work related illness or injury. There are numerous details and limitations described in the SPD that you should read carefully.

5.7 Life Insurance

The College currently purchases life insurance for regular full-time employees (faculty and non-faculty) who have completed at least one month of service and who are actively at work for 12 months per year. The benefit provided is currently equal to your annual salary up to $50,000. At age 65 this is reduced to 65% and at age 70 to 50% of this amount. There may be some tax implications of these payments. See the SPD for further details.

5.8 Workers’ Compensation

All employees are covered by workers’ compensation protection for work-related injuries and illnesses. Medical expenses and compensation for lost time due to a work-related illness or injury are covered as provided by law. Employees filing a claim under this policy should immediately notify the Business Office and obtain an “Employer’s First Report of Injury” form. The form should be filled out completely with the exception of the signature line, title and date, and returned to the Business Office within 24 hours to ensure prompt notice to our insurance...
5.9 **Unemployment Compensation**

The College provides unemployment compensation for each employee starting on the first day of employment. The cost of this insurance is paid wholly by the College. As provided by law, qualifications for benefits depend on the reasons for unemployment.

5.10 **Retirement Plan**

Employees (faculty and non-faculty) who work at least 1000 hours or more per year and who have completed at least one year of service are eligible to contribute to Sterling College’s current retirement plan. The College currently contributes five percent of an eligible employee’s salary to the plan. The initial waiting period may be waived when a new or rehired full-time employee has an active retirement plan.

5.11 **Tuition Waivers**

The College currently offers varying degrees of tuition waivers for courses taught at Sterling to all regular full-time employees, their spouses or domestic partners, and dependent children. (This benefit is for dependent children who are 26 years of age or younger.) This does not include room, board, laboratory and other fees, or travel/expenses for off campus offerings.

**Employees:** When space is available, full-time employees may enroll in or audit Sterling courses tuition-free. In all circumstances, the employee must obtain prior authorization from his/her supervisor and the course instructor before auditing or enrolling in a course.

**Spouses/Spouse Equivalents:** When space is available, spouses or spouse equivalents of regular full-time employees may enroll in or audit Sterling courses tuition-free. In all circumstances, the course instructor must give prior authorization for participation of a spouse or spouse equivalent in a course.

**Eligible Dependents:** Sterling provides varying amounts of tuition assistance for eligible dependents of regular full-time employees depending on the employees’ length of service.

To be eligible, dependents must be a natural child, legally adopted child or step child living more than half time with the employee of:

1) an employee who is currently employed full-time and who has completed at least one year of continuous full-time service; or

2) an employee who is currently employed full-time and has completed at least 10 years
of full-time service, not necessarily continuous; or

3) a former full-time employee who retired after age 55 and who completed at least 10 years of service, not necessarily continuous.

When space is available, eligible dependents may audit or enroll in a Sterling course tuition-free. In all circumstances, the course instructor must give prior authorization for participation of an eligible dependent in a course.

Eligible dependents may enroll in full-time Sterling residential programs if they are accepted under normal admissions policies. Tuition remission for full-time Sterling programs is provided according to the following schedule:

- 30% remission after the eligible employee has completed at least one year of full-time employment;
- 60% remission after the eligible employee has completed two years of full-time employment;
- 90% remission after the eligible employee has completed three years and less than ten years of full-time employment;
- 100% tuition remission after the eligible employee (or former employee) has completed at least ten years of full-time employment.

On campus room fees for eligible dependents will be assessed additionally.

5.12 Employee Development

Sterling College encourages full-time employees to further their personal and career development through academic studies and by such other means as will contribute to service to Sterling without conflicting with regular duties. Hence, the College typically sets aside funds for professional development with the aim of enhancing employee performance. Funds may be dedicated to group activities or individuals. Full-time employees may apply to their supervisor, the Dean, or the President, as appropriate, to seek payment or partial payment for development activities that are complementary to Sterling’s purposes, are of special or needed benefit to the employee, and will not interfere with satisfactory discharge of the employee’s responsibilities to the College.

6. EMPLOYEE RESPONSIBILITIES

6.1 Standards of Conduct

Rather than list every situation that would warrant discipline or corrective action, the College seeks to make clear its general expectations in the hope that disciplinary action can be avoided. The College expects that employees will conduct themselves in a manner consistent
with the highest standards of professional conduct and conducive to the maintenance of a harmonious and pleasant work environment. Behavior that does not meet these standards, such as lack of respect or courtesy to a fellow employee, student, or visitor, disruptive or disorderly conduct, any breach of trust, behavior that shows a serious lack of dependability or good judgment, insubordination, theft, conflict of interest, falsification of records, destruction of property, etc. may be grounds for immediate disciplinary action up to and including termination.

Further, in order to ensure that the College’s operations are conducted in an equitable and orderly manner, the College may adopt policies and procedures for handling certain types of situations. For example, certain policies on hours of work and procedures for use in the event of an unavoidable absence have been established. Employees must adhere to such policies and procedures that set forth general requirements for all personnel.

6.2 Serving on Committees

The College has numerous committees made up of faculty, staff, and students. Committees have a wide variety of responsibilities and some meet regularly while others meet only as needed. Below is a list of committees for the 2009-2010 year.

- Academic Progress
- Brown Gallery
- Calendar
- Campus Compact
- *Curriculum
- *Diversity
- Executive Committee
- Financial Aid
- Judicial
- Library
- *Marketing, Publications, and Website Management
- Master Plan and Plant
- Personnel Policy
- *Residential Life
- *Risk Management
- *Senior Staff

The starred* committees meet on a regular basis throughout the semester, at least once a month if not weekly. All other committees meet once or twice a semester or as needed.

Full time faculty are expected to be on one or two committees (one time consuming* and one non-time consuming). Staff are on committees in their areas of expertise and job responsibilities.

6.3 Relationships With Students
All employees are encouraged to form firm and lasting relationships with our students. Employees must recognize, however, that their relationships with students become part of the experience of all students at Sterling, and that this places special responsibilities on employees.

Amorous relationships that might be appropriate in other circumstances are always wrong when they occur between any employee and any student for whom he or she has a professional responsibility. Further, such relationships have the effect of undermining the atmosphere of trust on which the educational process depends. It is incumbent upon those with authority not to abuse, or even appear to abuse, the power with which they are entrusted.

Romantic involvement between an employee and student that create an appearance of impropriety or results in unprofessional behavior will result in immediate disciplinary action up to and including termination.

6.4 Supervising Students in the Work Program and Work Study Program

Sterling College belongs to the national Work Colleges Consortium. At each of these member colleges, work is an integral part of every resident student’s regular schedule. Federal legislation requires that consequences for nonperformance or failure in the Work Program be similar to consequences for failure in the regular academic program. All resident students must receive a satisfactory grade in the College’s Work Program during their final semester of academic enrollment. Nonresident students must receive a satisfactory grade in their final semester of record in the College’s Work Program. Repeated failure to meet obligations may result in suspension or dismissal from Sterling College. For more information on Work Program Policies and Procedures please refer to the Community Guidebook.

Supervision is critical for this unique learning experience at Sterling College. Supervising students and teaching them how to work can be a rewarding experience as well as a time consuming one. Work Program Supervisors should provide ongoing feedback throughout the semester and should provide mid-semester and end of the semester evaluations. Supervisors will also be asked to sign paperwork throughout the semester. This paperwork includes: Work Crew Job Voucher, Supervisor Mid-Term Feedback, Weekly Time Cards

Some students may qualify for the federal Work Study Program which is interwoven with the Work Program. Expectations are similar for both programs although the Work Study positions do not conduct a formal Supervisor Mid-Term Feedback form. Students receive a payroll check for Work Study hours verses a tuition credit students receive for successfully completing their Work Program hours.

6.5 Representing Sterling

The President’s Office is responsible for all press releases and discussions with the media.
Should you receive an inquiry from the media regarding Sterling, you should refer the inquiry to the President’s Office. If the President is not available the media can be referred to the Vice-President, another designated media spokesperson. Please note specific procedures for communicating with media during a field crisis in Section 7.3.

Each Sterling employee is a member of a community of educators, a citizen, and a representative of Sterling. Each employee should be aware that his/her actions may be interpreted by the public as a representation of the College. No employee may represent himself or herself as a spokesperson for the College without prior authorization from the President.

