



# Staff Handbook

## Memo From HR:

The Staff Handbook describes important information about Lewis & Clark College, to assist you in understanding the institution and your employment rights and responsibilities. The Handbook covers employment relationships of all staff but does not extend to faculty or student employees. Terms and conditions of your employment are covered except if they are superseded by or inconsistent with the terms of a collective bargaining agreement or otherwise provided in writing by an authorized College official. It is your responsibility to be aware of the contents of this Staff Handbook.

The policies and procedures in this Staff Handbook are subject to change, without prior notice, at the discretion of Lewis & Clark College. For the most up-to-date and complete information, visit the Human Resources website at <http://www.lclark.edu/dept/hr/>.

The policies contained in this Staff Handbook do not in any manner constitute the terms of an employment agreement, express or implied, or create any property right for any employee. The use of any corrective action guidelines by Lewis & Clark College, does not in any way grant any entitlement or right to any employee to receive corrective action measures or in any way alter the at-will status of any employee of Lewis & Clark College.

All employees are responsible for knowing and following all policies contained in this Staff Handbook. In addition, managers and supervisors are responsible to the College for ensuring their employees adhere to the policies outlined in this Staff Handbook. If you have any questions about the Staff Handbook, or about other issues regarding employment, please consult with your supervisor or with Human Resources.

Human Resources  
Lewis & Clark College  
Fall 2008



# Lewis & Clark College

College of Arts and Sciences  
Graduate School of Education and Counseling  
Lewis & Clark Law School

STAFF HANDBOOK

Revised Spring 2005

© 2005 Lewis & Clark College.  
All rights reserved.

# Lewis & Clark College Staff Handbook

<b>Introduction</b> .....	7
<b>Part I: History of Lewis &amp; Clark College and Governance of the College</b> .....	9
History of Lewis & Clark .....	9
Mission of the College .....	9
Organization of the College .....	10
Board of Trustees .....	10
Administrative Organization .....	11
Schools of the College .....	11
Students .....	12
Faculty and Staff .....	12
<b>Part II: Position Information</b> .....	15
Equal Opportunity and Nondiscrimination Statement .....	15
Employee Disability Policy and Accommodation Request Procedure .....	15
Family Educational Rights and Privacy Act .....	16
Employee Definitions .....	16
Nonexempt .....	16
Exempt .....	16
Supervisor .....	16
Full-Time Employees .....	17
Part-Time Employees .....	17
Temporary or Casual Employees .....	17
Introductory Employees .....	17
Personnel Files .....	17
Recruitment, Appointment, and Orientation .....	18
Recruitment .....	18
Nepotism Policy .....	18
Immigration Status .....	18
Appointment .....	18
Job Sharing .....	19
Service Date .....	19
Orientation .....	19
Duties and Responsibilities .....	19
Workweek .....	19
Work Load .....	19
Work Schedules .....	20
Rest Periods .....	20
Lunch Breaks .....	20
Attendance Reporting .....	20
Conflict of Interest .....	20
Flexible Scheduling .....	21
Property Regulations .....	21

Performance Evaluations.....	22
Annual Employee Performance Evaluation.....	22
Performance Evaluation at End of Introductory Period.....	22
Probation.....	22
Promotions and Transfers.....	22
Introductory Period.....	23
Grievance Procedure.....	23
Employee Conduct.....	25
Discipline.....	25
Resignations.....	26
Reductions in Force.....	26
<b>Part III: Salaries and Wages.....</b>	<b>27</b>
Initial Placement.....	27
Wage/Salary Reviews.....	27
Pay Dates.....	27
Salary Advances.....	28
Overtime.....	28
Promotions and Transfers.....	29
<b>Part IV: Benefit Programs.....</b>	<b>31</b>
Holidays.....	31
Holiday Pay.....	31
Vacation.....	32
Accumulation.....	32
Vacation Advances.....	32
Vacation Schedules.....	33
Part-Time Employees.....	33
Vacation Use.....	34
Payment on Termination of Employment or Death.....	34
Sick Leave.....	34
Accumulation.....	34
Using Sick Leave.....	35
Well Days.....	35
Statutory Benefit Programs.....	35
Workers' Compensation.....	35
Social Security (FICA).....	35
Unemployment Insurance.....	36
College-Sponsored Benefit Programs.....	36
Medical and Dental Benefits.....	36
Personal Choice Account.....	36
Retiree Supplemental Medical Insurance.....	36
Life Insurance.....	36
Retirement (TIAA/CREF).....	37

Supplemental Retirement Annuities (SRAs).....	37
Long-Term Disability Insurance.....	37
Portland Teachers Credit Union.....	37
Employee Assistance Program.....	38
Tuition Programs.....	38
Bookstore Discount.....	38
<b>Part V: Leaves of Absence.....</b>	<b>39</b>
Personal Leave.....	39
Military Leave.....	39
Family and Medical Leave.....	39
Jury Duty and Court Appearances.....	39
Bereavement Leave.....	40
Extended Medical Leave.....	40
Return From Leave.....	40
Benefits While on Leave.....	41
<b>Part VI: Lewis &amp; Clark Institutional Policies.....</b>	<b>43</b>
Safety Policy.....	43
Sexual Harassment Policy.....	44
What Constitutes Sexual Harassment.....	44
Discrimination and Harassment Complaint Procedure.....	45
Time Period for Filing a Complaint.....	48
Protection of Parties and Witnesses.....	48
Complaints Filed With Outside Agencies.....	49
Workplace Violence and Abusive Behavior.....	49
Alcohol and Drugs Policy.....	49
Drug Testing.....	50
Smoking Policy.....	51
AIDS Policy.....	51
Weapons on Campus.....	52
College Closure.....	53
Traffic and Parking Regulations.....	54
Overview.....	54
Transportation and Parking Staff Authority.....	54
TriMet Bus Passes.....	54
Parking Fees and Refunds.....	55
Operation of Vehicles.....	55
Parking of Vehicles.....	55
Parking Permits.....	57
Enforcement.....	59
Immobilization and Impoundment.....	60
<b>Part VII: Facilities and Services.....</b>	<b>63</b>

ID Card and Use of Campus Facilities.....	63
Templeton Student Center .....	63
Pamplin Sports Center .....	63
Agnes Flanagan Chapel .....	63
Bookstores .....	64
Templeton Student Center Bookstore .....	64
Law School Bookstore .....	64
Libraries .....	64
Aubrey R. Watzek Library .....	64
Paul L. Boley Library .....	65
Food Service.....	65
Office of Campus Safety.....	65
Health Center.....	66
Mail Service.....	66
Information Technology .....	67
Client Services .....	67
Communication Systems.....	67
Computer Purchase Program .....	67
Instructional Media Services .....	68
Information Systems .....	68
Network and Technical Services.....	68
Office of Public Affairs and Communications .....	68
Hours of Campus Facilities.....	69
Emergency Phone Numbers .....	71

# Introduction

The *Staff Handbook* assists you in understanding Lewis & Clark College and your employment rights and responsibilities. The handbook covers employment relationships of all staff but does not extend to student employees. The *Faculty Handbook* provides a similar framework for faculty. Terms and conditions of your employment are covered, except if they are superseded by or inconsistent with the terms of a collective bargaining agreement or otherwise provided in writing by an authorized College official. It is your responsibility to be aware of the contents of this handbook. **While staff should find the handbook useful as a guide to employment policies at the College, it is not a contract of employment.**

From time to time, the College must modify its policies. Modification may reflect changes in the student body, College personnel, or College structure, or may correspond to state or federal laws. Information is current as of the time of publication and may be subject to change or repeal at any time, with or without notice, at the discretion of the College.

By accepting employment at Lewis & Clark College, you have chosen to work at an excellent liberal arts institution that has provided quality educational opportunities to students for more than 135 years. Lewis & Clark College is committed to intellectual exploration, critical thinking, and creative expression in an environment that values diversity and respect for the rights of others. Staff contributions in a supporting role are highly prized and contribute significantly to the quality of students' educational and personal experiences.

## Part I

# History of Lewis & Clark College and Governance of the College

## History of Lewis & Clark

Lewis & Clark College was founded in 1867 as Albany Collegiate Institute by a group of Presbyterian pioneers in the Willamette Valley town of Albany, 60 miles south of Portland. From its beginning the College was a coeducational institution, enrolling 43 women and 43 men by 1869. The first class graduated in 1873.

In 1934 the College opened a lower-division extension in Portland. Soon Portland enrollments outstripped those of the Albany campus, and in 1938 all operations were moved to the city. In 1942 the Albany College trustees acquired

through a gift-sale the Lloyd Frank “Fir Acres” estate in southwest Portland, selected Morgan Odell as the president for the new campus, and adopted the name Lewis & Clark College as a “symbol of the pioneering spirit that had made and maintained the College.”

By 1960 the College was thriving, and in 1962 the overseas study program was launched, adding a new dimension to the school. Since the program’s founding, more than 9,050 Lewis & Clark students have lived and traveled in more than 66 countries on six continents as part of their degree work.

Established as the state’s law school in 1884, Lewis & Clark Law School is Oregon’s oldest school of law. Reorganized as a private institution in 1915, the law school merged with Lewis & Clark College in 1965.

In 1984 postgraduate programs in education, counseling psychology, and public administration were consolidated into the Graduate School of Education. The program in public administration was transferred to Portland State University in 1996.

Four presidents have succeeded Morgan Odell. John Howard was president from 1960 to 1981, James Gardner served from 1981 to 1989, and Michael Mooney from 1989 to 2003, and Thomas Hochstettler became president on August 16, 2004.

The three schools of the College and their supporting offices occupy a campus of 137 acres. Separately and together, they embrace and promote the values expressed in the College’s motto: *Explorare, Discere, Sociare* (to explore, to learn, to work together).

## Mission of the College

The mission of Lewis & Clark College is to know the traditions of the liberal arts, to test their boundaries through constant exploration, and to hand on to successive generations the tools and results of this quest. By these means the College pursues the aims of all liberal learning: to seek knowledge for its own sake and to prepare for civic leadership.

The College carries out this mission through undergraduate programs in the arts and sciences and postgraduate programs in the closely related professions of education, counseling, and law. The College mounts these programs as both separately valid and mutually supportive enterprises. In all its endeavors it seeks to be a community of scholars who are alive to inquiry, open to diversity, and disciplined to work in an interdependent world.

*Approved by the Board of Trustees May 16, 1997.*

## Organization of the College

Legally established under a self-perpetuating Board of Trustees, in whose hands the direction of the institution finally rests, Lewis & Clark College in practice adheres to age-old principles of shared governance. Through explicit delegations of authority and with mutual trust, the trustees, officers, faculties, and students of



the College discharge their separate responsibilities and work together to ensure that its mission is upheld and its best possible future achieved.

## Board of Trustees

The Board of Trustees of Lewis & Clark College establishes the educational, financial, and operating policies of the College and develops whatever financial and community support is necessary to carry out those policies.

The Board of Trustees is constituted by not fewer than 18 nor more than 40 persons. The president of the College is an ex officio voting member of the board, as are the current presidents of the undergraduate/graduate and law alumni associations. Trustees are elected for three-year terms and may be elected to additional terms. Board of Trustees meetings also are attended by the principal administrative offices of the College and by faculty and student representatives from the College of Arts and Sciences, the Graduate School of Education and Counseling, and the Lewis & Clark Law School. Attendance of the administrative officers, faculty representatives, and student representatives is in an advisory, nonvoting capacity.

Operating under its Standing Rules and the Bylaws of Lewis & Clark College, the Board of Trustees provides for various standing committees and an executive committee composed of the heads of those committees, the board chair, the vice chairs, and the president. The role of the standing committees is to investigate and review the matters assigned to them and make appropriate recommendations to the board. The standing committees are Academic Affairs, Audit, Student Affairs, Buildings and Grounds, Campus Life, Finance, Institutional Advancement, Investments, and Nominations. Standing committees are composed of trustees, life trustees (former board members who have served with distinction and been elected by the Board) or consulting trustees (individuals who are otherwise qualified for regular board membership but by circumstance are unable to serve in such a capacity), faculty representatives elected by their respective faculties, student representatives selected by their respective schools, and, at the discretion of the board chair, alumni representatives. The only exceptions are the Nominations Committee and the Investments Committee, which consists entirely of trustees, life trustees, and consulting trustees. Members and officers of the standing committees are appointed annually by the chair of the board. A trustee chairs each standing committee. The chair of the board and the president of the College are ex officio, nonvoting members of all standing committees.

## Administrative Organization

The president of the College is the chief executive officer of the College and the official adviser to and executive agent of the Board of Trustees and its executive committee. As academic and administrative head of the College, the president exercises a general superintendence over the affairs of the institution and prepares a written report to the Board of Trustees at the close of each fiscal year.

Assisting the president are the vice president/provost, the vice presi-

dent/general counsel/secretary of the College, the vice president for finance/treasurer of the College, and the vice president for institutional advancement.

Each of the three schools of the College, the College of Arts and Sciences, the Law School, and the Graduate School of Education and Counseling, is headed by a dean reporting directly to the president. The deans are appointed by the president in consultation with the faculty of the relevant school and serve at the pleasure of the president.

The **Executive Council** consists of the president, the vice president/provost, three more vice presidents, and the three school deans. The Executive Council deliberates administrative policies and procedures and coordinates work of the institution's various standing and ad hoc operational committees.

The **Administrative Assembly** is made up of all members of the administration and staff and meets periodically to ensure that all members of the staff are informed about the directions of the institution and the policies and procedures that guide it.

## Schools of the College

The undergraduate, graduate, and law programs mutually support and build on each other's strengths, reflecting the complementary nature of liberal and professional learning and the important relationship of theory and application.

At the core of the institution is the liberal arts college. Its program focuses on the traditional arts and sciences disciplines and adds to them opportunities for experiential study. A particular emphasis is placed on nontraditional, overseas, and off-campus study characterized by an immersion in other cultures and attention to Western and non-Western traditions. The curriculum is organized to reflect the continuity of learning. The required first-year course, *Inventing America*, is complemented by competence in a major field—disciplinary or multidisciplinary—and opportunities for individual choice.

Lewis & Clark Law School offers a comprehensive professional education in law, an extensive continuing education program, and law-related service to the community through clinics and institutes. The curriculum includes nationally regarded programs in natural resources and environmental law, and areas of concentration in corporate and tax law, trial advocacy and dispute resolution, international business law, public law, commercial law, and criminal law and procedure.

The Graduate School of Education and Counseling is dedicated to advanced professional preparation in the fields of education and counseling psychology. Through teaching, research, and extensive community contribution, the graduate program provides leadership in improving public and private schooling and mental-health and public-sector services. Central to the graduate school program is a unique multidisciplinary core curriculum common to all specializations. Consistent with the best traditions of professional education, the curriculum integrates knowledge from liberal disciplines with specialized training requisite for elemen-

tary and secondary teaching, school administration, and school and agency counseling.

## Students

Students at Lewis & Clark exhibit certain common characteristics: a commitment to learning and creative endeavor, a belief in the liberal foundation of theoretical and applied knowledge, an abiding concern for other people, a commitment to civic contribution, and a sense of exploration and personal discovery. The student body is select and diverse. Classes are small and learning is personalized. All students are encouraged to participate fully in the intellectual, cultural, and social life of the community.

## Faculty and Staff

The faculty of Lewis & Clark are committed to excellence in teaching. They encourage students to think critically, to value ideas, and to write clearly and correctly. Students are introduced to the various liberal arts and professional disciplines and given the ability to continue to learn on their own. Their learning extends beyond the classroom to the library, the city, other communities, and other continents.

Although teaching is their first priority, all Lewis & Clark faculty members are involved in research and study in their own disciplines. All participate in the social and cultural life of the College. Most serve on a variety of College committees. Many are active in the broader community of city, state, or nation in private and professional roles. Some hold office in scholarly societies. Most publish scholarly or creative work, while some are involved in public performance in music, theatre, and the visual arts.

The faculty agree that significant educational experience is not confined to the classroom or lecture hall. They are likely to spend as much time in informal sessions with their students as they spend in their regular class hours, and often a great deal more. Many faculty members are engaged in joint research projects with students.

All members of the Lewis & Clark staff are chosen for their competence and for their dedication to the values of the small liberal arts college. The administrative support staff are recognized for being highly service oriented and for contributing to the life of the College in ways above and beyond their job descriptions.

## Part II

# Position Information

The College seeks and hires the persons best suited for employment within the context of the College’s mission, philosophy, and the position description and function. Your appointment is a statement of confidence in you and an endorsement of your capabilities and talents. You are encouraged to continue your growth and development for your own benefit and the benefit of the College and the students who study at Lewis & Clark. To this end, the College strives to develop policies, procedures, work assignments, compensation packages, and continuing-education opportunities that promote a positive employment relationship.

## Equal Opportunity and Nondiscrimination Statement

The College affirms the right of all individuals to equal opportunity in education and employment. The College does not discriminate on the basis of race, color, sex, religion, age, marital status, national origin, any physical or sensory disability, veteran status, sexual orientation, or any other basis prohibited by applicable local, state, or federal laws. The College recognizes that the presence of individuals with varied cultural backgrounds and life experiences enriches the quality of education provided to all students. The College encourages applications for admission and employment from all qualified individuals.

## Employee Disability Policy and Accommodation Request Procedure

Lewis & Clark College is committed to providing equal opportunities and access for people with disabilities. In compliance with applicable state or federal law, the College does not exclude otherwise qualified persons with disabilities as defined by the Americans With Disabilities Act (ADA) from participating in employment opportunities and College programs or activities.

The College will evaluate and respond to all requests to make a reasonable accommodation, modification, or adjustment in College facilities, programs, policies, jobs, services, and activities to ensure equal opportunity for qualified individuals with disabilities. The definition of “reasonable accommodations” is dependent on the “qualified individual” criteria for the position in question. Any disabled person seeking a reasonable accommodation in connection with employment should contact the ADA Coordinator (extension 7835) for assistance.

An individual with a disability as defined by ADA who believes he or she has been discriminated against by a member of the faculty or staff should use the Discrimination and Harassment Complaint Procedure. Retaliation against any employee or student for making a complaint is prohibited.

## Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA or the Buckley Amendment), Section 1232g of Title 20 of the United States Code, ties the receipt of federal funds to institutional compliance with laws pertaining to the maintenance or release of student records. Faculty or staff should seek advice from the appropriate registrar when in doubt about how to handle a request for information about students.

Faculty and staff should not disclose advising, grading, or other personal information about a student contained in College records without written consent from the student. Without such consent, requests should be referred to the appropriate registrar.

## Employee Definitions

Throughout the text of this document, certain definitions of employees are used consistently. Where text is not labeled, it applies to all staff. Where specifically labeled, the text applies to the employee groups as defined below:

### Nonexempt

All employees of the College who are not exempt from the overtime requirements of the Fair Labor Standards Act.

#### **LCCSSA Bargaining Unit**

The College recognizes the Lewis & Clark College Support Staff Association (LCCSSA) as the bargaining representative for all nonprofessional, indefinite-term, nonexempt support staff in the College of Arts and Sciences, Graduate School of Education and Counseling, and Lewis & Clark Law School, including clerical, secretarial, institutional services, and laboratory technician employees, and excluding grounds/maintenance employees, housekeeping employees, faculty, professional employees, safety officers, administrative staff, confidential employees, supervisors, student employees, casual or temporary employees, and part-time employees.

#### **Maintenance Bargaining Unit**

The College recognizes Teamsters Local Union No. 305 as the bargaining representative for all employees in Facilities Services, excluding secretarial, clerical, supervisory, and administrative employees.

### Exempt

All employees of the College who are exempt from the overtime requirements of the Fair Labor Standards Act.

Contact the Office of Human Resources with any questions about the exempt or nonexempt status of your position.

## Supervisor

A supervisor is any employee who has the authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or to recommend such action. A supervisor also has the responsibility to direct the work of employees and to hear their grievances.

## Full-Time Employees

Full-time employees are persons who are regularly scheduled to work 37.5 or more hours per week.

## Part-Time Employees

Part-time employees are persons who are regularly scheduled to work fewer than 37.5 hours per week.

## Temporary or Casual Employees

Temporary or casual employees are hired on a temporary basis with the agreement at the time of hire that their employment is not expected to last more than six months. Upon mutual agreement, a temporary assignment may be extended beyond six months.

## Introductory Employees

An introductory employee is a new employee or a continuing employee entering into a new position who has not completed 90 calendar days of active employment in the new position. In unusual cases, an employee's supervisor may request that the introductory period be extended for up to an additional 90 calendar days. This request must be approved by the director of human resources and include specific performance expectations necessary for continued employment.

## Personnel Files

The Office of Human Resources maintains complete and up-to-date personnel records for all current employees. It is your responsibility to notify Human Resources promptly of changes in name, marital status, number of dependents, home address, telephone number, and other information necessary to keep benefit status and employment information current and accurate. Business records concerning each employee are maintained in the Business Office and/or Human Resources.

You may have access, during normal business hours, to your personnel and business record files, exclusive of confidential preemployment reference information. While the personnel file may not be removed from the Office of Human Resources, copies of the file may be requested at your own expense.

If you believe any contents of your personnel file are incorrect or incomplete,

you may submit a statement to clarify, correct, or refute such material. Any statement submitted will be attached to the applicable documents in the file.

Access to your personnel file is restricted to you, your authorized agent, and authorized administrators and supervisors.

## Recruitment, Appointment, and Orientation

### Recruitment

Recruitment is conducted in compliance with the equal employment opportunity commitments of the College.

Prior to beginning the selection process, vacant positions must be budgeted and approved and the Office of Human Resources must have an approved position description on file. Position descriptions contain all significant job-related criteria necessary for successful performance of duties and responsibilities of the position. Position descriptions are revised from time to time as duties and responsibilities change.

### Nepotism Policy

In accordance with Oregon law, Lewis & Clark does not refuse to hire nor does it terminate employment of any individual solely because another member of that individual's family presently works at the College. However, employment cannot be offered or continued where an individual would be placed in a position of exercising supervisory, appointment, or grievance-adjustment authority over a member of his or her family. The Office of Human Resources makes decisions on a case-by-case basis concerning employees who would indirectly supervise a relative or would supervise, directly or indirectly, another person who lives in the same household but is not a relative as defined above.

### Immigration Status

The Immigration and Naturalization Act requires that new hires complete an I-9 form on their first day of employment. The form is available in the Office of Human Resources. Within three days of being hired, documentation must be presented to the Office of Human Resources establishing identity and employment authorization in accordance with federal immigration law. The immigration law does not allow the College to employ any person who fails to provide proper documentation. Failure to provide proper documentation will result in termination of employment.

### Appointment

All appointments are documented on forms approved by the College. Appointments for staff exempt from the Fair Labor Standards Act must be confirmed with a letter of agreement signed by both the employee and the appropriate executive officer.

Appointments are made for an "indefinite term." **This means that an em-**

**employee may resign at any time and that the College may terminate employment at any time and for any reason the College judges to be sufficient to justify termination.** Employees may have rights to grievance or other redress processes under a collectively bargained agreement.

## Job Sharing

Upon approval of the College through the immediate supervisor, two employees may share a single full-time position. Both may be entitled to some level of fringe benefits if the eligibility requirements are met. The cost to the College for job sharing may not exceed the cost of having one full-time employee on the job. Each employee would be subject to the eligibility requirements for insurance and retirement benefits and would be allowed to participate in those plans only if he or she worked at least the minimum number of hours necessary to meet plan requirements. Each staff member must satisfy independently all applicable eligibility requirements excepting only the requirement of full-time employment.

## Service Date

Your service date is your initial date of regular employment with Lewis & Clark College, excluding temporary or casual employment. Your service date is used to determine eligibility for benefits and in certain cases affects existing bargaining agreement rights.

## Orientation

Your supervisor will orient you to the duties and responsibilities of your position. Your supervisor will also provide a description of the position for which you have been hired.

During your first week of employment, the Office of Human Resources will orient you to the College and its policies, regulations, procedures, and benefits. After initial orientation, it is your responsibility to inform your supervisor or Human Resources if you need or want further orientation to your position.

## Duties and Responsibilities

You are required to perform all position duties and responsibilities in a professionally competent and skillful manner; observe and abide by the policies, regulations, and procedures of the College; and conduct all authorized activities of the College in accordance with the highest ethical standards.

In addition to the tasks and responsibilities in your position description, you are expected to perform other relevant duties as they may be assigned by your supervisor from time to time.

## Workweek

The workweek begins at 12:01 a.m. Monday and ends at midnight on the following Sunday.

## Work Load



As a full-time employee, you must work at least 37.5 hours per week (not including lunch breaks) as well as additional hours that are reasonable and necessary to fulfill the duties and responsibilities of your position. The majority of staff members work between the hours of 8:30 a.m. and 5 p.m., Monday through Friday, with flexibility to adjust schedules between the hours of 8 a.m. and 5 p.m. unless another schedule has been approved in advance by your supervisor or is required as a condition of the position.

If you are a part-time employee, you work a portion of 37.5 hours per work-week. That portion is translated into a percentage of one full-time job equivalent to your position, e.g., a half-time employee works at least 20 hours per work-week. You may also, at the discretion of your supervisor, work a reasonable number of additional hours, if necessary, for the completion of your position's duties and responsibilities. Additional time neither increases your hourly rate of pay nor entitles you to any of the benefits reserved for full-time employees.

## Work Schedules

Your supervisor determines daily and weekly work schedules to fit the needs of the department. Working hours are generally between 8 a.m. and 5 p.m. Your supervisor may change daily and weekly work schedules from time to time to meet the needs of the College. Changes in your work schedule will either be in writing or by your verbal agreement.

## Rest Periods

**Nonexempt**—A 15-minute rest period or break is provided once in the morning and once in the afternoon, as determined by your supervisor. Rest periods are not cumulative and may not be used to shorten work days, extend lunch breaks, or accrue additional vacation time. Breaks are intended to be taken. Neither overtime nor any other form of additional compensation will be paid for missed breaks.

## Lunch Breaks

Your departmental supervisor will schedule lunch periods, usually not longer than one hour, midway between your shift, generally between 11:30 a.m. and 1:30 p.m. Adjustments may be made according to departmental needs. For employees working swing or graveyard shifts, the lunch break usually will be scheduled near the midpoint of the shift.

## Attendance Reporting

**Nonexempt**—You must comply with the provision of the Fair Labor Standards Act that requires accurate recording of the number of hours worked each day and each week. All hours worked must be recorded. The payroll office produces an annual schedule of time sheet due dates. Time sheets must be submitted according to that schedule with vacation, sick leave, overtime, and holidays noted and signed by you and by your supervisor.

**Exempt**—Designated supervisory staff will submit monthly absence reports.

These reports document exceptions to the regularly scheduled workday to meet mandated accounting and reporting standards.

## Conflict of Interest

A conflict of interest is any judgment, action, or relationship that prohibits or inhibits you from acting in the best interests of the College. If you are a director, president, partner, general manager, or similar executive officer, or own or control directly or indirectly a substantial interest in any other entity participating in a transaction with the College, a conflict of interest may exist. You are required to conduct your activities on behalf of the College with good faith. You may not compete with the College or use business opportunities, confidential information, or trade secrets of the College for your own personal gain or advantage or the gain or advantage of another.

The College name, logo, seal, emblem, or any other trademarks or service marks of the College may not be used in outside activities without the written approval of the vice president for business and finance.

It is important that you inform your immediate supervisor of all facts and circumstances related to any transactions, activities, contracts, or other dealings in which you are involved, or may become involved on behalf of the College, that might directly or indirectly involve you in a conflict of interest.

The immediate supervisor, to whom a report of conflict of interest or potential conflict of interest is given, reports the matter to the vice president of the division who has the authority to act in the interest of the College, subject to the approval of the College president and Board of Trustees.

**Exempt**—To ensure that outside employment does not interfere with your duties and responsibilities at the College, prior written supervisory approval must be obtained.

## Flexible Scheduling

In some areas of the College, it may be possible for staff to work a flexible schedule. By providing flexibility in scheduling, the College may be able to recruit and retain valued employees and meet our transportation and parking reduction goals. Flexible scheduling arrangements must be cost neutral and maintain or increase customer service levels. Flexible schedules may include variation in daily beginning and ending times or a compressed workweek, provided those schedules comply with state and federal wage and hour laws and applicable collective bargaining agreements. Flexible scheduling arrangements must be reported to Human Resources for tracking purposes. Contact your supervisor or Human Resources for more information.

## Property Regulations

All property (furnishings and equipment) belonging to Lewis & Clark College should be left where originally placed in College-owned buildings. Campus community members are asked to be alert to and discourage vandalism of College

property. Removal of College-owned property for personal use to locations off the campus (without the written consent of an appropriate College official) may result in disciplinary action and/or referral of the case to appropriate civil authorities.

## Performance Evaluations

### Annual Employee Performance Evaluation

Your job performance will be reviewed and a performance evaluation given at least annually. Written evaluations are for the purpose of assisting you with your development and establishing a record of work performance. Your position description and work standards provide a basis for the evaluation.