6.6 Confidential Information and FERPA

Information about Sterling students and employees is confidential and should not be divulged without prior approval of the President or the Executive Vice President. The Dean of Academics may authorize information to be released about current or past students in accordance with FERPA (Family Educational Rights and Privacy Act) guidelines. In the simplest of terms FERPA states: In a postsecondary educational setting, all rights go to the student. The age of the student does not matter. All Sterling students sign a “Consent to Release Information Form” letting us know if, and who, they approve us to release information to. These forms are filed with the Registrar; student advisors have copies as well.

Student social security numbers are on numerous documents used throughout the college; all employees must take steps to protect this information. Social security numbers should not be used to identify students and if they are the numbers should be blacked out or cut out. These documents should not be dispensed in recycling bins or trash receptacles but instead should be destroyed by the paper shredders in the Copy Room of Kane or the Business Office in Mager.

It is particularly important that no information about students or employees (including former employees) be given over the telephone. In the event a crisis occurs that creates questions from the media or other outsiders, all inquiries should be directed to the President’s office.

6.7 Conflict of Interest/Activities Outside Sterling

Sterling encourages employees to be active in the community and in organizations outside of Sterling. However, in order to avoid actual or apparent conflicts of interest, any faculty or exempt staff member who engages in any remunerative activity in any field related or unrelated to Sterling work must receive authorization to do so from the President, the Executive Vice President, or the Dean of Academics. Further, outside activities should not conflict with an employee’s responsibilities to the College.

6.8 Drugs and Alcohol

Possession, use or distribution of illegal drugs (and alcohol for those under 21 years of
(age) is prohibited on the Sterling College campus. Under no circumstances may an employee appear at work while intoxicated or under the influence of illegal non-prescription drugs or alcohol or smelling of alcohol. Improper use of prescription drugs is also prohibited. This policy extends and applies to actions of employees living in Sterling residences.

6.9 Smoking

In the interest of providing a safe and healthy environment for employees, students and visitors, and in accordance with the workplace smoking law, smoking is prohibited throughout Sterling’s facilities and vehicles. Outdoor smoking should be at least 25 feet from any building.

6.10 Meals

As a matter of convenience to the College and to facilitate student contact, employees and adjunct faculty are expected to eat meals in the Sterling dining hall when their work requires them to be on campus at mealtime. Except when otherwise announced, immediate family members are welcome when employees are required to be on campus during mealtimes.

Sterling provides full-time employees with one free guest meal each month, which can be accumulated and used at any time throughout the year. Part-time employees earn free guest meals on a pro-rated basis depending on the number of hours they work. Please let the kitchen know in advance of any guests.

6.11 Employee Travel

Employees required to travel for Sterling College business should discuss travel arrangements with the appropriate department head. Traveling employees may also make financial arrangements with the appropriate department head or Business Office to be issued an advance for travel expenses. All business travel must be reported in detail on the appropriate report (see department head. Remember to obtain receipts for all expenses. Failure to properly account for and explain expenses may result in denial of reimbursement from the College.

The College retains the right to deny or rescind an employee’s corporate credit card at any time at the College’s discretion. Misuse or abuse of a College credit card may give rise to immediate disciplinary action up to and including termination.

6.12 Use of Sterling Vehicles

Eligible Sterling Faculty, Staff or students with driving responsibilities go through a three step process to become a Sterling Driver. These steps are outlined in the Sterling College Driver Handbook and include motor vehicle record assessment and applicable trainings and tests. All drivers are required to review van policies and van driving skills through an annual training schedule. All use of Sterling College vehicles must take place in accordance with the policies and procedures outlined in the Sterling College Driver Handbook. Van drivers must read the entire handbook annually and follow all policies therein.
6.13 Use of Personal Vehicles for Sterling Business

For a personal vehicle to be used for Sterling purposes, current registration, inspection and insurance for that vehicle must be verified. If this has been verified, the use of personal vehicles for Sterling business is covered by Sterling College insurance. Every effort should be made to use Sterling vehicles first. Mileage may not be reimbursable for personal vehicles.

6.14 Personal Safety Requirements When Using Equipment

Anyone working with tools on the Sterling College campus needs to follow the college guidelines for safety equipment, whether in class, earning work hours, or participating in service or recreational work. Particular attention must be given to hearing protection, eye protection, hands and feet protection, and generally safe attire for the work environment.

- Gloves or equivalent hand protection are required when using cutting tools, sharpening axes, running chainsaws, handling rough lumber, etc.
- Hearing protection is required when using any loud machinery such as, but not limited to, a weed whacker, lawnmower, chainsaw, or tractor and hand power tools such as a circular saw.
- Riding on the tractor towbar, a trailer or haywagon or other conveyance not intended for passengers, whether pulled by tractor, truck, or horse, is not permitted.
- Eye protection is required when using a weed whacker, chainsaw, or power tools such as grinders and saws.
- Substantial boots are required when using a chainsaw as well as chaps with no tears or rips.
- Appropriate clothing should be worn, e.g. wear pants when running the weed whacker and be alert to excessively loose clothing and/or hair around rotating machinery.

6.15 Material Safety Data (MSD)

MSD is being collected and documented about hazardous chemicals in the workplace (lab, kitchen, maintenance) by the Risk Management Committee in 2009-2010.

6.16 Use and Rental of Sterling Equipment for Non-Program Purposes

Sterling faculty and staff have historically been able to sign out and use hand tools such as shovels and rakes at no charge. This benefit will continue as long as such use does not conflict with program use and tools are returned promptly and in clean condition.

Horse drawn equipment and Sterling chain saws are not available for non-program use.

Non-program tractor use can take place under the following conditions:
- Operator must be trained/certified by Farm Manager or else have obtained such training/experience prior.
- Usage will be charged at a cost of $15/hour.
- Any PTO (Power Take Off) equipment will cost an additional $5/hour, and additional training is required for such equipment.
- User will pay for any damage to rented equipment beyond normal wear and tear.
- Tractor rental is discouraged between November 1 and April 1.
- In emergencies, blizzards, etc., the tractor can be used to free up/dig out faculty and staff homes that are located close by, at no cost.

Canoes and camping equipment may be available (based on program use) and need to be signed out from the Equipment Manager. Equipment must be returned promptly, clean and in good condition.

Personal use is not permitted for small engines and motorized equipment that requires frequent maintenance, such as chain saws, lawnmowers, the weed-eater, laundry equipment in the kitchen, and some farm equipment.

6.17 Use of Information Technology

Sterling provides computers, communications systems, internet access, and networks to its employees to enhance communication and operations. Employees must remember that computers, telephone systems, fax machines, voicemail, and other systems are provided to assist employees in performing their job duties. This equipment and the information they contain are Sterling property. While incidental personal use of these resources is permitted, it should not be misused. Personal use should not interfere with effective performance of duties and should not contain materials that are harassing, illegal, or inappropriate. Examples of misuse include but are not limited to jokes or materials derogatory to any protected class, developing chain letters, making defamatory statements, and inappropriate disclosure of confidential information. The College’s computer systems and networks may be subject to monitoring and review on a periodic basis.

Network:

In order to maintain an efficient and virus free network environment, the College needs to control all functions of the network and individual workstations. Programs not owned and licensed by the College should not be placed on any hard drive or network system. Individuals wishing to post non-work related general announcements through email, bulletin boards, conferences, or on a network, should receive prior approval from their supervisor. In addition, individuals should report all potential misuse of computers, systems, or networks and any problems related to this equipment to the IT Manager or his/her designee. If the appropriate person is not notified then the problem(s) cannot be fixed.

Computers:

Sterling’s computers are for use by Sterling College students, faculty, and staff only, and are not for use by the general public, with the exception of the computers in the library loft. The library, which is open to the public during weekdays, allows general use of its computers, as long as they are not in demand by Sterling students, staff, or faculty.

Most faculty and staff will be provided a computer. Any computer connected to the College’s
network will automatically receive updates and virus scans. Those with laptops need to regularly (at least once a week) connect to the network and update their computer. Laptop computers should have monthly maintenance by the IT Manager. Laptop computers that are used for presentations and short term signout are regularly maintained but if any problems occur they should immediately be reported to the IT Manager.

**Telephones:**
Sterling has a limited number of outside lines. To make an off campus call, one must dial one or two 9s to get an outside line. If you hear a busy signal there are no outside lines available. Hang up and try again. To make long distance calls, a 4 digit code is needed and can be obtained from the Business Office.