The evaluator will review the written evaluation with you and provide copies for both you and your personnel file. After reviewing the evaluation with your supervisor, you will be asked to sign your evaluation. Signing acknowledges receipt and not necessarily agreement.

**Nonexempt**—If you have objections to the evaluation, you may present a written response to the director of human resources. Your response will be filed with the evaluation and a copy will be forwarded to your supervisor.

**Exempt**—If you have concerns regarding your evaluation, you may submit a written response to the evaluator’s supervisor with a copy to your personnel file.

### Performance Evaluation at End of Introductory Period

At the end of an introductory period, your supervisor will meet with you and evaluate your performance. Both you and your supervisor will sign the evaluation form and forward it to the Office of Human Resources to be placed in your personnel file.

### Probation

Employees who fail to meet established standards of attendance, work performance, or conduct may be placed on a special probationary period up to and including 90 calendar days. A probationary period provides an opportunity for a supervisor to clarify work expectations and for an employee to work toward an acceptable performance level. Failure to meet established work expectations may result in further corrective action up to and including termination.

## Promotions and Transfers

The College encourages career development and professional growth by offering tuition waiver benefits and opportunities for promotion and transfer. Notices of job vacancies are posted on the bulletin board inside the Office of Human Resources and circulated to the campus community. Job vacancies are also announced on the Web at [www.lclark.edu/dept/hr](http://www.lclark.edu/dept/hr) or via the job information line at 503-768-7840. You are encouraged to apply for promotion and transfer opportunities for which you are qualified. The College may also advertise the vacancy to the public at the same time it is posted.

Notices of vacancies are posted for not less than five working days and application forms are provided by the Office of Human Resources. Vacancies are filled after requirements of the position and relative qualifications of the applicants have been carefully evaluated. The College intends to consider qualified internal applicants for promotions and transfers before hiring new employees for the positions. The College may choose to promote or transfer an existing employee applicant or to fill vacancies with a new employee. In special circumstances, the appropriate vice president, in consultation with the hiring supervisor and the director of human resources, may promote or transfer a current, highly qualified employee without an internal or external search. The College may at any time, for any reason, determine not to fill a posted vacancy.

## Introductory Period

If you request and receive a promotion or transfer to another position, you will serve an introductory period of up to 90 calendar days in the new position. The introductory period provides the College with the opportunity to assess its placement decision. In addition, you have the opportunity to learn about the position and evaluate whether or not it meets your career needs. During this period, the employment relationship may be terminated at any time, by you or the College. In unusual cases, the introductory period may be extended for up to an additional 90 calendar days upon the request of your supervisor and the approval of the director of human resources.

**Nonexempt**—After being promoted or transferred, you may voluntarily return to your prior position at any time during the introductory period if that position is still vacant. If the prior position is not vacant, you may apply for any other available and suitable position. If you do not successfully complete the introductory period in the new position, you will be returned to the prior position if it is still vacant. If not vacant, you will have 30 days within which to apply for a different position. If you do not obtain another position during this period, your employment will be terminated.

**Exempt**—Unless suitable available employment alternatives exist, unsuccessful completion of the introductory period may result in corrective action up to and including termination of employment.

## Grievance Procedure

The College provides each employee with a process for resolving a work-related complaint. To ensure this occurs, the College has established this grievance procedure for disputes between the College and nonunion employees over work-related issues.

Complaints against faculty and staff of discrimination and harassment are resolved through the Discrimination and Harassment Complaint Procedures. If charges of discrimination and harassment are not successfully resolved through the Discrimination and Harassment Complaint Procedures, step 3 of the following

grievance procedure serves as an appeal process for staff members. Employees shall not be discriminated against or disciplined because they have availed themselves of this procedure.

Faculty members not otherwise covered under the Faculty Grievance Procedure may also use this procedure. Union employee grievance procedures for disputes involving wages, hours, and working conditions are provided by the contracts between the Unions and the College.

**Step 1)** In most cases, the employee should first attempt to resolve the difficulty informally by discussing it with the immediate supervisor. If the matter is not informally resolved to the employee's satisfaction, a description of the problem should be submitted in writing to the immediate supervisor. The written complaint should include an explanation of the problem, a listing of all facts related to it, a summary of any action or attempted resolution undertaken by the employee, and a description of the desired resolution. The written complaint should be presented to the immediate supervisor with a copy to the director of human resources within 10 working days since the last occurrence of the problem. The supervisor or his or her designee should respond verbally or in writing within 5 working days, unless more time is needed.

**Step 2)** If the matter is not resolved to the employee's satisfaction at step 1, or the employee believes it is inappropriate to raise the issue with the immediate supervisor, the employee may present the grievance in writing to the director of human resources within 10 working days after the receipt of the response from the immediate supervisor or his or her designee or the last occurrence of the problem, if step 1 was skipped. The director of human resources or his or her designee may make inquiries as necessary to obtain a full understanding of the facts. The director of human resources or his or her designee should respond in writing to the employee within 5 working days of the employee's notification of his or her desire to proceed to step 2, unless more time is needed. In some cases, it may be necessary to extend the time frame in which the director of human resources or his or her designee may respond in order to thoroughly investigate the facts pertaining to the grievance. In such a case, the employee should be notified in writing of this need for an extension.

**Step 3)** If the matter is not resolved to the employee's satisfaction at step 2, the employee may take the matter to the third and final step. The employee may notify the president in writing of his or her intention to proceed to step 3 within 5 working days after the receipt of the step 2 determination from the director of human resources or his or her designee or an adverse determination of a discrimination or harassment complaint. The director of human resources should receive a copy of such notification. The director of human resources will provide the president with a copy of the employee's written grievance and a statement regarding the director's efforts to resolve the grievance at step 2, or the record of the discrimination or harassment investigation and determination. The president or his or her designee may make inquiries as necessary to obtain a full understanding of the facts surrounding the grievance. The president or his or her de-

signee should give a written decision within 15 working days following notification to proceed to step 3, unless more time is needed. This decision shall be final and binding on all parties.

In some cases, it may be necessary to extend the time frame in which the president or his or her designee may reply in order to thoroughly investigate the facts pertaining to the grievance. In such a case, the employee should be notified in writing of the extension.

If the employee fails to initiate the grievance procedure or advance the matter through the steps within the specified time limits, he or she generally forfeits the grievance and the determination of the matter by the College is final.

## Employee Conduct

Every organization has standards and rules of conduct to govern its activities. To ensure high-quality performance, the College retains the right to discharge employees with or without cause. If cause is specified, the causes set forth below shall be deemed to be sufficient. The College's determination of the facts and whether they constitute cause shall be final and binding, unless subject to a grievance procedure.

Cause can mean incompetence; dishonesty, including but not limited to plagiarism, falsification of academic credentials, and misappropriation or misapplication of College funds or property; falsification of College reports or records; failure to perform assigned duties; unsatisfactory work performance; repeated tardiness; repeated absences; refusal to perform assigned work; insubordination; violation of standards of behavior reasonably expected for employees of the College; breach of the terms and conditions of employment; failing to resolve a conflict of interest; knowing or reckless violation of established rights of students, visitors, or employees of the College; violation of recognized canons of professional ethics, ethical statements, or rules of conduct of the College; failure to perform a job in a satisfactory manner; or moral turpitude (as defined in light of the College's mission and goals).

## Discipline

**Nonexempt**—After completion of your initial introductory period, you will be disciplined only for cause, as determined by the College. Discipline may include oral or written warning, a suspension, a disciplinary probationary period, or discharge. Discipline need not include each of these steps in this order. The severity of the discipline in a given case will depend upon the circumstances. The list of causes above sets forth examples only and is not intended to exclude other reasonable causes for disciplinary action. If you have completed the initial introductory period, you may protest any discipline or discharge only under the terms of the grievance procedure as set forth on pages 23 and 24. An introductory employee may be discharged at any time during the introductory period, for any reason deemed sufficient solely by the College.

**Exempt**—After exempt employees have completed their introductory period, in most instances the College will attempt to follow the terms of the nonexempt discipline and discharge criteria. However, if the College deems an exempt employee’s performance to be detrimental to the functioning of the College, it reserves the right to terminate the employee for any reason upon 30 calendar days’ notice.

## Resignations

**Nonexempt**—If you intend to leave Lewis & Clark, at least two weeks’ notice of resignation is expected. The College may in its sole discretion accelerate the effective date of the resignation and pay you for the balance of the notice period.

**Exempt**—If you intend to leave Lewis & Clark, at least 30 calendar days’ notice of resignation is expected. The College may in its sole discretion accelerate the effective date of the resignation and pay you for the balance of the notice period.

## Reductions in Force

### Layoff

Circumstances may occur that require a reduction in the College’s work force. These reductions may be due to lack of available work or funds, permanent reduction of the operating staff of the College, an emergency that curtails normal operations, or other circumstances that do not reflect upon performance.

When determining reduction in force, the College, unless superseded by a collective bargaining agreement, maintains sole discretion in evaluating employee’s abilities, training levels, skills, and lengths of employment.

## Part III

# Salaries and Wages

Just as Lewis & Clark seeks to select and hire the best qualified persons, the College also seeks to reward them with competitive compensation packages comprised of salaries or wages, fringe benefits, and leave programs.

Unless specified otherwise in a collective bargaining agreement, the College relates pay increases to performance. Salaries are periodically checked against the market to ensure the College remains competitive. Determination of salaries or wages paid for any specific position may vary depending upon performance, length of service, prior employment history, and other factors deemed relevant.

## Initial Placement

Your initial salary/wage range is based upon the College's assessment of the position for which you have been hired, with consideration of individual experience and qualifications.

**Nonexempt**—Wages/salaries for new hires are determined by the pay range in which the position is classified and must be approved by the Office of Human Resources.

**Exempt**—Salaries for exempt new hires will be determined based upon qualifications, labor market conditions, and institutional resources. The salary must be authorized by the appropriate executive officer after consultation with the director of human resources.

## Wage/Salary Reviews

The College reviews salaries of current employees at least once a year. Unless specified otherwise in a collective bargaining agreement, adjustments are made at the discretion of the College based upon a variety of factors including, but not limited to, quality of performance, position, duties and responsibilities, experience, qualifications, longevity, labor market conditions, and institutional resources. Exempt employees hired after March 1 typically do not receive a salary adjustment during their first year.

## Pay Dates

Unless otherwise determined by law, wages or salary earned by all regular and temporary employees are paid on the last working day of the month. Paychecks are available in the Cashier's Office between 8 a.m. and 4:30 p.m. on payday. One employee from each department is designated to pick up paychecks for the entire department. Law school paychecks are available in the law school Business Services office.

Payment of wages or salary is subject to withholding requirements of local, state, and federal governments and for programs for which the College has authorized a payroll deduction.

## Salary Advances

The College may grant pay advances at its discretion only in cases of unanticipated, extreme emergencies and on a nonrecurring basis. Advances are available on the 15th of the month (or the Friday before the 15th if the 15th is on a weekend). Requests for advances must be made four or more working days before the 15th to allow Payroll enough time to process the request. There is a limit of three advances per fiscal year. Advances may be subject to a service charge. To request a salary advance, contact Payroll or the Office of Human Resources. Supervisory approval is required.



## Overtime

**Nonexempt**—You are expected to work overtime when requested to meet departmental needs or deadlines. Departmental supervisors must approve all overtime in advance. Compensatory time off for actual hours worked in excess of 40 hours in a workweek is permitted when approved by your supervisor and the director of human resources. Compensatory time must be taken within the workweek in which it is earned. Employees are paid at an overtime rate of one and one-half times their base hourly rate for each hour worked in excess of 40 hours in a workweek.

For the purposes of this policy, “hours worked” includes only those hours that are a part of your regular work schedule or that are authorized in advance by your supervisor. Time worked in excess of your regular work schedule without prior supervisory approval may subject you to disciplinary action.

For overtime computation purposes, “hours worked” does not include:

- Time spent on leaves (e.g., sick, holiday, vacation), whether compensated or not.
- Rest breaks in excess of 15 minutes per rest period.
- Meal periods, unless you work on your lunch hour.
- Travel time to and from work, except in the case of emergency service where your return to work was unscheduled and unpredictable.
- Absences.

“Hours worked” does include:

- Attendance at meetings or training programs if **a)** attendance is within regular working hours, and **b)** attendance is required.
- “On duty” or “on call” time as determined by your supervisor.
- Travel as part of your principal work activities for your supervisor if it is conducted during regularly scheduled or preauthorized work periods.
- Time used to care for tools and equipment, or for changing clothes or washing, if it is a required part of your duties and responsibilities.
- Time spent waiting for and receiving medical attention on or off College premises, if during regularly scheduled or preapproved work hours and related to injuries suffered in the course of your job.

**Exempt**—Employees are not eligible for overtime compensation.

## Promotions and Transfers

**Nonexempt**—When promoted or transferred, you are placed on the salary schedule for the new position, at a level determined by the director of human resources to be appropriate for your skills and experience but at least equal to your salary before the transfer, unless the new position is at a lower grade or you agree to accept departmental budgetary constraints.

**Exempt**—After consultation with the director of human resources, the appropriate executive officer will determine salary based on qualifications, labor market conditions, and institutional resources.

# Part IV

## Benefit Programs

A comprehensive employee benefit program is provided to Lewis & Clark employees. It includes options for time off with pay as well as a number of insurance programs.

Benefits are available to regular full-time or part-time employees scheduled to work 20 hours or more per week.

While the benefits are summarized below, details of the entire benefit package will be provided during your orientation.

To ensure appropriate use of your benefits, you are encouraged to become familiar with the entire benefit package. If you have any questions, do not hesitate to contact the Office of Human Resources.

## Holidays

The following days are recognized and observed as paid holidays for employees:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Eve Day
- The week between Christmas and New Year's Day

The College publishes an annual holiday schedule that includes these holidays and any additional holidays announced by the College for all employees.

Whenever a holiday falls on a Sunday, the succeeding Monday is observed as the holiday. Whenever a holiday falls on a Saturday, the preceding Friday is observed as the holiday.

## Holiday Pay

You are eligible for holiday pay, unless otherwise agreed upon by the College, if you are in paid status on the last scheduled work day before and the next scheduled work day after the holiday. Employees are deemed to be in paid status when they are receiving regular, sick, or vacation pay. Holidays that occur during vacation or sick leave will not be charged against such leave. Part-time employees will be paid on a prorated basis.

**Nonexempt**—If you work on any of the holidays listed above, you will be paid in addition to holiday pay either regular pay for the hours worked or compensatory time off, to be taken within the workweek in which you earn it, equal to the

number of hours worked. The College decides on the form of such compensation.  
**Exempt**—You do not receive additional compensation for working on a holiday.

## Vacation

Lewis & Clark recognizes the value of time away from work for the purposes of rest, relaxation, or personal emergencies. The College provides regular full- and part-time employees with paid vacation as part of an employee's total compensation package.

### Accumulation

**Nonexempt**—Each year you are permitted to use the amount of vacation time accumulated during that year. The College encourages you to take vacation during the year in which it is earned, but, unless otherwise specified in a collective bargaining agreement, vacation earned in a given year must be taken before the end of the following year. Vacation may be accumulated to the maximum levels. When the maximum accumulation has been reached, accruals are frozen and vacation does not accumulate further until vacation has been used. When vacation is used, accruals resume, beginning at that point in time when the vacation was used. Absence from work for reasons other than illness or injury will be charged to vacation before you are placed on time off without pay.

**Exempt**—Full-time administrative staff accrue vacation with pay at the rate of two days per month for every month worked. Maximum vacation accrual is 24 days. The College encourages employees to take vacation during the academic year (September 1 to August 31) in which it is accrued. Employees may use the amount of vacation time accrued during the current academic year. The employee can access any unused vacation from the prior academic year to bring them up to the 24-day maximum. The maximum accrued vacation that can be carried over into a new academic year is 24 days. Upon separation from the College, the College will pay out a maximum of 24 days unused vacation.

Part-time administrative staff accrue prorated vacation based on the number of hours regularly scheduled to work compared to the 37.5-hour-per-week normal full-time schedule. The maximum accrual is also prorated. For 9-, 10-, and 11-month employees, vacation must be taken during the 9-, 10-, or 11-month period in which they work.

Vacation accrues in those months in which an employee receives compensation for at least two weeks of work. Vacation does not accrue when you are not in paid status.

### Vacation Advances

You may not take vacation in advance of earning it.

**Nonexempt**—After you complete your introductory period, you begin to accrue vacation with pay in accordance with the following schedule, based upon your completed years of service and your employment status. At completion of the introductory period, introductory employees are credited with vacation as if ac-

cruals had started at the beginning of employment as a regular employee.

If you are a full-time employee, vacation accumulates in those months in which you are compensated for at least two weeks. If you are a part-time employee, vacation earned will be prorated by your normal full-time equivalent work load. Vacation does not accrue while you are in unpaid status. If you work overtime, you will not accrue additional vacation. Unless superseded by a collective bargaining agreement, the following accrual schedule applies:

## Vacation Schedules

### Vacation Schedule for Nonexempt 12-Month Employees

Completed Years of Service	Days Per Month	Days Per Year	Maximum Accumulation
1	1	12	12
2	1	12	15
3	1	12	15
4	1	12	15
5	1	12	15
6	1.25	15	15
7	1.25	15	19
8	1.33	16	19
9	1.50	18	21
10	1.50	18	21
11	1.67	20	22
12	1.67	20	22
13	1.83	22	24
14+	1.83	22	24

### Vacation Schedule for Nonexempt 9-, 10-, and 11-Month Employees

	Days Accrued Per Month	Days Per Year	Maximum Accumulation
11 Month	11/12	11	11
10 Month	10/12	10	10
9 Month	9/12	9	9

As a 9-, 10-, or 11-month nonexempt employee, you must take vacation during the fiscal year in which it is accrued. Unused vacation is not paid and cannot be carried over from year to year.

## Part-Time Employees

If you are an exempt part-time employee, vacation is prorated on the number of hours you are regularly scheduled to work, compared to the 37.5-hour-per-week normal full-time load.

## Vacation Use

You may take vacation only when approved in advance by your supervisor. You and your supervisor shall agree upon times when vacation will least interfere with the efficient operation of your work unit, taking into consideration the needs of your department, your vacation preferences, and the vacation preferences of other employees. If employees request the same vacation time, the supervisor may allow seniority to determine priority for the requested period. Vacation cannot be used during the required resignation notice period.

## Payment on Termination of Employment or Death

In the event of an employee's death, all accumulated and unused vacation shall be paid in the same manner as the employee's final paycheck. An employee who terminates employment (including retirement) will be paid for all vacation accrued but unused as of the date of termination. In no case shall accrued vacation be greater than the maximum allowable payout. Vacation pay cannot be used to extend the effective resignation or retirement date.

## Sick Leave

The College provides paid sick leave for employees who cannot be at work because of illness or injury. The purpose of sick leave is to provide income protection during this period. Unless superseded by a collective bargaining agreement, the following outlines the College sick leave provisions:

### Accumulation

**Nonexempt**—If you are a nonexempt employee, you accumulate sick leave at your regular rate of pay, at the rate of one day per month. Employees who have completed five years of employment with the College will accrue sick leave at the rate of 1.25 days per month. You accumulate sick leave if you are in paid status for 75 or more hours in the calendar month. If you are a part-time nonexempt employee, you accumulate sick leave on a prorated basis according to the hours you normally work compared to a full work load. You may accumulate up to 120 days of sick leave.

**Exempt**—If you are a full-time exempt employee, you are credited with 22 non-accumulating sick leave days per academic year. If you are a part-time exempt employee, you receive sick leave credit prorated according to the hours you normally work compared to a full work load.

If you are an exempt employee requiring medical leave beyond 22 days per year, you may be eligible for short-term disability payments. Exempt staff unable to perform the material duties of their position with reasonable continuity may request a medical leave with continued pay for up to six months. A physician's statement confirming the need for disability must be included with the request. Additional information about the short-term disability program is available through Human Resources.

## Using Sick Leave

Accumulated sick leave can be used when you are unable to work because of an incapacitating illness or injury, except as otherwise authorized in this section. Absence for doctor and dentist appointments may also be charged to sick leave. If you need to use sick leave, notify your supervisor before or at the beginning of your shift, unless you are physically incapacitated. If you are incapacitated, you should notify your supervisor as soon as reasonably possible. As soon as you become aware of the need to be absent from work for medical reasons, you must notify your supervisor. Absence from work because of illness or injury is subject to reasonable verification by the College. Absences due to illness or injury that exceed accumulated sick leave will be charged to accumulated vacation before you are placed on leave without pay.

You may also use up to three days of accumulated sick leave per fiscal year in conjunction with immediate family (parent, child, spouse) when they are ill or injured. You may not use sick leave for household or nonmedical purposes.

## Well Days

**Nonexempt**—When you maintain a perfect attendance record by having no absences related to illness from scheduled work days during each year, the College gives you a personal day off with pay. The year, for purposes of this section, will be measured by your anniversary date. At your supervisor’s discretion, absences of less than two hours for medical appointments may be prearranged and the time made up within that workweek, without disqualifying an employee for this benefit. A personal day must be taken in the 12 months immediately following the year earned or it will be lost.

**Exempt**—You do not receive compensation for perfect attendance.

## Statutory Benefit Programs

### Workers’ Compensation

The College provides workers’ compensation insurance for injuries and illnesses incurred while on the job. There is a partial deduction for this insurance from your paycheck. You must report immediately all job-related accidents and illnesses to your supervisor and the Lewis & Clark occupational health and safety officer. The occupational health and safety officer will inform you of your rights and responsibilities and assist you in completing an accident or illness report form.

### Social Security (FICA)

In accordance with federal law, you contribute a percentage of your salary to Social Security and the College matches the contribution. These percentages are mandated by law and are subject to change. Benefits are determined by the Social Security Administration.

## Unemployment Insurance

The College has established a reserve account and reimburses the State Employment Division for unemployment benefits paid to former employees in accordance with the laws of the state of Oregon. Employees do not contribute to this insurance.

## College-Sponsored Benefit Programs

Summarized below are the benefits provided to you as a College employee. The specific benefits and eligibility requirements are governed by the official plan documents. You may obtain details of coverage and benefits from the Office of Human Resources. The College reserves the right to modify coverage and eligibility, change carriers, or terminate benefits as is determined appropriate in the best interests of the College.

### Medical and Dental Benefits

Group medical and dental insurance is available if you meet eligibility requirements of the plans. The College contributes a portion of the cost. Details of the plans and booklets are available in Human Resources and on the Web at [www.lclark.edu/dept/hr/benefits](http://www.lclark.edu/dept/hr/benefits).

### Personal Choice Account

The Personal Choice Account allows you to use pretax dollars to pay for child care or medical or dental services you would normally have to pay for with after-tax dollars. Out-of-pocket premiums for medical and dental insurance may also be paid with pretax dollars. Employees must sign up for the Personal Choice Account within 30 days of employment or during the annual open enrollment period. Additionally, employees must complete new enrollment forms each year during open enrollment to continue the Personal Choice Account from one plan year to the next. For more information, contact the Office of Human Resources or visit our Web page at <http://www.lclark.edu/dept/hr/5flexpendingacc.html>.

### Retiree Supplemental Medical Insurance

Supplemental medical insurance is available to eligible retired employees. The College contributes toward the cost for the retiree. You may choose to enroll your spouse at your expense.

A retiree is eligible if he or she **a)** has at least five years of continuous, full-time service with the College, **b)** is enrolled in Medicare parts A and B, **c)** retires from the College (not terminated or laid off; did not resign), and **d)** enrolls within 30 days after becoming eligible. For more information, contact the Office of Human Resources.

### Life Insurance

The College provides a group term life insurance plan for all employees regularly scheduled to work at least 30 hours per week. The College pays the cost of the

basic coverage. Optional term life, additional accidental death and dismemberment, and dependent life coverage is available at your expense.

Optional term life and dependent life insurance may require proof of insurability. Details of the plan are available in the Office of Human Resources and on our Web page at <http://www.lclark.edu/dept/hr/6lifeinsurance.html>.

## Retirement (TIAA/CREF)

The College's retirement plan is with the Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF). TIAA is a nonprofit legal reserve insurance company. CREF is a separate, nonprofit corporation that provides retirement benefits through common stock and other investments.

You are eligible to participate in TIAA/CREF if you are a regular employee who has attained age 21, who works at least 1,000 hours per year, and who has completed one year of service and otherwise meets the requirements of the College's plan with TIAA/CREF. If you worked at another institution of higher education for 12 months immediately preceding your start date at Lewis & Clark or if you were previously employed by Lewis & Clark College and meet the eligibility requirements, you may be eligible to participate on the first of the month following your hire date. Details of the plan are available in the Office of Human Resources and on our Web page at <http://www.lclark.edu/dept/hr/11retirementprog.html>.

## Supplemental Retirement Annuities (SRAs)

In addition to the TIAA/CREF retirement program, you may choose to invest in TIAA/CREF Supplemental Retirement Annuities. SRA contributions are voluntary, participation is immediate, and contributions may be tax deferred within limits set by federal law. The College does not contribute. Contact the Office of Human Resources for further information.

## Long-Term Disability Insurance

The College provides long-term disability benefits for all employees regularly scheduled to work at least 30 hours per week. Long-term disability insurance provides income protection in the event you are unable to work for an extended period of time due to injury or illness. To obtain further information regarding eligibility and level of coverage, please contact the Office of Human Resources.

## Portland Teachers Credit Union

As an employee of Lewis & Clark, you are eligible to become a member of the Portland Teachers Credit Union (PTCU). PTCU offers a wide variety of financial services including checking, savings, home and personal loans, and the opportunity to share in the Credit Union profits through savings dividends.

Once you join PTCU, you are a member for life. If you leave employment at the College, or move from the area, you will retain PTCU privileges. Immediate family members (spouse, children, stepchildren, grandchildren, brothers, sisters, half brothers, half sisters, parents, grandparents, aunts, and uncles) of a primary member are also eligible for membership.



Information packets and application forms are available in the Office of Human Resources. You may apply directly to any PTCU office or online at [www.ptcu.com](http://www.ptcu.com). Arrangements can be made with Payroll in the Business Office for direct deposit of your monthly paycheck into your PTCU savings or checking account and for automatic withdrawal from your monthly paycheck for loan payments.

## Employee Assistance Program

The College offers a mental health benefit designed to supplement coverage provided by medical insurance programs. This program is available to employees, their families, and significant others. The College has retained the services of Employee Assistance Services Enterprises (EASE) to provide individuals with no-cost private and confidential short-term intervention and referral to help them deal with stresses and problems they may face. EASE's broad range of services assists employees and their families in dealing with many personal problems: marital and family difficulties, emotional problems, personal crises, career counseling, alcohol and drug problems, elder and child care needs, financial planning, as well as financial and legal difficulties. You may access EASE's services online at [www.easeap.com](http://www.easeap.com).

## Tuition Programs

The College maintains or participates in programs of tuition waiver, exchange, and remission to provide faculty, staff, administrators, their spouses, and their dependents with a wide range of opportunities to obtain a college-level education suitable to their individual needs.

Information regarding each of these programs, eligibility, and the application process is available through the Office of Human Resources and at [www.lclark.edu/dept/hr](http://www.lclark.edu/dept/hr).

## Bookstore Discount

Your identification card entitles you to a 10-percent discount on trade books, clothing, greeting cards, office supplies, and other items in the Bookstore, located in Templeton Student Center.

# Part V

## Leaves of Absence

### Personal Leave

When the requirements of the College permit, you may, subject to College approval, be granted a personal leave of absence not to exceed six months. You must request personal leave from your supervisor in writing. Requests are subject to the discretion of the College and are approved by the Office of Human Resources. Excluding accrued vacation time, personal leaves are without pay.

### Military Leave

You are granted leave without pay for military service, as required by federal law.

### Family and Medical Leave

Eligible employees will receive unpaid leaves of absence up to the limits described under the provisions of the Oregon Family Leave Act (OFLA) and the federal Family and Medical Leave Act (FMLA) for the serious condition of the employee (including pregnancy), to provide care for an immediate family member with a serious health condition, for the birth and care of a newborn or newly placed adopted or foster-care child, or to care for a sick child.

Available sick and vacation allowances may be used or may be required, in certain instances. Use of paid time does not increase the total time allowed under these provisions. If the leave qualified under OFLA and FMLA, the leaves shall run concurrently. An employee requesting such leave must comply with the notification requirements established by College policy consistent with applicable law. For specific details, contact the Office of Human Resources.

### Jury Duty and Court Appearances

Regular employees are eligible for jury duty pay. If you are subpoenaed for jury duty, you must provide a copy of the jury subpoena to your supervisor as soon as possible. Nonexempt employees should indicate absence due to jury duty on their time sheets.