To dial long distance: 9 – 9 – 1 - area code - phone number - 4 digit code

**Audio-Visual Equipment:**
Audio-visual (AV) equipment is currently housed in two locations, the closet in Simpson 3 and the library office, both of which are accessible by key. AV equipment includes multimedia projectors, laptops, digital video cameras, digital voice recorders, DVD/VCR players, televisions, slide projectors, and overhead projectors. A calendar is posted in each location for reserving equipment. This is a self-checkout system. Please use the calendars to sign out equipment and return equipment promptly after use. For questions, or to report problems, contact the Librarian.

**Website:**
The domain www.sterlingcollege.edu is the sole property of Sterling College in Craftsbury Common, Vermont. In addition, a number of related domains are also the property of the College. For a full list of domains owned by Sterling College, please contact the Director of Website and Publications. The sole function of the Sterling College website is to conduct the business of Sterling College on the World Wide Web as provided in the mission of the College.

Sterling College upholds and subscribes to all policies and provisions as stated in the Digital Millennium Copyright Act 105 PL 304 (DMCA) and Title 17 of the US Code. In particular, as stated, it is unlawful to download, upload, or distribute in any fashion, copyrighted material in any form without permission or a license to do so from the copyright holder. Sterling College does not endorse or encourage the use of copyrighted material in ways not intended for such materials.

All pages making up the Sterling College web property must reside on a College owned and maintained server and comply with the policies contained in this document. All materials, including registered trademarks of the College, contained on the Sterling College website, are protected under the copyright and intellectual property laws of the United States. These may include, but are not limited to: logos, images, taglines, marketing copy, and graphic designs.

Any trademark of another institution contained on the Sterling College website is used with the
knowledge and consent of its owner.

Any individual or department using material, for which the copyright is held by another person or entity, must secure written permission in advance and keep it on file for the duration of the usage. Permission may be required for the following: text, images, graphic designs, audio files, video files, tables, charts, and graphs. Care must be taken that the copyrighted material is used only for the purpose and duration of the license or agreement. Scanned material may not be used on the Sterling College Website unless permission has been granted in writing by the copyright owner.

Links to external sites should be related to the College’s primary functions as described in its mission. Sterling College does not endorse the views, content, or opinions of any site linked to the College’s. The content area manager responsible for material deemed inappropriate and removed from the College’s website may appeal before the College President. In addition, the College may be unable to maintain continuity to any site linked to the College’s and assumes no responsibility for continuous service to another Website.

The sale of advertising on the Sterling College website is prohibited. The College may identify the sponsor of any event or program with the name of the organization, its logo, and a link to its Website.

The graphic identity of Sterling College is important to the success of the College’s mission. All content found on the College website should conform to the requirements described in the College’s Style Guide (available from the Director of Website and Publications). All pages must contain the College’s logo, a link to the home page, and a reference to the College’s Copyright Statement (on the College’s website).

Although the College takes great care to insure the accuracy and timeliness of the information contained on its website, the College makes no express or implied warranty on, or takes any responsibility for the information found at www.sterlingcollege.edu or for any other websites linked to this site.

The College takes every reasonable precaution to prevent the proliferation of viruses or other harmful or disruptive entities on its website, however; the College makes no warranty on, or takes responsibility for any virus or harmful or disruptive entity encountered in the use of its website.

The College may add, change, or delete any material or link contained on its website as it sees fit, at any time, and without notice or recourse.

Unofficial Web Page Use:
Academic freedom is a cornerstone of the educational process. The Internet is a free flowing medium for information, dissemination, gathering, and exchange. World Wide Web pages developed by faculty and professional staff constitute an important means of formulating
and conveying knowledge, including statements of belief and opinion, to the College community and to the world at large.

Therefore, it is the policy of Sterling College that all faculty and professional staff are entitled to use a Sterling College server for their own unofficial pages within the limits of College resources. Faculty-generated and staff generated web pages that are on Sterling College web servers are not official publications of Sterling College. Authors maintain ownership and have full responsibility for the content and distribution of that content and should strive to maintain high standards of intellectual and academic integrity.

Faculty and staff are responsible for compliance with existing federal, state and local laws, including, but not limited to, copyright law and laws regarding privacy of student information. In addition, web pages on Sterling College servers must adhere to existing College and Vermont State policies. Examples of such statements and policies are: Vermont State Sexual Harassment Policy and Vermont State Computer User Responsibilities Statement. Absent the violation of those laws, policies, or statements, the College should make no attempt to censor or in any way alter the content, distribution, and/or format of any faculty or staff web page on Sterling College web servers.

Faculty and professional staff should be aware that their pages are public and will reflect on the College and on themselves. As a service to users, faculty and staff should indicate on each web page the date that the page was created or modified and the e-mail address of the individual responsible for the page. Faculty and staff who use the Sterling College server for their own website are expected to make it accessible to people who have physical disabilities.

Faculty and staff web pages are not official communications of Sterling College. Therefore, the Sterling College logo may not be used on such pages. All unofficial faculty and staff web pages must include the following statement: This page does not necessarily reflect the views of Sterling College.

Faculty and staff members availing themselves of Sterling College web services for unofficial web pages must sign a statement acknowledging they have read the Sterling College IT policy and will abide by it.

Internet Resource and Bandwidth Usage:

Internet access and WWW connectivity is a shared IT resource on the Sterling College and Center for Northern Studies campuses. As such, the quality of this service can at times be negatively impacted by bandwidth intensive online applications. All College faculty and staff are expected to be mindful of how their online activity impacts the quality of internet service at the College, and keep these kinds of bandwidth intensive applications to a minimum; used only when supporting classroom and business needs. Examples of these types of applications are: streaming video/audio, voice and video conferencing, file sharing, mass emailing, and large file downloading. These kinds of online activities should be scheduled in advanced with the Director.
of Information Technology or the Director of Website and Publications to allow proper IT management communications with the entire College community.

**IT Problems:**

Our technology system is small with high demands and can even be sensitive to the weather (electrical outages are not uncommon). Patience helps deal with these glitches BUT when something is not working as it should the proper people should be informed.

**Computer, printers, Internet, email and server** problems should be directed to the Assistant Director of Financial Aid.

**Telephone** issues should be directed to the Administrative Assistant in Admission.

**Telephone line and network line** problems/installation should be directed to the Plant Manager.

**Audio-visual equipment** problems should be reported to the Librarian.

**Website updates, corrections, modifications, and updates**, including content requests, to the College website are encouraged and should be made directly to the Director of Website and Publications. Your submissions should be as correct and as detailed as possible, and will be reviewed by the Media Office and approved by the President prior to being published. Content submitted to the Director of Website and Publications for inclusion on www.sterlingcollege.edu is subject to copy and marketing edits, and published material will become copyright of Sterling College.

**6.18 Requesting Services of the Kitchen and Business Office**

**From the Kitchen**

A bagged lunch for your class in the field, treats for an evening presentation, food items or kitchen use for a class, etc. The Kitchen needs a minimum of 7 business days notice to fulfill needs. A Food and Function Request Form (See Appendices) must be submitted to the Kitchen Manager about 8-10 days prior to the event/need. Late submissions maybe turned away or heavily modified. For special events such as the Wood Show, Senior Dinner, Counselor Tour OR Extended Field Trips (extended is defined as anything needing more than one meal) the Food and Function Request Form should not be used instead a meeting should be planned with the Kitchen Manager far in advance.

**From the Business Office**

Cash needed for Sterling College business, a credit card needed to make a purchase, a check request, etc. The Business Office can assist you with all these services. Please be advised that all requests for cash advance, credit card use, or reimbursement must be approved by the appropriate department head before the Business Office will release funds. All purchases for goods and services of $200 or more must be pre-approved by the person responsible for the budget under which you are operating.
All the following forms are in the Appendices:

**Request for Cash Disbursement ($50 or less only):** Please limit cash requests to $50 or less. Cash requests for amounts greater than $50 should be cleared with the Business Office in advance. Please fill in the form completely and have the appropriate authorized signer approve disbursement.

Cash requests must be delivered to the Business Office in person and cash received must be acknowledged. All requests for disbursement must be approved by approved signers (see list below). Requests received without appropriate approval may be refused and payment may be delayed.

**Check Request (all payments greater than $50):** Use a check request for/with any non-recurring invoice or expenditure that needs to be paid. The request should include, but not be limited to, the payee’s name, mailing address for remittance, a clear description of the transaction, any associated receipts or invoices, a general ledger account number if available, the department to which the expense should be charged, the amount to be remitted, the name of the individual requesting the check. Please note, Accounts Payable will assume 30 days from receipt of request to due date if not otherwise noted. All requests for disbursement must be approved by approved signers (see list below). Requests received without appropriate approval may be refused and payment may be delayed.