When deemed necessary, the College may request that an employee be excused from jury duty due to a bona fide hardship. While on jury duty, you will receive from Lewis & Clark as regular pay an amount necessary to make up the difference between the pay you receive for jury duty and your regular daily pay. You must turn in your jury duty checks at the Office of Human Resources. You will be reimbursed for any amount you have been paid for mileage, meal allow-

ance, parking fees, etc. Employees reporting for jury duty and excused before 2 p.m. must report to work.

If you are required to testify as a witness on behalf of the College, you will receive your regular pay, less any witness fees you receive.

If you must appear in court on personal matters, this time may be charged to vacation leave or, in the absence of accrued vacation, time off without pay. Requests for such personal absences must be made sufficiently in advance so as not to disrupt the work of your department.

## Bereavement Leave

If you are absent from work for the purpose of attending a funeral and making necessary household adjustments because of the death of a spouse or child, you will be paid for the time lost from your regularly scheduled work, up to a maximum of five consecutive work days, excluding normal days off. You will be paid for a maximum of four days off in the event of the death of a parent, stepchild, stepparent, grandchild, grandparent, brother, sister, son-in-law, daughter-in-law, or person bearing the same relation to your spouse. You may take a paid one-day funeral leave for relatives not in your immediate family. You must have satisfactorily completed the initial introductory period to be eligible for paid funeral leave. You are responsible for notifying your supervisor of the need for funeral leave.

## Extended Medical Leave

At some time you may experience a personal illness or injury that, as certified by a licensed physician, extends beyond the expiration of paid sick leave. As soon as you are aware that you need to be absent from work for medical reasons, you must notify your supervisor and the Office of Human Resources. In such a case, at the sole discretion of the College, you may be granted a leave of absence without pay for the duration of the illness, not to exceed an additional six months. If you cannot return to work upon the expiration of unpaid medical leave and any extensions of unpaid medical leave approved at the sole discretion of the College, your employment will be terminated.

## Return From Leave

Upon return from a medical leave of absence, you will return to the position you held at the time the leave was granted if you are able to perform the job and if it is available, unless superseded by a collective bargaining agreement. Except where federal or Oregon law requires that an employee returning from leave be reinstated to the former position, the College does not guarantee that your position will be held open while you are on leave.

## Benefits While on Leave

Holiday, vacation, and sick leave benefits will not accrue during any period while you are not in paid status or while you are receiving worker's compensation, time loss, or any other form of disability insurance benefits.

Benefits in the form of insurance coverage for medical, dental, life, and disability may be continued in accordance with College policies, provider contracts, and applicable federal and state law.

## Part VI

# Lewis & Clark Institutional Policies

## Safety Policy

Lewis & Clark endeavors to provide a safe and healthy work environment for all employees. The College abides by all applicable city, state, and federal safety regulations.

The College has established a safety committee to monitor, evaluate, and recommend solutions to safety-related issues campuswide. The committee consists of an equal number of employees and supervisors, totaling no fewer than four members. Employee members volunteer for a two-year term. Employer representatives are assigned as consistent with their position responsibilities.

To enable the College to take corrective action, all employees are encouraged to submit in writing any safety concerns to the Lewis & Clark occupational health and safety officer or any member of the safety committee.

The safety committee meets at least once a month. During the last month of each quarter, committee members split into small groups and walk around assigned areas of the campus to identify safety and health hazards and make recommendations for their correction. A recorder then completes a quarterly workplace safety inspection sheet.

Employee representatives are paid their regular hourly wage while attending safety committee meetings or training.

Minutes are taken at each meeting and maintained for three years. The minutes are distributed to each committee member and include any reports, evaluations, or recommendations of the committee.

Employee safety suggestions or reports of hazardous working conditions must

be submitted in writing to a safety committee member or the committee chair. Reports will be reviewed at the next scheduled safety committee meeting after they are received. In the new employee orientation process, all employees will learn in greater detail how to report safety concerns.

Members of the committee are trained, using rules set by the Occupational Safety and Health Administration (OSHA), in methods for identifying hazards and in techniques for conducting accident investigations.

The committee's meeting agenda includes at least the following: review of any potential safety hazards that have surfaced in the preceding month, development of recommendations to the vice president for business and finance, review of responses to the prior month's recommendation to the vice president for business and finance, review of any on-the-job accident investigation reports submitted since the preceding month's meeting.

The committee prepares monthly reports, which include a summary of the discussion of issues, consensus solutions, and actions taken on previous issues. The committee's annual report, completed each February, evaluates the College's commitment to workplace safety. All reports are distributed to the executive officers of the College.

## Sexual Harassment Policy

A supportive, congenial, and professional environment is essential to Lewis & Clark College's academic mission. For this reason, the College strives to sustain an atmosphere in which individual dignity is respected. Sexual harassment at Lewis & Clark College will not be tolerated.

### What Constitutes Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when **a)** submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement; **b)** submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or **c)** such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or academic environment. In evaluating conduct of the sort described above, the interference and/or the environment will be viewed through the eyes of a reasonable person in the position of the victim of the alleged harassment.

This definition is not intended to limit the free exchange of opinions or the vigorous debate of ideas. All members of the College community are entitled to use speech to convey disagreement, agreement, inquiry, or commentary in keeping with the principles underlying constitutionally protected free expression. In particular, speech that is related to or uttered in connection with academic affairs or the expression of nonanonymous opinions in classrooms, open forums, papers, newspapers, or pamphlets will not constitute sexual harassment under

the third point above unless it is so severe or pervasive as to unreasonably interfere with an individual's work or academic performance or unreasonably create an intimidating, hostile, or offensive work or academic environment.

Sexual harassment as a concept encompasses a broad range of conduct, from the display of sexually suggestive objects or pictures to coerced sexual relations. Whether or not particular conduct constitutes sexual harassment will depend on the context in which the conduct arises, the relationship of the parties, and the severity and frequency of the conduct.

Not all sexual conduct is sexual harassment. Sexual conduct, to be a violation of this policy, must be unwelcome and must be sufficiently severe or pervasive that it meets the definition in this policy. Sexual harassment is not limited to heterosexual harassment. Retaliation for complaining about any violation or perceived violation of this policy may lead to dismissal.

Where one party is in a position to extend academic or employment benefits to another, even a completely welcome, consensual romantic or sexual relationship raises at least the appearance of impropriety and can create an unwelcome appearance of favoritism and bias. Such a relationship can lead to sexual harassment allegations if it later becomes unwelcome. Sexual harassment is not limited to situations where there is an unequal power relationship between the parties; however, such a relationship may make sexual harassment more likely.

Conduct occurring off campus can lead to a violation of this policy if it unreasonably interferes with a person's academic or work environment.

## Discrimination and Harassment Complaint Procedure

### Complaints Against Faculty or Staff

***Preliminary Counseling and Guidance***—Lewis & Clark College is determined to provide an environment free of discrimination and harassment. The term harassment as used here includes sexual harassment. The process outlined in this section is to be used to resolve complaints against faculty or staff charging discrimination or harassment based on race, color, sex, religion, age, marital status, national origin, physical or mental disability, veteran status, sexual orientation, or any other basis protected by applicable local, state, or federal law. For information regarding procedures applying to student complaints of disability discrimination, please refer to the Disability Grievance Procedure outlined in Pathfinder.

Any member of the College community who feels that he or she has been subject to discrimination or harassment is encouraged but not required to notify the offender firmly and promptly that his or her behavior is unwelcome. It is recognized that power and status disparities may make such a discussion difficult. The College also encourages the person who feels he or she has been sexually harassed by a faculty or staff member to confer promptly with any of the sexual harassment complaint contact persons, the appropriate dean, or the director of human resources. Contact persons have been selected from representative units in the institution. For a list of current contact people, call the Office of Human Resources at extension 7835 or access the Human Resources Web page at [www.lclark.edu/dept/hr](http://www.lclark.edu/dept/hr).

Contact persons are conversant with the Discrimination and Harassment Policy, the Sexual Harassment Policy, and these complaint procedures. They will serve as intake persons for complaints and provide relevant information to any member of the Lewis & Clark College community. They can also offer guidance on the various options and resources available to address the situation. The contact persons are not authorized to conduct investigations of complaints they receive.

Once apprised of a complaint, the contact person should notify the appropriate dean, vice president, or the director of human resources that a complaint has been made. A complaint involving a contact person should be made directly to the appropriate dean or the director of human resources. A complaint against the director of human resources should be made directly to the president.

If you report a complaint to your supervisor or dean, you may be advised to submit your complaint to a contact person and/or the director of human resources.

**Complaint Procedure**—The College is obligated to investigate all allegations of a violation of the Discrimination and Harassment Policy and the Sexual Harassment Policy. For this reason, the College may be obligated to move forward with an investigation even when a person with a complaint simply wants to be heard but does not wish a formal investigation. The allegations may have to be pursued to protect the well-being of the parties or others in the community and to fulfill compliance obligations. Every effort will be made to keep the parties apprised of the progress of the process.

The College may investigate suspected incidences of discrimination and harassment even when individual complaints are not made. If a supervisor or other managerial employee has reason to believe that an environment of harassment exists or may arise, or that any other provision of this policy is being violated, appropriate action may be taken.

**Mediated Resolution**—In many cases, the parties concerned may desire an informal resolution of allegations of discrimination or harassment. An informal resolution is one in which a satisfactory solution to the problem is agreed upon, generally with no formal investigation, findings, or unilateral disciplinary action. Problems are sometimes easier to resolve when an informal atmosphere encourages people to identify the difficulty, talk it out, and agree on how to deal with it.

The appropriate person receiving the complaint may explore whether the parties wish to seek an informal resolution or whether they wish to proceed directly to the investigation of the complaint and the subsequent findings. An informal resolution typically involves the appropriate dean or vice president or his or her designee meeting separately with the complainant and the accused; discussing the problem, a possible violation or violations of policy, and possible solutions; mediating to establish satisfactory conditions for further College-related interactions; and coordinating ongoing steps to ensure a successful resolution.

An attempt at a mediated resolution is recommended but not required prior

to an investigation of the complaint.

After receiving the complaint, the appropriate dean or vice president or his or her designee may appoint an investigator. The investigator should notify the accused that he or she has been named in a complaint and should describe the nature of the complaint.

**Confidentiality**—Discrimination and harassment are particularly sensitive issues that may affect any member of the College community. The investigator has the discretion to make inquiries of people other than the complainant and the accused to obtain a full understanding of the facts.

All individuals who are involved in the complaint reporting, mediation, and/or investigation process are expected to maintain strict confidentiality. They are also expected to be cooperative, honest, and forthcoming if interviewed as part of a complaint investigation. A breach of these expectations by a student may result in a disciplinary action for interference or other violations of the Student Code of Conduct for an undergraduate student or the Honor Code for a law student. A breach of these expectations by faculty or staff may result in disciplinary action up to and including termination. Possible disciplinary actions for faculty members will be considered with reference to the College's policy on termination and nonrenewal of faculty appointments.

Effort will be made to ensure the confidentiality of information received as part of the College's complaint procedure. It may be possible in some situations to attempt confidential mediation or resolution of the complaint, to address the situation in some other manner, or take corrective action as appropriate for the situation without revealing the complainant's identity. If, due to circumstances of the alleged discrimination or harassment, it is not possible to conduct a review or resolve the complaint and yet maintain confidentiality, the investigator should discuss this issue with the complainant. Details of the investigation should be limited to those determined to have a need to know.

**Investigation**—The purpose of an investigation is to establish whether there is sufficient evidence to conclude that the alleged policy violation has indeed occurred. In conducting the investigation, the investigator may interview and/or obtain written statements from the complainant, the accused, and other persons believed to have pertinent factual knowledge. The investigation must afford the accused the opportunity to respond to the allegations.

Not all inappropriate conduct constitutes discrimination or harassment. When investigations identify inappropriate behaviors or actions that may not violate the Discrimination and Harassment Policy or the Sexual Harassment Policy but violate other College policies or expectations of faculty, staff, and students, these behaviors and actions may result in disciplinary action. A separate investigation may be conducted if possible College policy violations outside the scope of a discrimination or harassment complaint investigation are uncovered.

Upon the timely completion of the investigation, the investigator should make a written recommendation to the appropriate executive officer. Possible outcomes of the investigation are **(a)** a determination that the allegations are not



warranted or cannot be substantiated, **(b)** a negotiated resolution of the complaint, **(c)** a determination that a violation of the policy has not occurred but inappropriate actions/behaviors have occurred that may merit a disciplinary action, or **(d)** a determination that a violation of the policy occurred.

When a violation of this policy is established, the action to be taken should be immediate and appropriate to prevent any reoccurrence, and should be reasonably related to the gravity and/or frequency of the violation or violations. The College should take whatever disciplinary action it considers appropriate under the circumstances, including but not limited to counseling, reprimand, suspension, transfer, expulsion, or termination.

Possible disciplinary actions for faculty members will be considered with reference to the College's policy on termination and nonrenewal of faculty appointments.

The appropriate executive officer should make the ultimate determination of the action to be taken in response to any finding of a violation of this policy. The resolution of an alleged violation of this policy should be made as expeditiously as possible, consistent with the facts and the process. A determination should be communicated in writing to the person alleged to have violated this policy and to the complainant. The Office of Human Resources should retain in a secure place a record of any investigation and determination as to an alleged violation of this policy.

**Appeals**—If either party does not agree with the determination, that party may file a grievance. Different grievance procedures apply depending on the employment status at Lewis & Clark College of the individual.

Staff members and faculty members not otherwise covered by the Faculty Grievance Procedure listed in the *Faculty Handbook* may proceed directly to step 3 of the Grievance Procedure listed in the *Staff Handbook*. This procedure may also be used by a student making a complaint when the student does not agree with the determination. Faculty who are covered by the *Faculty Handbook* may use the Faculty Grievance Procedure in the *Faculty Handbook*.

### **Complaints Against Students**

**College of Arts and Sciences**—Policies and procedures related to accusations of discrimination and harassment made against an undergraduate student are included in the broader Sexual Conduct Policy and the Student Code of Conduct, which are found in the student handbook, *Pathfinder*. *Pathfinder* is also online at [www.lclark.edu/dept/stlife](http://www.lclark.edu/dept/stlife). The sexual harassment policy is similar to that for faculty and staff; however, given the residential context of many student-to-student interactions, "campus living" situations are also included as a category where the effect of sexual harassment may create a hostile campus living environment in the residence halls. These student policies outline both informal and formal resolution mechanisms. Questions or concerns may be directed to the dean of students.

**Law School**—Complaints of discrimination and harassment made against a law school student should be discussed with the dean or his or her designee. Com-

plaint procedures are outlined in the law school student handbook, *What's What*.

**Graduate School**—Complaints of discrimination and harassment made against a graduate school student should be discussed with the associate dean.

## Time Period for Filing a Complaint

Prompt reporting of a complaint is strongly encouraged, as it allows for rapid response to and resolution of objectionable behavior. In the interests of early resolution and fairness to the parties involved, any complaint must be made within two years of the last instance of the conduct alleged to have violated this policy.

## Protection of Parties and Witnesses

All reasonable action should be taken to assure that any party who is a witness in an investigation or supporting any party in other ways suffers no retaliation as a result of their participation in this process. Any attempt by a student or a faculty, staff, or administration member to penalize or retaliate in any way against a person bringing a complaint, or against those who are witnesses in an investigation, is prohibited and should be treated as a separate incident subject to investigation. A determination of retaliation by students may lead to a disciplinary action outlined in the Student Code of Conduct for undergraduate students or the Honor Code for law students. A determination of retaliation by faculty or staff may result in disciplinary action up to and including termination. Either the complainant or the accused, if covered under a collective bargaining agreement, may request a union steward as appropriate during the process.

## Complaints Filed With Outside Agencies

Except where criminal activity is involved, Lewis & Clark College's intention is that all complaints will be resolved internally through these procedures. However, an aggrieved individual may also file a complaint with any appropriate local, state, or federal agency.

*Discrimination and Harassment Complaint Procedure revised and approved by the Executive Council May 2002.*

## Workplace Violence and Abusive Behavior

Lewis & Clark College is committed to maintaining a safe and healthy environment for all faculty, staff, and students, and will not tolerate any form of violence or abusive behavior committed by or against any member of its community. All reports of violence or abusive behavior will be taken seriously by members of this campus community.

Violence and abusive behavior include any threatened, attempted, or actual conduct that endangers or is likely to endanger the health or safety of a campus community member or visitor, or any threatening statement, harassment, or behavior that gives a campus community member or visitor reasonable cause to

believe that his or her health or safety is at risk. Accidents are not considered workplace violence or abusive behavior even though safety or property may be at risk or harmed. Also, reasonable discipline and counseling are not included under this policy even though an employee or student may take offense.

Employees of the College who engage in actions or threats of violence or abusive behavior will be subject to the appropriate discipline up to and including termination.

## Alcohol and Drugs Policy

Lewis & Clark College seeks to assure the health and well-being of the entire College community. Therefore, consistent with state and federal laws including the Drug-Free Schools and Campuses Act, the College has adopted the following policy designed to prevent the illicit use or abuse of alcohol or other drugs and to provide opportunities for education and assistance to members of the College community.

The College prohibits the unlawful use, abuse, sale, purchase, transfer, possession, manufacture, distribution, or dispensing of drugs or alcohol by students and employees on College property or as part of any College activity. In accordance with Oregon law, the service of alcohol to or consumption by any person who is under the age of 21, or who is intoxicated, is prohibited.

The College expects that those employed by the College in any capacity will carry out their duties free from the influence of alcohol or other drugs.

The College has established a drug and alcohol awareness program to inform members of the College community about the dangers of alcohol and drug abuse; the College policy on drugs and alcohol use; available alcohol and drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed for violations of this policy.

The College encourages students and employees who use illegal drugs or who abuse alcohol to seek appropriate assistance.

All members of the Lewis & Clark community and the sponsors of any on-campus or College-sponsored activity or social event at which alcoholic beverages are served must abide by all applicable laws. Sponsors must obtain and follow applicable procedures.

Noncompliance with this policy may result in penalties up to and including expulsion from the College and termination of employment. The violation's nature and severity will determine the progression of corrective action. If the situation warrants, expulsion or termination of employment may occur on a first offense. As required by federal law, the College reserves the right to refer students or employees for prosecution, depending on the severity of the violation.

In addition to any disciplinary action that may be taken against individuals, any College-sponsored or College-supported groups that condone or encourage violations of this policy may be subject to discipline and possibly to dissolution.

The College also reserves the right to remove any and all persons from the College facilities or otherwise separate those persons from the institution when-

ever there may be a threat to the safety, health, or well-being of the College or a member of the College community, whether alcohol- or drug-related or otherwise.

The Drug-Free Workplace Act of 1988 requires that any employee of the College community who has been convicted of a violation of the statute involving illegal drugs shall notify the director of human resources within five days of the criminal conviction if the conduct giving rise to the conviction occurred on campus or while the member was engaged in activities sponsored by or connected to the College. The College should then make any reports to government agencies that may be required by law.

## Drug Testing

Lewis & Clark College seeks to ensure the physical safety of its students, employees, and visitors. To protect the safety of all persons on campus, the College will conduct reasonable suspicion and post-accident drug and alcohol testing, at the College's expense, when warranted to prevent the illicit use of drugs and the abuse of alcohol by College employees. This policy is consistent with state and federal laws including the Higher Education Assistance Act and the Drug-Free Workplace Act, as well as Lewis & Clark College's Alcohol and Drugs Policy.

## Smoking Policy

Lewis & Clark College takes seriously its obligation to provide a safe, healthy environment for faculty, staff, students, and guests. The College is guided by the Oregon Indoor Clean Air Act in efforts to provide an appropriate work and learning environment. Recognizing that smoke from tobacco products has direct adverse effects on the health of smokers and nonsmokers, and responding to growing concerns expressed by employees and students, the College does not permit smoking inside or within 25 feet of any College building, inside any College vehicle, or in any other designated nonsmoking area. It is the responsibility of directors and supervisors to enforce this policy.

## AIDS Policy

HIV (Human Immunodeficiency Virus) infection is potentially lethal, but to a great extent preventable. To protect and inform individuals and the community as a whole, Lewis & Clark's primary response and goal is to provide AIDS (Acquired Immune Deficiency Syndrome)-related education to all community members. Support for the AIDS education process comes from Health Center and Counseling Center staff, academic advisers, and residence hall staff, all of whom are available to discuss concerns about HIV and AIDS.

Lewis & Clark's AIDS policy is based on six fundamental points, as stated by the American College Health Association (ACHA):

- Even though they may not have symptoms, persons with HIV infection can transmit the virus to others through intimate sexual contact, exposure to

blood, or birth.

- Among people who choose to be sexually active, the consistent and conscientious use of condoms and spermicides containing nonoxynol-9 greatly reduces the chance of transmission of HIV through sexual intercourse.
- The sharing of needles used in the injection of illicit drugs is an efficient way to transmit HIV. It is possible that needles used to inject steroids may transmit HIV as well.
- Persons with documented HIV infection, and those with behavioral risk factors for HIV infection, should not donate blood, plasma, sperm, or other body organs or tissues.
- People with HIV infection pose no risk of transmitting the virus to others through ordinary, casual interpersonal contact.
- It is possible that certain interventions and therapies may help limit the consequences of HIV infection among people already infected. People who know they have been infected may thus benefit from regular medical follow-up and immunologic evaluation.

Lewis & Clark will not consider the existence of any form of HIV infection when making decisions related to student admission, or hiring, advancement, promotion, or tenure except as it affects the individual's ability to perform his or her role.

Employees with any form of HIV infection, whether symptomatic or not, are allowed regular access to campus dining facilities, theatres, snack bars, gymnasiums, swimming pools, saunas, recreational facilities, and other common areas. Employees are allowed classroom attendance in an unrestricted manner as long as they are physically and mentally able to attend class.

People with AIDS (and possibly those with other manifestations of HIV infection) are considered to have handicapping conditions. Lewis & Clark respects all legal rights of handicapped persons.

Lewis & Clark will not routinely ask employees to respond to questions about the existence of HIV infection. It is appropriate, however, for employees with HIV infection to inform the Health Center to enable the institution to provide proper medical care, support, counsel, and education. Lewis & Clark does provide HIV testing services and pretest and post-test counseling. Results are discussed only with the person requesting the test and are confidential.

All information a person provides to the Health Center is confidential. No specific or detailed information concerning complaints or diagnosis will be provided to any outside party without the express written consent of the employee. The number of people at the College who are aware of the existence and/or identity of community members with HIV infection will be kept to a minimum.

Lewis & Clark follows the safety guidelines proposed by the U.S. Public Health Service for the handling of the blood and body fluids of all persons, not just those previously known to have HIV infection.

## Weapons on Campus

The presence of weapons on campus poses an unacceptable risk to the health and safety of all members and guests of the Lewis & Clark community. Therefore, the possession of weapons is prohibited on the College campus.

For the purposes of this policy a weapon is defined as any instrument, article, or substance that is specifically designed for and presently capable of causing death, incapacitation, or serious physical injury. This includes but is not limited to firearms, firearms ammunition, explosive devices (both incendiary and chemical), knives having a blade that swings into position by force of a spring or centrifugal force (commonly known as switchblades) and knives (other than pocket knives) with blades longer than three and one-half inches, metal knuckles, straight razors, blackjacks, saps, sap gloves, koshes, bludgeons, martial arts stars, and weapons of the type commonly known as nunchakus.

Anyone who observes someone on the Lewis & Clark campus violating this policy should immediately report the incident to the Office of Campus Safety at extension 7777. The complainant should be prepared to provide Campus Safety with any relevant information related to the observation of the violation.

Campus safety officers have the right to secure weapons from persons in violation of this policy. These weapons will be secured in the Office of Campus Safety until the person is prepared to remove them from campus.

Persons who possess a concealed-weapons permit are not allowed to carry weapons on the private property of Lewis & Clark's campus. Possessing a weapon for the purpose of sport, hunting, personal protection, or any benign reason will not exempt a person from this policy.

Exemptions: This policy does not apply to any peace officer whose duty it is to serve process or make arrests. Potentially explosive or flammable materials used for instructional, construction, or maintenance purposes by College personnel or College-authorized contractors are exempted from this policy. These materials will always be used under the supervision of the College staff or College-authorized contract management.

## College Closure

Lewis & Clark College will remain open unless weather conditions are severe enough to require closure. This policy applies to day, evening, weekday, and Saturday classes of the College of Arts and Sciences, Lewis & Clark Law School, and the Graduate School of Education and Counseling. Individuals are advised to take all necessary precautions and avoid dangerous conditions in traveling to, from, and around the campus.

When conditions require, the College president or designated representative may authorize closure of the College or specific areas of the College. To avoid confusion and unauthorized messages, the senior communications officer for public affairs or his or her designee will distribute all closure, cancellation, or late-opening announcements, whether in the early morning hours or during the

day. The senior communications officer for public affairs or his or her designee will post such announcements to the SNOW-line (503-768-7965 when calling from off campus; extension 7965 when calling from campus), voice mail, radio and television stations, and the Web page (when possible). Closure announcements will specifically identify the period for which Lewis & Clark will be closed (e.g., for the morning session only).

In the event of closure after you have reported to work, you will be paid for the remainder of your regularly scheduled shift on that day. If the College is officially closed before you report to work, you will not be expected to report unless specifically requested to do so by your supervisor and you will be compensated for your regularly scheduled workday. You will not be penalized if you are unable to report for work because of road conditions, storm damage, injuries, etc. If a delayed opening is announced, you are expected to report to work at the appointed time.

When the College is open, you are expected to report to work at your regularly scheduled time. If you are unable to report for personal reasons, your supervisor must be notified as early as possible. Time lost due to personal reasons will be charged to accrued vacation. If you do not have vacation accrued, this time will be treated as time off without pay.

## Traffic and Parking Regulations

### Overview

Lewis & Clark College has established these parking and transportation regulations to accomplish the following:

- Provide for the protection and safety of the College community by ensuring emergency access to the campus and its buildings.
- Mitigate and minimize the impact of parking and traffic congestion on the College's academic mission and on the life of the surrounding community.
- Comply with traffic reduction requirements mandated by the City of Portland and the Oregon Department of Environmental Quality.
- Organize vehicle parking and movement on the Lewis & Clark campus in an efficient, safe manner in accordance with the City of Portland's conditional use requirements.

Permission to park or operate a motor vehicle on Lewis & Clark College property is governed by these regulations, is a privilege granted by the College, and does not ensure the availability of a parking space.

### Transportation and Parking Staff Authority

The director of transportation and parking develops, coordinates, promotes, and oversees the campus transportation and parking programs. Transportation and parking staff and Campus Safety officers are duly appointed representatives of Lewis & Clark College. They are designated by the College to enforce all parking and traffic regulations on College property and in the adjacent neighborhood.

No person without authorization from the Office of Transportation and Parking may remove, relocate, deface, or in any way change a sign, barricade, structure, marking, or direction placed for the purpose of regulating parking or traffic. Permission to make temporary or permanent changes of this nature must be obtained from the director of transportation and parking or his or her designee.

The College reserves the right to revise these regulations and all associated schedules of fees, fines, and penalties.

## TriMet Bus Passes

The College sells discounted monthly TriMet bus passes at the Cashier's Office, Campus Safety Office, and the law school Business Office only to students, faculty, and staff, and with the following stipulations:

- To qualify for a discounted TriMet bus pass students must be currently enrolled, faculty must be currently teaching or conducting daily research on the campus, and staff must be currently employed.
- Only one discounted monthly TriMet bus pass per month may be purchased per qualified individual.
- Students, faculty, and staff are not permitted to purchase a discounted TriMet bus pass for use at any time by another person (including spouses, relatives, friends, and acquaintances).
- Students, faculty, and staff who purchase semester parking permits are not permitted to also purchase discounted TriMet bus passes.
- Carpool riders are not permitted to purchase discounted TriMet bus passes.

## Parking Fees and Refunds

Lewis & Clark's Board of Trustees approves a schedule of parking fees each year as part of the budget process.

*Annual parking permits.* Upon registration of vehicles, employees may purchase semester parking permits by authorizing a monthly payroll deduction.

*Daily parking passes.* Students, faculty, and staff may purchase daily parking passes from the Campus Safety Office, the Cashier's Office, or the Legal Research Center (LRC) Reception Desk.

## Operation of Vehicles

### Service Areas

Building service parking areas are for maintenance, loading, and unloading only. Vehicle access to service parking areas is authorized only by display of a vendor parking permit. Student, staff, and faculty vehicles parked in service areas for loading and unloading must also display a vendor permit. Vendor permits are issued at the Campus Safety Office.

### Speed

The campus speed limit for motor vehicles and bicycles is 15 miles per hour.

### Pedestrian Right-of-Way

The operator of a motor vehicle, bicycle, or other vehicle must slow down or stop, if necessary, to yield the right-of-way to any pedestrian.



### **Overnight Parking of Occupied Vehicles**

Overnight parking of occupied vehicles, including motor homes, campers, trucks, cars, etc., is not permitted. Short-term occupancy for special needs may be authorized through the Office of Transportation and Parking.