Please note: Payment for some services may require an accompanying W9 Form (Request for Taxpayer identification Number and Certificate). When requesting payment for service rendered to Sterling College by outside contractors, please verify with the Business Office if a W9 will be required.

**Purchase Authorization:** Purchase Authorizations must be used for purchases in excess of $200, and approved prior to purchase processing. Complete the Purchase Authorization for all items and applicable charges (i.e. shipping). Have the appropriate authorized individual (see list below) approve the purchase. If you are not purchasing items directly, forward the approved purchase authorization to appropriate ordering individual (see list below).

**Credit Card Purchase Authorization:** For purchases using a Sterling Credit Card, please use the Credit Card Purchase Authorization. Follow all the purchase authorization steps noted above. The Credit Card Purchase Authorization must be signed by the card holder as well as approved as noted above.

Purchase Authorization that are not approved and signed as required, and/or are missing information, may be returned causing a delay in the order process.

**Promotional Items:** From time to time Sterling merchandise may be used for promotional purposes. Sterling Merchandise is now housed and available at Stardust Books. To take Sterling
Merchandise from Stardust Books for promotional purposes you must have a pre-approved Promotional Items Transfer Request. The request must detail the item(s) being taken, the quantity, the department using the item(s) for promotion, and the person removing the item(s). The cost and retail will be provided by Stardust Books. Provide Stardust Books with the completed form from when picking up merchandise. Stardust will forward these forms to the Business Office.

Approved Signers:
Instruction (Courses, Farm, Garden, Internships, etc.): Pavel Cenkl
Kitchen: Anne Obelnicki or Paul Sweeney
Wellness & Student Life: Jill Fineis
Maintenance/Custodial/Facilities: Steve Smith
Work Program: Jennifer Payne
Development: TBD

Approval should always be provided by the appropriate Department Head. Will Wootton or Ned Houston are authorized to approve purchases in the absence of the appropriate individual.

Where to send your requests:
- Office supplies and postage are ordered by the Administrative Assistant in Admissions.
- Course supplies, small tools, general or promotional merchandise are ordered by the Business Office.
- All check and cash requests must be processed by the Business Office.

6.19 Use of Sterling Facilities and Services

Sterling permits its employees the personal use of many of its facilities as a benefit to employees.

Wellness Center:
Employees and their families can call on Sterling medical personnel as a first line of medical and health assistance during the academic year. Medicines and supplies are for on-campus and emergency use.

College Kitchen and Dining Hall:
Employees can use the College’s main kitchen only when prior arrangements have been made with the Kitchen Manager. The dining hall may be available to Sterling employees for personal use if the use does not interfere with Sterling’s programs and prior authorization and arrangements for cleaning and maintenance have been made with the Plant Manager.

Gardens and Livestock:
Full-time employees may board personal livestock at the College farm provided that their presence fits into the overall goals of the farm and space is available. These animals will be
managed as an integrated part of the livestock operation. Details of any arrangement including liability must be written up in advance with the Farm Manager, who will confer with the Academic Dean and the Curriculum Committee (where appropriate). A copy of this arrangement needs to be provided to the Business Office.

Garden space may be available to faculty who live on campus. Nonresident faculty may also use Sterling’s garden space if the needs of the resident faculty have been met and space is available. Gardeners are responsible for the care, maintenance, and clean-up associated with their gardens.

Wood Shop (Paradise), Maintenance Shop, Logging Shop and Blacksmith Shop: Employees may use these facility when classes are not in session. Only qualified experienced users should consider using the equipment. All users are required to check in with the area supervisor prior to use. Personal use of the Wood Shop is not covered by Sterling insurance. The user is liable for any damage.

6.20 Ordering Office Supplies

Common office supplies are stocked in the Administrative Office in Kane. Check in with the Administrative Assistant and what you need may be “in stock.” Office supplies such as academic planners, staplers, tape dispensers, etc. can be ordered through the Administrative Assistant in Admissions. You can e-mail requests to admissions@sterlingcollege.edu, providing the item numbers and company (Quill and Staples are the most often used). If you do not have an item number then provide a clear description including quantity, color, size, etc. needed. It is best for all supplies to be ordered through the Administrative Assistant to consolidate orders and obtain the lowest possible prices for products and shipping.

In order to take advantage of free shipping, orders and requests will be compiled until the minimum order is made. If you are only ordering a package of paperclips, then the order will not be submitted until the minimum is reached. Plan ahead and place orders well ahead of time. Once an order is places, the shipment is usually within a couple of days. When the invoice arrives, the department head/supervisor will need to sign off on the invoice before it is passed on to the Business Office.

Special class materials need to be approved by the Dean of Academics prior to ordering.

Computer needs like a mouse or speakers need to be ordered through Assistant Director of Financial Aid.

6.21 Employee Housing

Sterling may furnish housing for an employee when his/her position requires his/her presence on campus for such roles as residence supervisor. Sterling may also provide temporary
accommodations for part-time employees.

Employees who live on campus are welcome to have guests in their living quarters, but are responsible for the guest’s understanding of Sterling standards during the visit. Guests cannot stay on campus when the employee is gone unless previous arrangements have been made with the Dean of Students. Employee guests are not permitted to stay in student rooms at any time that the students or students’ belongings are present.

6.22 Employee Pets
(The Personnel Committee will be reviewing this policy in the 2010-11 year.)

Employee pets must be kept on a leash or under full command of their owner. Pets are not allowed in Sterling vehicles or buildings other than the residence of their owner. Owners are expected to clean up after their pets on campus.

6.23 Employee Parking

Residence supervisors may park their own vehicles (up to two) in the parking lot spaces close to their apartments. Other employees may park in the area between Paradise and the Davis Funeral Home, in the lot next to the kitchen, in the lot behind the logging shop, and in the lot on the road to the college farm (leaving 4-5 spaces for college vehicles at the end closest to the farm). The parking area in front of Madison is for Madison residence supervisors and campus visitors/guests and should not be used for employee parking.

All employee cars should be registered with the Business Office and have a sticker displayed on a back window.

7.0 RISK MANAGEMENT POLICIES AND PROCEDURES

7.1 General Guidelines

1. The general frame of mind that Sterling College seeks to promote is one of readiness based on concrete knowledge, organization of that knowledge, and the ability to apply the organized knowledge under the stress of an emergency situation. This involves recognition that emergencies are possible, and that by learning some specific skills and practicing problem identification and intervention skills, it is possible to help each other. Keeping calm and preventing further injury are part of this attitude of readiness.
2. The principal responsibility of each Instructor/Staff in any class, lab, work session, or trip is to ensure that risk management procedures are followed.
3. Instructors/Staff will provide appropriate levels of briefing and training regarding the hazards, dangers, and risks in all activities. Use of competency exams is encouraged where appropriate. When appropriate, participants are informed of evacuation routes, contingency plans, and emergency procedures.
4. In general, and especially in remote situations, Instructors/Staff must be skilled in conducting
activities at a higher level of technical difficulty than the activity they are
leading with students.

5. Instructors/Staff will be experienced and skilled in the safe use and inspection of equipment they
or their students use.

6. Prior to backcountry experiences, students will be instructed in what to do in the event of being lost.
An official search party will begin 12 hours after expected arrival. However, Instructors/Staff will
initiate and coordinate a search earlier, as circumstances require.

7. Students will be instructed in basic first aid procedures and techniques prior to extended
backcountry experiences. These will include bleeding, respiratory failure, shock, appropriate
heat and cold related problems, and contents and use of first aid kits. First aid instruction will be
prefaced with a session explaining the importance of safety, and the place of prevention in
forestalling emergencies.

8. On backcountry trips there will be at least one leader or participant who has wilderness first aid
training.

9. Instructors/Staff will review student medical forms prior to backcountry activity sessions and are
prepared to address special medical situations before or during the activity.

10. Instructors/Staff of overnight trips will provide instruction on proper hygiene in
backcountry situations.

11. The Sterling College Physician Advisor does not authorize the use of any specific wilderness
medical protocols that are considered outside the scope of practice for a non-medical professional,
including clearing the spine, reduction of dislocations, administration of prescription
medications, cessation of CPR, and the removal of impaled objects. However in the event of
medical situations arising in a remote backcountry setting, Sterling College Instructors/Staff must
provide treatment commensurate with their training and abilities and use their best judgment.

12. Instructors/Staff will report incidents as specified under “General Emergency
Procedures”. The reporting process includes debriefing the incident in a timely fashion. This
practice ensures ongoing internal review of our risk management policies.

13. First Aid Kits are kept in the following locations: each vehicle, each residence hall, the
Logging Shop, the Wood Shop, the Maintenance Garage, the Farm Barn, the Main Office, the
Kitchen, and the Wellness Center. In addition, Instructors/Staff take a first aid kit with them to
all outdoor classes. Kits for classes are stored in the Wellness Center. The Wellness Center
maintains the First Aid Kits once a year. Instructors/Staff must check contents before relying on
the kit in the field.

14. All Instructors/Staff must ensure that students are suitably briefed, trained, clothed, and
equipped. The briefings and supervision should include an emphasis on the need for each student to
understand and accept a reasonable level of responsibility for their own safety as well as those
around them. When conducting extended experiences, Instructors/Staff will also ensure that
students are provided with adequate food, water, and shelter.

15. Instructors/Staff conduct a risk assessment of any new sites prior to use with students, and must
be familiar with any site prior to use with students.

7.2 General Emergency Procedures
In all emergencies, Sterling College personnel must respond according to their level of training, and seek additional resources as needed.

1. For general on-campus emergencies:

If the alarm goes off:

1. Grab the bright green sign posted near a door exiting out.
2. Close the door to your office, and leave the building.
3. Look into each office/space you pass and if you can determine there is no-one there, close the door.
4. Do not open closed doors.
5. Go to the designated meeting spot** and report to the Note Taker.

Emergency roles that need to be filled when people are gathering at the designated meeting spots:

**Incident Commander** - provides overall coordination, delegates other jobs.

**First Aid Officer** - oversees first aid, sends runners to obtain supplies.

**Communications Officer** - calls 9-1-1, ensures communication within our campus, and with the Academy (586-2541) and Town (Clerk 586-2823) as needed.

**Note Taker** - compiles a list of who came out of each evacuated building and documents phone calls, decisions and events.

**Crowd Control Officer** - delegates a person to go to each entrance to each evacuated building to prevent anyone from entering, keeps people in a safe location.

** Designated Meeting Spots On-Campus**

For: Simpson, Rec Room, Store, Paradise
Is: In front of the Funeral Home

Madison, Kane, Dunbar, CRC
Parking lot in front of Madison
Mager
Lawn in front of main entrance
Merlin, Wellness Center Parking lot by the dumpster
Brown Library, Logging Shop Sugarhouse lot
Houston House Side yard next to the garage
Farm Barns Knoll in front of barn, along driveway
North House, Maintenance, Post Office In front of the Funeral Home Hamilton,
Jefferson Parking lot in front of main entrance

2. For an in-field or on-campus medical injury (MINOR—this includes any incident not identified as MAJOR), the Instructor, Work Program Supervisor, or other employee responding to the incident will:
   a. Assume leadership position and survey scene for safety. b. Assess injury and response needed. c. Treat and transport to Wellness Center or Residence Hall OR if incident occurs in a remote setting, treat and follow Emergency Evacuation Procedures. d. Retrieve student medical file. e. Arrange transportation to and from medical facility if necessary. f. Fill out SOAP note and incident report form and file with the Chair of the Risk Management Committee. This should be completed within 24 hours of the incident. The person filling out the Incident Report form should be the person in the supervisory role at the site of the incident. The person completing the Incident Report will also debrief the incident with their supervisor and/or a member of the Risk Management Committee.

3. For an in-field or on-campus medical injury (MAJOR—includes a trip to the hospital, calling First Responders, evacuation from the field, or any incident resulting in a temporary or long-term disability), the Instructor, Work Program Supervisor, or other employee responding to the incident will:
   a. Assume leadership position and survey scene for safety. b. Assess injury and response needed. c. Treat and monitor injury in accordance with training. d. If emergency takes place in remote setting, follow Emergency Evacuation Procedures. e. Send runner(s) to phone to call:
      - 911 with information on nature of injury and location.
      - Main Sterling Office to report injury and request additional assistance, for example, large first aid kit, oxygen, blankets, litter, etc. f. The person receiving this call will document the call, noting who called, what happened, the exact location of the injured party, and what is needed. S/he will send people to retrieve needed items including medical form;
      - call the Director of Communications (or, if DC not available, the President) to notify of the accident. g. Fill out SOAP note and incident report form and file with the Chair of the Risk Management Committee. This should be completed within 24 hours of the incident. The person filling out the Incident Report form should be the person in the supervisory role at
the site of the incident. The person completing the Incident Report will also debrief
the incident with their supervisor and/or a member of the

Risk Management Committee.

4. **Important considerations in following up to a major incident:**

Effective communication is imperative following any major incident on campus. The goals of
post-incident communications are: to keep the greater Sterling and Craftsbury communities
informed; to stabilize the situation at hand; and to quash rumor-mongering via social media and
ill-reported traditional media.

In a post-incident situation the following things need to happen:

1. In the case of physical injury or mental health issues, Wellness Personnel will follow up with the
   individual.
2. The President in consultation with other staff such as the Deans and DC will determine if the
   incident warrants any further communication either on or off campus, including next of kin,
   family members, and Board of Trustees.

7.3 **Completing an Incident Report Form**

The College’s incident reporting system is in order to improve our risk management
practices. What we do, how we do it, how other people in the field conduct similar activities, the
 cultural climate around how our activities are viewed, and the equipment and resources available
are always changing in sometimes incremental and sometimes dramatic ways. The College needs
to constantly evaluate and evolve our practices in order to stay on top of our game. The incident
reporting system is an integral part of this evaluation and evolution.

Complete an Incident Report Form if:

1. Outside resources are utilized in response to a situation (Emergency Room visit, 911 called).
2. An injury resulted from the incident. If the injury is minor, for example a small cut,
   blister, abrasion, then one way to determine if a report should be filled out is based upon whether
   you or someone else has had to care for the injury twice. That is, you cleaned and bandaged the
   wound, but the next day infection sets in and the person ahs to go see a nurse.
3. Missed program day. This means if the participant had to be evacuated from the field
   or if they otherwise were unable to complete the day’s activities.
4. If you think you and others beyond the colleagues you associate with most regularly can learn
   from the incident, and, through learning, improve our risk management practices.
5. If there was a near miss. This means if something happened that almost, or could
   have, resulted in someone getting seriously hurt, or in property being damaged.

When an incident is reported, the Risk Management Committee supports those involved.
Reporting an incident that occurred on an individual’s watch can require courage and integrity.
The Risk Management Committee welcomes incident reporting as an opportunity to engage in
productive conversation. Any feedback, comments or questions about the incident reporting
system should be directed to the Risk Management Committee Chair.

7.4 **Communicating with the Media During a Crisis**
Any inquiries from the media must be referred to the Director of Communications immediately. See “Crisis Communication Plan.”

Sterling College
Crisis Communications Plan

INTRODUCTION

For the purpose of this document, the term “crisis” shall be defined as any event or situation that has a significant harmful impact on the Sterling College community. Examples of such include an act of physical violence on campus, major fire, and serious work crew accident. The term is not intended to include isolated criminal incidents such as theft that are routinely handled by the Dean of Community. The Director of Communications has been designated as the official spokesperson for the college, including the period during or after a crisis or disaster that generates interest from local, regional, and perhaps even national news media.

I. PURPOSE

Described in this document is the role of the Director of Communications and other staff members in collecting and conveying information to the public during or immediately after a crisis.

II. SITUATION

A. Each crisis will require a unique media relations response. The extent of the response will depend on the nature of the crisis.

B. The Director of Communications’ media contacts include print and electronic news media. During a crisis the director also will serve as a liaison with various campus units, including Administrative Council.

III. ASSUMPTIONS

A. The news media typically provide much of the information the public receives about a crisis. Consequently, media relations are an essential element of any crisis plan. Because time is critical, an accurate response must be made – or at least be available – as soon as possible after the event has occurred and/or the crisis has developed.

B. A crisis usually is considered major news by the news media, and may result in more public exposure for the college than any number of "good news" stories.

IV. OPERATIONS

A. General

1. In order to ensure that the college's public response to a crisis is timely, accurate and sensitive, the Director of Communications will lead crisis communications. If necessary, the director or the director’s designee will be available to serve as a spokesperson 24 hours a day, including weekends, to disseminate information and to handle new media inquiries.