### **College-Owned Vehicles**

College-owned motor vehicles are allowed access to all campus service areas to carry out necessary functions. However, these vehicles may never park for non-essential reasons in fire lanes or disabled parking areas even when they are carrying out necessary functions for the College.

College-owned vehicles must not block disabled persons' access to sidewalks or buildings.

College-owned vehicles may not park on sidewalks or in front of building entrances except when necessary for maintenance purposes, loading, or unloading. Vehicles must be moved immediately after maintenance, delivery, or pickup is completed.

## **Parking of Vehicles**

Valid parking permits are required for parking on campus during the fall and spring semesters, Monday through Friday from 7 a.m. to 7 p.m. There is no charge for parking after 7 p.m. weekdays or on weekends. Parking permits are required on the South Campus and in the law school staff parking area during summer sessions. During the summer sessions, parking permits are not required on the Fir Acres Campus. "No parking" zones, loading zones, service courts, and all reserved parking spaces will be enforced throughout the year.

When a vehicle is found to be in violation of Lewis & Clark's parking regulations, the permit holder or, in the absence of a valid permit, the vehicle's registered owner is responsible for payment of associated parking violation fines.

### **Vehicle Registration**

Vehicles owned and/or operated by students, faculty, or staff that will be parked at any time on the campus or in adjacent neighborhoods must be registered with the College. Unregistered vehicles parked on the campus or in the surrounding neighborhood are subject to fines, immobilization (booting), and/or towing at the owner's expense. Students, faculty, and staff must register their vehicles online at [www.lclark.edu/dept/parking/vehiclereg.html](http://www.lclark.edu/dept/parking/vehiclereg.html).

### **Designated and Assigned Parking Areas**

Authorized parking areas on the Lewis & Clark campus are specifically designated by striping on the pavement, except in the following locations:

- North Drive roadside (between the Lower Griswold and Fir Acres lots).
- Between Templeton Student Center and the southeast driveway exit from the Fir Acres Campus.

Vehicles must be parked between the lines in striped parking spaces so as to occupy only one parking space. All vehicles parked on an authorized roadside must be completely off the roadway and on the other side of any red lines designating fire lane clearance. Parking vehicles with tires on the red lines is prohibited.

## **Prohibited Campus Parking Areas**

Parking is prohibited in the following areas:

- Where official signs are posted to prohibit or restrict parking.
- Within 10 feet of a fire hydrant.
- On service roads, service courts, and sidewalks.
- On landscaped areas and off-road pedestrian walkways.
- In areas not specifically marked for parking except for the North Road and lane from Templeton to the southeast driveway exit from the Fir Acres Campus.
- Along any red-painted curb or surface striping denoting a fire/emergency vehicle zone.
- In any moving traffic lane on campus roadways.
- In the crosshatched areas adjacent to parking spaces reserved for the disabled.

*Neighborhood parking prohibition.* Students, faculty, and staff are not permitted to park on public streets in neighborhoods within the vicinity of the College. This neighborhood parking prohibition does not apply to residential street frontages of students, faculty, and staff who reside in the neighborhoods.

*Fire lanes.* No vehicle other than a fire or emergency vehicle may obstruct a fire lane. Fire lanes are designated by signs, red curbs, and/or red lines painted on the pavement. No vehicle may be parked with its wheels or tires on or over the red lines.

## **Parking of Motorcycles, Motorized Bicycles, and Motor Scooters**

Parking of motorcycles, motorized bicycles, and motor scooters is permitted only in areas specifically designated by signs for motorcycle parking. Such vehicles are not permitted to park in other areas, such as pedestrian pathways or sidewalks, buildings and their entrances, service courts, parking spaces for four-wheel motor vehicles, and areas designated for pedestrians.

Otherwise, for the purpose of these regulations, motorcycles, motorized bicycles, and motor scooters are considered to be motor vehicles and are subject to all traffic and parking regulations of the College.

## **Parking of Bicycles**

All bicycles on campus must be parked and secured in bicycle racks or bicycle lockers at all times. Bicycles may not be attached or locked onto handrails or railings. Bicycles should not be stored inside buildings unless specific areas have been designated for that purpose.

## **Liability of the College**

Lewis & Clark College and its employees are not liable for any loss or damage to vehicles or contents of vehicles parked on Lewis & Clark College property due to theft, fire, impoundment, or other causes.

## **Parking Permits**

### **Display of Permits and Passes**

To be valid, a parking permit or daily parking pass must be unexpired, authorized by the Office of Transportation and Parking, and displayed according to the following rules and regulations:

- The Lewis & Clark College semester parking permit is designed to be hung on a

vehicle's rearview mirror. Daily parking passes must be readily visible on the dashboard on the driver's side of the vehicle.

- During the fall and spring semesters, between 7 a.m. and 7 p.m., Monday through Friday, all vehicles parked on the Lewis & Clark campus must display a valid permit or valid daily pass.
- During summer sessions, all vehicles parked on the South Campus and in the law school staff parking area must display a valid parking permit or valid daily pass.
- Expired permits and passes must be removed when replaced with a current permit or pass.
- Vehicles parking on the Lewis & Clark campus after 7 p.m. on weekdays or at any time on weekends do not need to display a parking permit or pass. Failure to properly display a semester parking permit or a daily parking pass is a violation.

### **Permit Cancellation, Denial, or Nonrenewal**

The College may revoke or refuse to issue a parking permit without prior notice. Parking permits may be revoked or denied for nonpayment of parking fines, multiple violations, or the use of false information on a permit request.

### **Daily and Visitor Permits**

For those driving cars to campus on an occasional basis during the fall and spring semesters, the College offers the following parking permit options:

- *Student and staff daily parking pass.* Students and staff may purchase one-day parking passes from the Office of Campus Safety, the Cashier and Credit Office, or from automated dispensing machines in the upper Griswold, lower Griswold, and law school parking lots. The vehicle's license plate number must be written in ink on parking passes purchased from dispensing machines; vehicles in violation of this regulation will be subject to citations and fines. Daily passes must be displayed on the driver's side on the vehicle's dashboard. First-year undergraduate students are not permitted to purchase daily parking passes.
- *Visitor parking permit.* All visitors, including alumni and individuals attending special events or conferences at the College during regulated hours, must purchase a visitor permit at the Office of Campus Safety. Sponsors of special events must contact the Office of Transportation and Parking if visitor permits are to be issued in advance. Visitor permits must be visibly displayed on the driver's side of the vehicle's dashboard. Students, faculty, and staff are not allowed to use visitor parking permits.
- *Guest parking permit.* Guests of the College, which include prospective students, parents of prospective students, parents of current students, job applicants, and other persons as designated by the College, are eligible for a free guest permit. Guests with permits may park from 8 a.m. to 5 p.m. in guest-reserved spaces near the Information Driveway. Guest permits are issued by the Office of Campus Safety. Students, faculty, and staff are not permitted to use guest parking permits.

- *Trustee parking permit.* The Office of the President issues special parking permits to all trustees of the College.

### **Carpool Permits**

Lewis & Clark encourages carpooling to reduce the number of single-occupancy vehicles on campus. Those who register for carpool permits with the Office of Transportation and Parking pay discounted parking fees on campus and are entitled to park in spaces reserved for carpools.

- *Carpool requirements.* A valid campus carpool consists of two or more Lewis & Clark community members who have met the Office of Transportation and Parking's carpool registration requirements and have completed the registration process. A carpool vehicle must display a valid carpool permit. Two or more people registered as part of a carpool must ride together to campus at least four days per week. A carpool may receive up to five daily parking passes annually, at no additional fee, if a carpool member is absent due to illness or vacation. No person shall be registered in more than one carpool.
- *Multiple vehicles.* One carpool permit will be issued to each carpool. All vehicles used by the carpool group must be registered. Persons registered in a carpool may use their permit in any vehicle registered to that carpool.
- *Changes in carpool status.* Carpool members must report any changes in carpool status to the Office of Transportation and Parking. These changes include, but are not limited to, new or dropped addresses, carpool members, and carpool vehicles.
- *Monitoring.* Office of Transportation and Parking staff monitor carpools. The Office of Transportation and Parking may suspend privileges for violation of carpool rules.

The success of the carpooling program depends on the integrity of its participants. The Office of Transportation and Parking will protect the anonymity of persons reporting violations of carpool regulations. Any carpool permit holder found to be in violation of this section will be subject to parking citations with associated fines.

### **Disabled Permits**

Disabled parking spaces are provided in College parking lots in accordance with the Americans With Disabilities Act (ADA). Vehicles parked in spaces marked for disabled parking must display an official state-issued disabled persons' parking permit.

Disabled persons who wish to have an unmarked parking space designated for their use, or who wish to park in a space that is reserved for another purpose, must obtain permission from the Lewis & Clark College ADA coordinator.

All visitors, students, faculty, and staff who park on the campus with a state-issued disabled persons' parking permit must also obtain and display a valid parking pass during regulated hours.

### **Staff Parking**

Staff parking areas are reserved by pavement markings and/or posted signs. Vehicles displaying staff permits may also park in unreserved parking spaces. Ve-

icles displaying staff permits are not permitted to park in service areas, loading zones, and spaces reserved for other uses.

### **Reserved Parking**

Parking spaces designated by signs for the president and other selected officers of the College are reserved at all times.

## **Enforcement**

### **Parking Violation Notices**

When there is cause to believe that a violation of these regulations has occurred, the Office of Transportation and Parking will issue a violation notice that lists the date, approximate time, location, and nature of the violation and the fine amount. The violation notice may be served by affixing a copy to the vehicle involved or by delivering or mailing a copy to the alleged violator at his or her campus mailing address.

### **Responsibility for Illegal Parking**

The permit holder, or in the absence of a valid permit, the registered owner of the vehicle, is responsible for any parking violations of that vehicle and for all offenses other than moving violations under these regulations. If another person was using the vehicle at the time of the violation, either the permit holder or the registered owner may be held responsible for the violation.

### **Penalty Payment and Appeal Procedure**

Parking fines incurred by students, faculty, and staff are automatically charged by the Cashier's Office to the college account of the alleged violator.

A parking violation notice may be appealed online at the Transportation and Parking Web site within 10 days of the citation date. If the alleged violator does not appeal the notice of violation within 10 days, the fine will remain as a charge to the college account of the violator and the right to appeal will be waived. If the parking citation is appealed and the violation is upheld, the fine will remain as a charge to the individual's college account. If the appeal is upheld, the fine will be reversed.

### **Appeals Hearing Officer**

The Office of Transportation and Parking uses an outside arbitration service to adjudicate parking appeals. The hearings officer is authorized to uphold the appeal, deny the appeal, suspend the fine, or reduce the fine.

## **Immobilization and Impoundment**

### **Immobilization or Impoundment After Due Warning**

Any vehicle parked on Lewis & Clark property may be subject to immobilization (booting) or impoundment for cause after notification, as specified in these regulations. The College and its officers, employees, and agents are not liable for loss or damage of any kind resulting from immobilization or impoundment.

The following enforcement measures may be taken if vehicles receive four or more parking violation notices within a single semester or summer session:

- Upon the fourth parking violation, the vehicle may be labeled with a warning that it will be immobilized (booted) the next time it is in violation.

- Upon the fifth parking citation, the vehicle may be booted and a notice may be placed on the vehicle giving notice that it will be towed at the owner's expense the next time it is in violation.
- Upon the sixth parking citation, the vehicle may be towed at the owner's expense.
- Upon the seventh and any subsequent violation notices, the vehicle may be booted or towed.

A vehicle that remains immobilized for more than 24 hours may be towed at the owner/operator's expense.

#### **Impoundment Without Prior Notice**

A vehicle may be impounded at the owner's expense without notice if it is parked in any of the following:

- A designated disabled parking space if the vehicle does not display a valid disabled parking permit.
- A driveway, entrance, exit, or fire hydrant zone.
- A no-parking area, tow-away zone, landscaped area, or fire lane.
- An area restricted for College activities.
- A campus service court or loading zone if the vehicle does not display a vendor permit.
- An area temporarily posted "No Parking."
- A reserved space if the vehicle is not registered to the party for whom the space is reserved.

For more information, please contact the Office of Transportation and Parking at extension 7857 or [parking@lclark.edu](mailto:parking@lclark.edu).

## Part VII

# Facilities and Services

## ID Card and Use of Campus Facilities

You may obtain a College identification card through the Office of Human Resources. In addition to providing you with campus identification, your ID card entitles you to free or reduced admission to certain events (advertised through campus publications), use of Pamplin Sports Center facilities, use of the library, and bookstore discounts.

If you are regularly scheduled to work a minimum of half time or more, you will receive a laminated identification card. There is a \$5 charge for a replacement.

If you are scheduled to work less than the amount of time stated above or for

a specific limited period, you may contact the Office of Human Resources for a card, which is valid during your term of employment.

You may purchase ID cards for dependents (spouse and children) in the Office of Physical Education and Athletics for \$20 each. Athletic events are free to faculty and staff with ID cards. Dependents are entitled to all privileges listed above.

## Templeton Student Center

Templeton Student Center houses many facilities and offices: the Mail Room, the Trail Room, the Bookstore, Dubach Student Lounge, Residence Life, the Health Center, Office of the Registrar, and others.

Community members may reserve meeting rooms in Templeton by e-mailing the Office of Campus Events at [events@lclark.edu](mailto:events@lclark.edu). See the Alcohol and Drugs Policy for groups wishing to serve alcohol at any campus activity.

## Pamplin Sports Center

The College's gymnasium, track, playing fields, pool, courts, weight room, and sauna facilities are principally for use by classes and sponsored athletics. When not in use for these purposes, they are available to members of the Lewis & Clark community during scheduled hours. An identification card (see above) is necessary for admission.

## Agnes Flanagan Chapel

The Agnes Flanagan Chapel is the center for religious worship and expression on campus. All religious groups on campus are encouraged to use chapel facilities. The chapel is also the main center on campus for musical events, special lectures, and convocations. The building is open 8 a.m. to 11 p.m. when the College is in session. The offices of the chaplain and meeting rooms are on the lower level. The sanctuary of the chapel and the Cassavant organ are available for classes and programs in music. Persons wishing to use the Cassavant organ should contact the music department or the College organist.

The chapel is used for worship services, lectures, meetings, concerts, musical performances, and, on a limited basis, weddings and memorial services. To reserve the chapel or other College venues, please contact the Office of Campus Events at extension 7235 or [events@lclark.edu](mailto:events@lclark.edu).