2. During a crisis and its aftermath, the Director of Communications or the director’s designee will serve as spokesperson for the college. Selected staff will be given the spokesperson's name and phone numbers (office, home and cell) for referral of media phone calls.
B. Phases of Response

1. Immediate
   a. The Risk Management Team will meet as soon as possible in special session with the Director of Communications and other pertinent staff members (or their designees) to discuss what is known and being done about the crisis.
   The Risk Management Team are:
   - Anne Morse
   - Favor Ellis
   - Steve Smith
   - The Nurse (to be determined)
   - Adrian Owens
   - Allison Van Akkeren
   - Student representative

   b. The President's Office and the official spokesperson will determine if an official statement should be prepared and released. If warranted, they will also develop answers to specific questions that may be asked by the media.

   c. Spokesperson will brief any other staff members who are assigned to answer the phone or have contact with the news media.

   d. Spokesperson will get basic information (e.g., type and time of emergency/disaster; actions taken; areas and number of people involved; fatalities/injuries and extent of damage) and prepare an official news release if necessary. All pertinent staff will be kept informed of new developments.

   e. Spokesperson will verify all sources of information.

   f. Spokesperson will clear news release with the President's Office as soon as possible before releasing it to the media.

   g. In cases involving employee or student injuries or deaths, families will be notified by appropriate staff members before the information is released to the public.

   h. Spokesperson will coordinate the proper release of factual information with law enforcement offices, local hospitals and/or disaster agencies, in an effort to provide prompt, accurate and complete information. FERPA and other relevant laws will be followed.

2. Ongoing period

   In a crisis, the Director of Communications will:

   a. Provide the public, primarily via the college’s web site and the news media, with basic information about an emergency or threatened emergency.

   b. Keep the Sterling College community informed via the Internet, social media, and other means. Advice will be conveyed on what community members should or should not do to prevent further damage or loss of life, panic or interference with emergency response efforts.

   c. If pertinent, help keep the public, media and college community informed about where people can seek temporary housing, food, etc., and how more information can be obtained.
3. Recovery period
   The Director of Communications or the director’s designee will issue media updates as long as necessary. Once the crisis has ended, the director will schedule a meeting of all key personnel to review all actions taken and possible lessons learned.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The Director of Communications will coordinate crisis communications with the news media.

2. The President will act as spokesperson and will approve any statement to be released to news media as well as updates.

   3. Admission and Advancement staff members, as well as other campus programs and staff members, will be called upon for assistance when necessary.

B. Responsibilities

1. The Director of Communications will compile and distribute official statements to print and broadcast media.

2. News conferences, if warranted, will be arranged by the Director of Communications. The president or the president’s designee will speak at a news conference when a major crisis needs to be announced or when updates are necessary.

   a. Site: the Trustees’ Room, if available. The Director of Communications will reserve use of the room for news conferences. If the room is not available when it is needed, Simpson 3 will be the backup site.

   b. Time: In most cases the conference will need to be scheduled at the earliest possible time so that accurate information can be disseminated to the news media.

C. Media relations

1. Interviews

   Members of the crisis team (see “D” below) will be available for interviews related to their specific areas. They may be interviewed at their office or some central location to be determined by the Director of Communications and/or the President’s Office. If called directly by the news media, crisis team members may respond to questions in their area if they are comfortable in doing so, and should immediately inform the Director of Communications of the interview.

2. General observations

   Dealings with the news media should be honest and courteous in order to foster confidence in, and respect for, the entire Sterling College community. But neither staff members nor students should feel compelled to answer news media questions they are not comfortable with or knowledgeable about.

D. Crisis team
Depending upon the nature of the crisis, certain people will work directly with the Director of Communications in order to aid the release of information. In most cases only one or two of the following will be directly involved.

1. President’s Office, as events pertain to all staff, faculty, students, and campus.
2. Dean of Community, as events pertain to student affairs and campus safety.
3. Director of Work in Community, as events pertain to the work program and/or to student workers.
4. Director of Finance and Operations, as events pertain to construction and related areas.
5. Academic Dean, as events pertain to academics. If the President is not available or off-campus, the Academic Dean shall assume the crisis communication duties of the President’s Office.
6. Director of Admission, as events pertain to recruitment of students.

(Adapted and drafted 5/29/2014, from a crisis plan made available Warren Wilson College.)

7.4 Pager Policy/Protocol

Pager Number: 250-0010

The primary purpose for the pagers is for Residence Supervisors to contact on-call assistance in a quick and expedient manner. The secondary purpose is for night hike, overnight, and Expedition. And thirdly, the pager number is listed on the evening phone service as the emergency contact number and is supplied to Sterling College interns.

The emergency contact person (ECP) will carry the pager beginning on Monday at noon and concluding the following Monday at noon. A list and schedule of on-call personnel will be developed at the beginning of each semester and posted in the Kane Hall Copy Room. ECP should limit travel to Hardwick, Morrisville, and Newport, always have access to a phone and vehicle, and be in possession of a current Sterling College phone list. Alcohol consumption should be limited (glass of wine or one beer).

Residence Emergencies
The Residence Supervisor dials 250-0010 (local call – no need to dial 802); at the prompt the Residence Supervisor dials in the residence extension: ☐ Merlin – x115 OR 586-2586
☒ Madison – x113 OR 586-2582
☒ Hamilton – x 121 OR 586-2584
☒ Jefferson – 586-2585
☒ Houston – 586-2024
The on-call person will proceed to, or call, the location generating the page. In the event the
Residence Supervisor must leave the Residence, a student will remain at the phone and/or on-site.

In the event of an emergency – once emergency procedures have been activated/concluded, the ECP should contact a member of the Administrative Team. The administrator receiving the call will determine when and how other administrators should be contacted.

Emergency calls from outside Sterling College: Family emergencies requiring immediate contact with a student will be handled by the ECP who will come to campus or enlist the help of a Residence Supervisor.

### 7.5 Student Supervision and Leading of Activities

Students may be allowed to supervise or lead activities after being approved for that specific role by a Faculty member who is familiar with the student’s capabilities, experience, and reliability. Students in such a position must be familiar with and follow all relevant policies and procedures. Students in leadership and supervisory roles are also responsible for returning gear in good condition and in a timely fashion, and must replace any gear that is lost or damaged. Supervision by Sterling Instructors of Sterling students in all such roles will vary depending on the nature and location of the activity, experience and skill level of the student in charge of the activity, the population, and environmental conditions. Levels of supervision can range from indirect supervision, i.e. meeting with the student periodically for briefing, planning, troubleshooting, and debriefing; to direct supervision, i.e. the Sterling Instructor being present throughout the activity session and intervening and assisting as necessary.

### 7.6 Disaster Plan

This is the first draft of the plan being written by the Risk Mgmt Committee.

**Goal and Considerations**

Our goal in the case of major disaster is to minimize harm to the Sterling College community as well as the wider Craftsbury community. Every effort will be made to provide assistance to the Craftsbury Academy and to the town of Craftsbury, in the form of communication, labor, space for gathering, and other resources.

As with any emergency situation on campus, the general procedures and guidelines should be followed.

In the event of a disaster we will use the Incident Command System. The first staff/faculty member to become aware of a crisis will assume the role of Incident Commander until a more qualified person arrives and takes over; this could be an outside agency.
As an incident unfolds the short term verses long term effects are unknown. The college must be prepared for any type of event and prepare to take care of the campus community and the campus infrastructure. In order to prevent incidents from becoming bigger incidents a meeting of campus administrators needs to take place within two hours after an incident has begun. This early meeting will be the key to managing risk and preparing the community. At the conclusion of the meeting the team should set another meeting time in case the incident has not been resolved.

Items to be covered in the administrator meeting
- Identify the type of disaster
- Have all the proper authorities been identified and called?
- Does there need to be a campus evacuation?
- Availability of phone service
- Access to internet
- Do any services need to be discontinued? What services are ended first?

As a longer term incident carries out the question of whether it will be necessary to evacuate campus will need to be addressed. Is there access to safe transportation?
- Other ideas?

Types of Disasters
Disasters that limit or eliminate transportation beyond the immediate area. (these disasters could include inclement weather, disease outbreak, Vermont Yankee problems, terrorist activity)

Decisions regarding when and if to send students home will be made by the management team, in consideration of:
1. Availability of food, water, oil for heating
   A. Water will be available for twelve hours after electricity fails, and then could be hauled by horse team from the lake. Sap tanks could be used to haul water. (How much for how long and where will it be stored?)
   B. If food is rationed we can feed ourselves for about two weeks after deliveries fail.
   C. Cold weather scenarios will pose significant threats to buildings if we are unable to heat them. Every effort should be made to shut off water pipes to and in unheated buildings to prevent flooding.
2. Availability of electricity
   A. Location and use of generators
   B. Availability of fuel for generators
3. Access to safe transportation.
4. Presence or absence of communicable disease and the resources to take care of people who are sick.
   A. An inventory will need to be taken of campus resources.
   B. Housing – Faculty houses
C. Campus upkeep

Disasters that pose an immediate threat of violence (these disasters could include a shooter, a mad moose)
1. Ensure that the main office of Craftsbury Academy is notified promptly of situation.
2. Craftsbury constable and assistant Constable are called
3. Students, faculty and staff are notified of the situation and assisted to the extent possible in exiting the danger area and dispersing to safe locations. Do not pull the fire alarm for this kind (shooter) of incident, people need to stay put.

Disasters affecting the infrastructure (these disasters could include inclement weather, excessive cold, excessive snow or ice, fire, loss of water, electricity, and building use)
1. Students, faculty and staff are notified of the situation and assisted to the extent possible in exiting the danger area and dispersing to safe locations.
2. Animal care (faculty or staff designated to this task would then not be available for other tasks)
3. Housing – Craftsbury Academy, Church, Town Hall
4. Septic
5. First Aid
6. Meals that can be served with minimum use of water and electricity.
7. Availability of oil for heating

Emergency Campus Evacuation Procedures
Whoever notices the event/emergency makes the decision that the whole (upper, lower, or both) campus is unsafe and that all buildings need to be evacuated. This person assumes the Incident Commander role until a more qualified person can take over, or immediately finds and notifies someone who can take on the Incident Commander role.
The Incident Commander will:
1. Delegate a runner to go to each Sterling College building and pull the fire alarm, or in the case of the bookstore/recreation room, logging shop, sugarhouse, Paradise shout loudly to get out of the building.
2. Delegate a Communications Officer, who will;
call 9-1-1 if indicated, and obtain help from fire, police, and ambulance.
send a Note Taker and Crowd Control Officer to each of the emergency meeting places.
Note Takers will take note of who has come out of their building and will send a runner to notify the First Aid Officer of any First Aid needs.
Crowd Control Officers will lead the group by the safest route to the CA gymnasium, or to another location if getting to CA is dangerous.
retain a Note Taker to document all decisions and communications at Incident Command Center.
contact Craftsbury Academy to ask for permission to evacuate to the gymnasium.
ask staff at Craftsbury Academy to telephone neighbors to warn of danger.
3. Establish a temporary Incident Command Center near the parking lot of Madison.
4. Delegate a First Aid officer, who will obtain supplies and set up a First Aid station as needed, located at or near the Incident Command Center.
5. When the campus has been evacuated, move the Incident Command Center to an appropriate location at Craftsbury Academy, bringing, if possible, the plug in telephone from the Copy Room in Kane Hall.
6. Obtain notes from Note Takers and ascertain if there are any missing people.
7. Convene a meeting of Sterling College Administrative Team and key players from Craftsbury Academy to plan the next phase of emergency response.

Continuation of Regular Campus Activities

Decision about when and if to cancel classes will be made by the management team in consideration of:
1. Severity of the disaster.
2. Timing in the semester.
3. Faculty and staff resources available to continue to conduct classes.
4. Possibility of conducting the remainder of the semester online.
5. Does everyone have a place to go? How will we take care of those who can not go?

Useful Phone Numbers

Craftsbury Constable, Eric Britton: 802-586-9934
Craftsbury Assistant Constable: 
State Police, Derby: 802-988-4315
Walt Gutzmann, Fire Chief: 802-586-2286
Hardwick Health Center: 802-472-3300
Copley Hospital: 802-888-4231

8. APPENDICES

8.1 Sterling Glossary

Glossary of Sterling College Terms
The following is a list of terms and acronyms you will hear around campus when talking to students and while in meetings.

“AEE” – Association for Experiential Education – The association that accredits our Bounder and Outdoor Education and Leadership courses. Also a popular professional development association for many faculty members. Sterling College faculty and students usually attend the association’s annual national (fall) and regional conferences (spring). More info at www.ace.org

“All-College Meeting” – One is scheduled at the beginning of the Long Block each semester and then as needed throughout the semester. Any community member who
feels that an All-College Meeting is needed should speak to one of the Deans or the President. Attendance at these meetings is required by all faculty, staff, and students.

“**All-College Work Day**” – At least once a semester (usually early in the fall, late in the spring) one weekday is dedicated to everyone participating in work projects on/around the campus and within the community. Since there are no classes, field trips, or meetings scheduled for this day, all students are expected to participate and faculty/staff are encouraged to join in for at least a portion of the day.

“**AVIC**” (aa-vick) – Association of Vermont Independent Colleges – Sterling College is a member of this association that focuses on the needs and services of the 16 member institutions while strengthening the quality of education here in Vermont. The President and Deans attend annual meetings of this organization. This association sometimes bring interesting speakers to Vermont that all faculty and staff are welcome to attend. More info at [www.vermonticocolleges.org/](http://www.vermonticocolleges.org/)

“**Bounder**” “**Bounder 1 or 2**” – A nickname for required core courses of first year students; in the catalog they are referred to as Experiential Education I and II. Bounder courses are a long-standing tradition that have occurred throughout the college’s history. Bounder 1 occurs during the students first fall semester with a focus on community/group development and culminates in the four night Expedition in December. Bounder 2 occurs during students spring semester with a focus on leadership development and group decision making and includes highlights of making their own canoe paddles, cross-country skiing and snow shoeing introductions.

“**Chores**” – As part of the 80 hours every on-campus student works each semester through the **Work Program**, 22 hours are dedicated to chores. Each student will be assigned a week in their residence hall in which they are responsible for cleaning the bathrooms and hallways for 7 hours of work. Another week during the semester the students will be assigned to the kitchen or the farm for washing dishes and preparing food or feeding the animals and cleaning the barn for 15 hours of work.

“**Clerk of the Work**” or “**Clerks**” – The Clerk of the Work positions are supervisor positions in the Work Program. The Clerks are students who have had experience working in a specific area, show good leadership and are developing supervisory skills. Clerks are expected to work more then other Work Program participants and also receive a higher level of compensation.

“**CNS**” – Center for Northern Studies – An extension of the Sterling campus that is a 15-minute drive from campus. The center serves as a classroom, library, faculty offices, and a living laboratory for Circumpolar/Northern Studies courses.
“Community Meeting” – A weekly gathering for the Sterling community during **Long Blocks**. These meetings serve as a forum for anyone in the community to speak on relevant subjects. Community Meetings are usually scheduled for the middle of the week soon after the lunch hour. Since no classes and other meetings are scheduled at this time, everyone is urged to attend. The meetings usually follow an announcements, issues, and appreciations format led by a different student facilitator each week.

“Copy Room” a.k.a. “Faculty Workroom” – This room is located on the second floor of Kane. It houses the copy machine, the fax machine as well as bulletin boards and shelves full of all kinds of information for faculty and staff.

“CRC” – Career Resource Center – This center is housed above the kitchen in Dunbar Hall. The CRC houses the career library and resources, career staff offices, computer lab, classroom, Work Program Office, and faculty offices.

“Department” – The college is broken into departments for budget purposes. Some of the departments include Instruction, Food Services, Plant, Work Program, President’s Office, etc. The academic majors do not have departments they all fall under the Instruction department. Faculty who teach the most often in a major will commonly meet in **Instruction Teams**.

“Effort Grade” – Not only do Sterling students get a letter grade for each of their course but they also get an Effort Grade. There are three Effort Grades: E=Excellent, S=Satisfactory, U=Unsatisfactory. The Effort Grades are not recorded on a student’s transcript.

“Expedition” – The culmination of **Bounder 1**; the one experience that ALL Sterling alumni share. All first year students participate in this four night backpacking expedition at the end of the fall semester. Upon returning to campus, a special “Expedition Dinner” is prepared and served by upper class students and the kitchen to celebrate this accomplishment and the end of their first semester.

“Faculty Meeting” – Throughout the **Long Blocks**, every week or every other week, the faculty gather in the Trustee Room upstairs in Mager. The Faculty Meeting is run by the Dean of Academics and has a set agenda that is distributed to faculty a few days prior to the meeting. If a **Team Meeting** is scheduled the Faculty Meeting will begin right after the Team Meeting. Other Faculty Meetings are scheduled at the beginning and end of most semesters.