## Bookstores

### Templeton Student Center Bookstore

The primary function of the Bookstore is to provide textbooks, course-related materials, and literature for reading enjoyment. In addition, the Bookstore functions as a campus convenience store, providing school and office supplies, insignia apparel, and gift items traditional to college life.

The Bookstore is a window on the current world of books. Throughout the year it sponsors informal appearances by authors, as well as readings, “book-chats,” and book warmings in the series The Open Bookcase, to which all are welcome. Also available is a free special-order service for books not currently on the shelves. Bookstore staff will help you track down any book you’d like to order.

During the academic year, the Bookstore is open on weekdays. Hours vary and may be expanded for special events.

Staff are offered a 10-percent discount on trade books, clothing, cards, office supplies, and some other items.

## Law School Bookstore

The primary function of the law school bookstore is to provide textbooks and course-related materials. In addition, a limited inventory of office, personal supplies, and insignia apparel are available.

During the academic year the law school bookstore is open Monday through Thursday, 9 a.m. to 6 p.m., and Friday 9 a.m. to 3 p.m. Hours are extended at the beginning of each semester.

## Libraries

### Aubrey R. Watzek Library

The Aubrey R. Watzek Library is the central scholarly resource supporting the College of Arts and Sciences and the Graduate School of Education and Counseling. It houses a collection of 260,000 print volumes and over 380,000 microform units, subscribes to 1,800 periodicals, and provides online access to many other journals in full-text format. Watzek Library provides access to over 100 online databases as well as the collections in the Paul L. Boley Law Library and the collective holdings of the Orbis-Cascade Alliance, a consortium of 31 academic libraries in Oregon and Washington. Watzek Library also houses one of the finest print collections on the Lewis and Clark Expedition.

Lewis & Clark staff are welcome to use the facilities and resources of Watzek Library, with the exception of the microcomputer lab, which is reserved for use by currently enrolled students and faculty. Staff can check out books for a semester, can request items through interlibrary loan, and can borrow books from other Orbis-Cascade libraries for three weeks.

For additional information on Watzek Library’s holdings and services, visit [library.lclark.edu](http://library.lclark.edu) or contact the library director or library staff. Library tours and orientation sessions can be scheduled.

### Paul L. Boley Law Library

The Paul L. Boley Law Library is the repository of legal information and related materials and services for the Law School. Though not required to serve public needs, the library desires to promote the dissemination of information in all



areas of law-related study to those who seek it. The library has the following priorities:

- To serve the research and study needs of the faculty, staff, and students of the law school.
- To serve the research and study needs of the faculty, staff, and students of the College of Arts and Sciences, the Graduate School of Education and Counseling, and other area law schools.
- To serve the research and information needs of the bar and the legal community.
- To serve the research and information needs of any person who seeks information on the law.

The Paul L. Boley Law Library provides use of its facilities, materials, and services to the general public during nonpeak hours as specified by the law librarian. The library sets aside regular hours during times of peak usage for exclusive use by students, faculty, and staff of Lewis & Clark College, and by members of the legal community.

For detailed information on the services and facilities of the Paul L. Boley Law Library, visit [lawlib.lclark.edu](http://lawlib.lclark.edu).

## Food Service

The College contracts with a food service to manage the Trail Room, the Snack Bar at the law school, and the student food service. The service also offers catering services, available both to departments for College business and to individual community members on a private basis. A discount program on food service purchases may be available. Contact the food service office in Templeton Student Center for further information.

## Office of Campus Safety

The Office of Campus Safety is located off Palatine Hill Road, next to the chapel. Safety officers are on duty 24 hours every day of the year and patrol campus by car, on foot, and by bicycle, always within radio range. These officers are trained to provide quick response to emergency situations and to recognize situations that require additional support from city agencies.

Any community member who would like to be escorted between buildings or to his or her car should call the Office of Campus Safety and await the arrival of an escorting officer.

## Health Center

Comprehensive health services are available to all full-time Lewis & Clark College students.

Primary care is *not* provided for faculty and staff, but services offered include:

- Free blood pressure checks
- Adult immunizations

- Immunizations for travel
- Flu injections
- Throat cultures
- Cardiac risk profile
- Use of Health Center library, consisting of books and articles relating to health maintenance
- Noon brisk walks

There may be fees for some of these services.

The Health Center is located on the lower floor of Templeton Student Center. Hours are Monday through Friday, 8 a.m. to 4 p.m. To reach the center, call extension 7165.

## Mail Service

The campus mail service is not an official U.S. Post Office. The Mail Room is located on the main level of Templeton Student Center and is open Monday through Friday, 8:30 a.m. to 4 p.m. The Mail Room is closed Saturdays and Sundays, some public holidays, and institutional holidays. Visit the Mail Room Web site at [www.lclark.edu/dept/mailexpress](http://www.lclark.edu/dept/mailexpress) for complete schedules.

Incoming mail is delivered daily by the U.S. Post Office, usually by 11:30 a.m., and is distributed throughout the day. Outgoing stamped and metered mail must be in the Mail Room by 11 a.m. to go out the same day.

When planning a large mailing, consult with the Mail Room to be sure that it is prepared according to postal regulations (which may change from time to time). Notify the Mail Room well in advance if you plan a large mailing. Permit mailings are processed in the order received.

The Mail Room can certify letters but does not register mail or insure personal packages.

Campus mail must carry names and MSC numbers and should be deposited in the appropriate mail slot. The sender should indicate his or her MSC number on the outside of the envelope for possible return in the event delivery cannot be made.

Notices of Lewis & Clark events should be delivered to the Mail Room well in advance of the event. Distribution time is lessened if campus MSC numbers are in numerical order.

The Mail Room may allow individuals with large on-campus mailings to distribute the mailings themselves. To be sure a mailing is distributed promptly, ask the Mail Room about this possibility.

See Mail Room personnel with questions about mailbox combinations and for assistance in opening mailboxes.

## Information Technology

The mission of the Information Technology (IT) Division is to support and enhance the liberal arts education by integrating technology into operational, in-

structional, and other endeavors of the College through collaboration with all members of the Lewis & Clark community. While the IT Division works as a team to bring service to the entire College, please note that staff are organized into six functional areas.

## Client Services

Client Services provides desktop computing support for faculty, staff, and students via e-mail, telephone, and on-site support. Desktop computing support involves all aspects of desktop computing that fall within the supported software list.

Client Services is also responsible for working with faculty, staff, and students to show them how technology can be applied to their current activities so that they are better able to perform their job duties and/or pursue their academic and research activities. A major goal of this unit is to help our faculty and staff become self-sufficient with the technology that they need to use. Further, the Client Services group works closely with faculty to help them use instructional technology in ways that can augment traditional teaching methods.

The Technology Training Program is also a part of Client Services. This program offers a variety of workshops and training sessions throughout the year on tools and topics of interest to faculty, staff, and students. It also works with other areas of IT to develop training for services and technology not included in Client Services. This may include classroom technology training and Information Systems training. This program also offers self-paced learning resources such as tutorials, and coordinates special training sessions with interested faculty, staff, and students.

## Communication Systems

Communication Systems has the responsibility for planning, operating, and maintaining all telecommunications and voice-mail systems for the College of Arts and Science, the Graduate School of Education and Counseling, and the Law School. This group also designs, installs, and maintains the College's cable infrastructure, which supports voice, data, video, and all other campus communications systems.

## Computer Purchase Program

The Computer Purchase Program is responsible for all aspects of technology purchasing. This involves consulting with clients on appropriate technology for their needs, selecting vendors to provide the solutions, placing orders with those vendors, tracking the status of those orders, and finally delivering and consulting with clients on the basic use of technology when it arrives. These services are offered for both College and individual purchases. The Computer Purchase Program also includes the operation of the Computer Showroom, located on the first floor of Watzek Library. Display models, ordering, and delivery service are all in this location.

## Instructional Media Services

Instructional Media Services provides direct support for classroom instruction, including support for all classroom technology (such as traditional audiovisual equipment, presentation equipment, and computers). This unit also works with faculty to not only ensure that our facilities meet their academic needs but to show them how available technology can enhance their classroom instruction.

Instructional Media Services also supports out-of-class media needs by lending audio and visual equipment to the Lewis & Clark community. The Resource Lab, Studio, Analog Suite, and Digital Suite also fall under the purview of Instructional Media Services. The staff offers in-depth training for faculty and students wishing to make use of these facilities to support academic endeavors.

Finally, Instructional Media Services supports the audio, visual, and other technology needs of Lewis & Clark–sponsored events.

## Information Systems

Information Systems provides support for the College’s central UNIX-based servers. These machines house Lewis & Clark’s administrative data (Colleague and Benefactor software) and mail, Web, and news services. This equipment is also available for curricular and academic support. The staff of Information Systems support the use of any software installed by Information Technology on these servers, provide programming services to complement Colleague and Benefactor software, and consult on database reporting using UniQuery.

Information Systems also performs procedural analysis to aid in the effective implementation of the College’s software investment and to optimize our systems and human processes.

## Network and Technical Services

Network and Technical Services is responsible for maintaining the hardware and software necessary to ensure that our data and video networks meet the needs of the campus and to repair desktop computers. This unit is also responsible for ensuring that the IT computer labs are in good working order at all times. The staff also assist identified departmental lab coordinators in the support of their departmental facilities according to existing policies and procedures.

## Office of Public Affairs and Communications

The Office of Public Affairs and Communications is responsible for strategic marketing and community-building communications about Lewis & Clark College. Public Affairs and Communications seeks to enhance the image, credibility, and visibility of Lewis & Clark by conveying important information about the College to the campus community and external audiences. Office staff work with departments in the College of Arts and Sciences, Law School, and Graduate School of Education and Counseling to shape and produce materials for the news media, prospective students, alumni, donors, and other important constituent groups.

Functions and services in the Office of Public Affairs and Communications in-

clude the following:

- Providing accurate, engaging, up-to-date information about the College's programs and the achievements of its faculty, students, and alumni via the Web, news outlets, the Lewis & Clark *Chronicle* magazine, and the internal electronic newsletter, *Campus Connections*
  - Maintaining graphic/design standards to ensure the consistent application of the Lewis & Clark image/brand
  - Ensuring strategic, effective use of the Web by leading development of the College's site, assisting departments with Web content, and building interactive tools and services
  - Designing and producing advertising, stationery, and collateral material for client offices across campus
- For more information, please visit [www.lclark.edu/dept/collcomm](http://www.lclark.edu/dept/collcomm).

## Hours of Campus Facilities

### **Agnes Flanagan Chapel**

The chapel is open 8 a.m. to 11 p.m. for personal use. To schedule an activity or event in the chapel, contact the chapel office, open Monday through Friday, 8:30 a.m. to 5 p.m.

### **Templeton Student Center Bookstore**

The Bookstore is open Monday through Friday. Hours vary. The Bookstore is open for extended hours at the beginning of each semester and for special occasions.

### **Law School Bookstore**

The law school bookstore is open Monday through Thursday, 9 a.m. to 6 p.m., and Friday, 9 a.m. to 3 p.m. The bookstore is open for extended hours at the beginning of each semester.

### **Computer Centers**

Computer center hours in residence halls are governed by residence hall governments. The Watzek Library Computing Center is open during regular Watzek Library hours. Student consultants are available Monday through Thursday, 8 a.m. to 5 p.m. and Friday, 8 a.m. to 5 p.m.

### **Computer Labs**

Open 24 hours a day during the academic school year except when otherwise scheduled for a class. Summer hours are 6 a.m. to 10 p.m.

### **Snack Bar Law School Cafeteria**

Monday-Thursday, 11 a.m.-6 p.m.

Friday, 11 a.m.-2:30 p.m.

### **Trail Room**

Monday-Thursday, 7 a.m.-8 p.m.

Friday, 7 a.m.-7 p.m.

Sunday, 4-7 p.m.

### **South Campus Snack Bar**

Monday-Friday, 11 a.m.-5 p.m.

**Fields Dining Room**

Breakfast

Monday-Friday, 7-9 a.m.

Continental breakfast

Monday-Friday, 9-10 a.m.

Lunch

Monday-Friday, 11 a.m.-1:30 p.m.

Dinner

Sunday-Thursday, 4:45-7 p.m.

Friday-Saturday, 4:45-6:15 p.m.

Brunch

Saturday and Sunday, 11 a.m.-1 p.m.

**Maggie's Café**

Monday-Friday, 8 a.m.-midnight

Saturday-Sunday, 10 a.m.-midnight

**Dovecote Café**

Monday-Friday, 8 a.m.-5 p.m.

**Health Center**

Monday-Friday, 8 a.m.-4 p.m.

Closed during winter, spring, and summer breaks

**Pamplin Sports Center**

Weight Room and pool hours vary; call extension 7060  
(off campus call 503-768-7060)

**Boley Law Library**

Academic year

Monday-Thursday, 7 a.m.-midnight

Friday, 7 a.m.-10 p.m.

Saturday-Sunday, 9 a.m.-midnight

Vacation

Hours vary.

Summer

Monday-Thursday, 8 a.m.-10 p.m.

Friday, 8 a.m.-5 p.m.

Saturday-Sunday, 10 a.m.-6 p.m.

**Counseling Center**

Monday-Friday, 8:30 a.m.-4:30 p.m.; call extension 7160  
(off campus call 503-768-7160)

In emergency situations or after hours, call extension 7777  
(off campus call 503-768-7777)

Closed during winter, spring, and summer breaks

**Templeton Student Center**

Every day, 7 a.m.-1 a.m.

**Watzek Library**

Standard fall and spring semester hours

Sunday, 9 a.m.-Friday, 10 p.m.

Saturday, 11 a.m.-7 p.m.

For summer, holiday, and finals week hours, visit [library.lclark.edu/lib/hours.htm](http://library.lclark.edu/lib/hours.htm)

## Emergency Phone Numbers

**Important: After making an emergency 911 phone call for ambulance, fire, or police, call the Office of Campus Safety at extension 7777 or 0.**

**Ambulance** ..... 911

### **Law Enforcement**

Campus Safety 24 hours ..... 7777

From off campus ..... 503-768-7777

Portland Police (for emergencies only) ..... 911

Portland Fire Bureau (emergencies only) ..... 911

**Health Center** ..... 7165

From off campus ..... 503-768-7165

### **Counseling Center**

Monday–Friday, 8:30 a.m.–4:30 p.m. .... 7160

From off campus ..... 503-768-7160

Outside regular hours ..... 7777 or 0

From off campus ..... 503-768-7777

### **Hospital**

Legacy Meridian Park Hospital, Tualatin ..... 503-692-1212

**Poison Control** ..... 800-222-1222