“Field Study Courses or Global Field Studies” – These are courses that occur during **Intensive** so there are no conflicts with other courses for students and faculty. These courses usually entail travel to international destinations.
“Instruction Teams” – The college does not have academic departments. Faculty will often meet with fellow faculty members in their areas of expertise as Instruction Teams.

“Intensive” – The Sterling College academic schedule is unique. A semester consists of one or two Intensives and a Long Block. Students are required to participate in Intensives with the exception of the Winter/January Intensive. Many Field Study Courses are scheduled during Intensives. The Fall Intensive is a 2-2 1/2 week course period usually covering the last few days of August and the first two weeks of September. The Winter/January Intensive is a 2 week course period in mid to late January. The Spring Intensive is a 2 week period, scheduled in May.

“Internship Presentations” – Every student is required to complete an Internship (the course is called a Practicum in Environmental Stewardship) during their second year. Upon returning to campus in a course called Writing & Communications students reflect on their internship experience and prepare a presentation for the community. A majority of these of presentations happen during the Fall Long Block after dinner midweek in Simpson 3. Traditionally these presentations are a big deal for the students, family members will often attend.

“NEASC” (knee-ask) – New England Association of Schools and Colleges – The accreditation body that accredits our 4 year Bachelor of Arts degree program. Last accreditation visit was in the Spring of 2006. More info at www.neasc.org

“QPA” – Quality Point Average – Sterling College does not have a GPA (Grade Point Average) but rather a QPA because the highest average a student can get is a 3.8 due to several core courses graded on a pass/fail basis and a pass gets factored into the QPA as a B (3.0).

“RS” (Residence Supervisor) – There is at least one RS per residence hall. RSs can be students, staff, or faculty but are all members of the Residence Life Team. RSs supervise hall chores, create comfortable and safe living and studying environments and facilitate a variety of meetings and programs for hall residents throughout the semester.

“SARP”, “SARP Committee”, “SARP Presentation” – Senior Applied Research Project – Every student is required to complete a SARP or a Senior Project. The SARP is ideally a capstone course/experience for Sterling students in their area of interest. The SARP consists of three courses (SARP 1 – 3 credits, SARP 2 – 9 credits, SARP 3 – 3 credits) and is an on-going course that covers a minimum of three semesters. Students select a chair and two other faculty members to be on their SARP Committee. When their research is complete and they have taken a first step towards implementation, based on their research, they are ready to give a SARP Presentation to the community. SARP Presentations happen throughout the year but more so in the spring. Late in the Spring Long Block two days are
set aside as SARP Symposium Days. Traditionally these presentations are a big deal for students, family members will often attend.

“Seminar Series” – During the Long Blocks a series of outside speakers are brought to the campus or CNS. These speakers compliment the college’s academic interests/majors, as well as environmental issues, and are also designed to encourage the Craftsbury community to attend. A designated faculty member coordinates this series traditionally held on Thursday evenings.

“Senior Project” – Every student is required to complete a Senior Project or SARP. The Senior Project is a capstone experience designed by students in conjunction with a primary advisor and consists of two courses (Senior Project I and Senior Project II, both 3 credits).

“Sense of Place” – All Sterling College students begin their curriculum with a course titled A Sense of Place. This course, taught in the Fall Intensive (a shorter version is taught in the Winter Intensive), is an orientation for first time students to Sterling College, the Craftsbury community, the Northeast Kingdom, and the B.A. curriculum of the college. The course is based on place-based education and is very interactive with a majority of the classes being held in the outdoor classroom. The course is coordinated by one faculty member yet all faculty share the responsibility of facilitation, as well as several students who serve as TAs.

“Team Meeting” – Throughout the Long Blocks, all faculty and staff will gather in the Trustee Room upstairs in Mager. The Team Meeting is run by the President and is a place for faculty and staff to share announcements and issues with the entire team. Faculty Meetings usually follow the Team Meeting.

“The Barn” – A casual meeting place centrally located between Dunbar Dining Hall and Kane Hall with sofas and a piano/organ. The room was designed to look like the inside of the barn when the building was an inn of sorts. There is a large screen and DVD player which serves as a great place for students to relax and watch a movie or play one of the board games. A collection of toys attracts many faculty, staff, and student’s children who will gather and play here, of course under some adult supervision.

“The Farm” – Sterling College has a working farm which serves as a living classroom for Sustainable Agriculture courses. The farm is located on the backside of the library, not to be confused with The Barn located in Dunbar. Members of the Sterling community are welcome to visit the farm but need to be respectful of animals and their space and make sure any gate one goes through is secured.

“Wood Show” – Reverence For Wood is a spring semester course that focuses on the design and creation of a wood joinery project, often referred to as their “Wood Project” that is
exhibited at the annual Wood Show, about midterm. The Wood Show is not only an evening event for the Sterling community but the Craftsbury community as well. Community members are welcome to join the college for dinner before the show.

“Work Program” – As one of the seven institutions that are a member of the Work Colleges Consortium, all of our students who live on campus are required to have a job and work 80 hours each semester. The Work Program administers, manages, and oversees all the details and logistics associated with this unique program. More info at [www.workcolleges.org](http://www.workcolleges.org)

“Work Study” – A federally funded program at most colleges and universities that provides students with financial need an opportunity to make some money for education expenses by working on campus. Since all Sterling students are working through the Work Program, the Work Study program is interwoven within the Work Program but does have some different guidelines and paperwork that students and supervisors need to be aware of. The Work Study program is managed by the Dean of Work.

8.2 Orientation Checklist for New Employees

**BUSINESS OFFICE**

ALL Employees
Complete a W-4 Employee’s Withholding Allowance Certificate
Complete I-9 Employment Eligibility Verification
Complete a DMV Records Request
Shown where to reference Employee Handbook, and other handbooks
Complete parking registration

FULL-TIME Employees Only
Health Insurance Application or Denial Form
Health Savings Account
   Explanation of payment options for dependent health coverage Life, AD&D, and Long Term Disability Insurance Application Form Explanation of retirement benefits

**SUPERVISORS**

Virtual tour of Employee Handbook
Explanation of Leave Time, Holidays, and Sick Time
Van driver certification
Participate in A Sense of Place (A September course for all first year students) All-College Meetings and Community Meetings
Review dining hall procedures
Campus calendar
Where it is located
How scheduling events works
When to schedule and when not to schedule

Food Services
Business Office Services
Printing and copying policy including copier code and how to use the copier
Phone use and phone code
Office supplies and office furniture
Location of mailboxes (faculty, staff and students)
Parking
– where to park and where not to park
Computers (logging on, email address and access, printers available)
Introduction to the Work Program (Work Colleges Consortium, Work Crews, Time Sheets, All-College Work Days)
Walking tour of campus that includes all offices, buildings and residence halls
Making announcements on campus (Community Meetings, Bulletin Boards in Foyer and Dining Hall, White Board in the Foyer, Faculty / Team Meetings)

FACULTY SPECIFIC
Virtual tour of Faculty Guide, College Catalog, and Handbook for Outdoor Travel and Education

Walking tour of all classrooms including the CRC and the Writing Center and technology that is available in each
Tour of library and resources by librarian

Being prepared for classrooms (bring your own dry erase markers, chalk, erasers, and laptop computer)
Expectations of grading (mid-term and final), written assessments, and attendance
Explanation of effort grades
Technology available (software, programs, etc) like Moodle
Sterling College Incident Report

Department: 
Activity: working while participating in Program
Time: AM PM
in a Class
Incident: 

Staff/Faculty: 
Age: 
Date: 
Geographic Location: 
Victim Name: 
Student Sex: 
F
Work/Work
/
Work
/

I ACTIVITY (check all that apply):

Other: 
Backpacking 
Bicycling 
Camping 
Canoeing-flat 
Canoeing-white 
Cooking 
Farm 
Forest 
Free Time 
Garden 
Hiking w/o Pack 
Initiatives 
Kitchen/Dishes 
Rifle/Shotgun 
Rocks-climb 
Rocks-rappel 
Ropes-high 
Ropes-low 
Running 
Saw 
Science Lab 
Sharpening 
Skiing 
Snowshoeing 
Solo 
Swimming 
Unscheduled 
Van/ Vehicle/ Equip. 
Woodshop

The incident resulted in:

Injury 
Illness 
Fatality 
Motivation/ Behavior
Damage 
Near Miss

Updated 2/22/12
Name:
Address
Name:
Address

This form completed by:

Supervisor who reviewed this form:

**Complet