EMPLOYEE HANDBOOK

2020 Edition
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Welcome

Welcome to the Pennsylvania Academy of the Fine Arts (PAFA). We are pleased to have you with us. PAFA’s employees are among our most valuable resource. We hope you will find the duties and responsibilities of your position both challenging and satisfying. We wish you success in your job with PAFA and hope that our association will be mutually beneficial.

At PAFA, it is our intention to foster a working environment that promotes individual self-discipline as well as group discipline within every department. Rules and regulations are essential to the efficient operation of PAFA. The rules and policies found in this Handbook are designed for the convenience and protection of all of us. They are the basis for an efficient and successful operation. There are, however, some basic concepts that exist in our daily lives that should not have to be reduced to a formal policy. For example, PAFA expects that its employees will be courteous, thoughtful, and respectful when interacting with others (employees, students, volunteers or members of the general public) whether in person or electronically, and that employees will be cognizant of how their actions or reactions affect others.

Mission Statement

As the first art museum and school in the United States, PAFA celebrates the transformative power of art and art-making.

PAFA inspires the public by expanding the stories of American art through its collections, exhibitions, and programs; and educates artists from around the world to be innovative makers and critical thinkers with a deep understanding of traditions and the ability to challenge conventions.

Through its world-class museum and school, PAFA nurtures and recognizes artists at every turn in their career.

Vision Statement

PAFA will be an inclusive, creative community of artists and audiences seeking education, contemplation, inspiration, and dialogue.
Core Values

EDUCATION. Education in fine arts is the center of all that we do. PAFA is committed to providing widely accessible art education and experiences to people of all ages and levels of expertise, from youth programs to training for professional artists.

COMMUNITY. PAFA’s unique community of scholars, curators, aspiring and established artists, faculty, critics, alumni and staff delivers intense, personal experiences with art and art making. PAFA is also committed to serving the full breadth of our community through relevant collections, exhibitions, programs, partnerships, and educational opportunities.

TRADITIONS. We believe that to achieve a distinctive voice, contemporary art and artists must have an active engagement and dialogue with historic fine arts traditions.

STEWARDSHIP. We responsibly steward our collections and campus through preservation and scholarship for the benefit of current and future generations.

DIVERSITY AND INCLUSION. We are deeply committed to ethnic, cultural, gender, and artistic diversity and inclusion in the student body, faculty, professional staff and volunteers, and actively seek to reflect the needs of diverse audiences in our programs and collections.

Diversity Statement

The Pennsylvania Academy of the Fine Arts is a pluralistic community, where PAFA community members, whatever their age, color, ethnicity, family or marital status, gender identity or expression, national origin, language, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, or veteran status, should feel valued and respected. The collective sum of the individual differences, lived experiences, heritage, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our faculty, staff, and students invest in their work and learning represents a significant part of not only our culture but our reputation and PAFA’s achievement.

PAFA is committed to ensuring that every member of our community can study and work in an environment where they feel a sense of belonging. We have the additional obligation of ensuring that PAFA’s stakeholders accurately reflect the diversity of our surrounding
community. We are committed to modeling diversity and inclusion for the entire arts, cultural and educational sector, and to maintaining an inclusive environment with equitable treatment for all. Further, to provide informed, authentic leadership for cultural equity, PAFA strives to:

- See diversity, inclusion, and equity as connected to our mission and critical to ensuring the well-being of our constituents and the communities we serve.
- Practice and encourage transparent communication in all interactions to foster a collaborative campus climate.
- Improve our cultural leadership pipeline by creating and supporting programs, policies, systems, and services that foster leadership that reflect the diversity of American society.

To that end, we will cultivate an environment where all members of the PAFA community feel that they belong and are embraced in a community of artists, educators, intellectuals, thinkers, and achievers.

**History of PAFA**

PAFA is America’s first museum and art school. Founded in 1805 by seventy-one public-spirited citizens, including artists Charles Willson Peale and Benjamin Rush, who believed in the importance of the arts in the emerging nation, PAFA was then, as it is now, a museum and a school of fine arts.

PAFA’s first building was located at 10th and Chestnut Streets. After a fire in 1845, it was rebuilt and enlarged. By 1876, PAFA had a new home, the present building at Broad and Cherry Streets, designed by the celebrated architects Frank Furness and George Hewitt. The building was restored and modernized in 1976 and is designated a National Historical Landmark. A nine-story loft space at 1301 Cherry Street was acquired in 1988 to meet the expanding needs of PAFA. In the Fall of 2003, students moved into the newly renovated Samuel M.V. Hamilton Building, across Cherry Street from the historic Furness building, bringing together the museum and school for the first time in nearly 40 years.

Since its founding, PAFA has collected works of art by America’s most distinguished artists, including works by its own alumni and faculty. Today, it houses one of the world’s great collections of American art, including work by Gilbert Stuart, John Vanderlyn, Benjamin West, William Sidney Mount, Horace Pippin, Andrew Wyeth, Winslow Homer, Frank Stella, Red Grooms, Louise Nevelson, Nancy Graves and many others. In addition to PAFA’s renowned...
collection of 18th, 19th and early 20th century American art, PAFA has a growing collection of contemporary art.

PAFA’s School of the Fine Arts has played an important role in the education of American artists. Among its distinguished alumni are: Cecilia Beaux; Arthur B. Carels; Mary Cassatt; Thomas Eakins; Walker Hancock; Robert Henri; Ben Kamihira; David Lynch; John Marin; Raymond Saunders; John Sloan; and Henry O. Tanner. The school offers a four-year certificate program with majors in painting, sculpture, drawing, and printmaking; a Bachelor of Fine Arts (both the PAFA BFA and in conjunction with the University of Pennsylvania); a one-year post baccalaureate program; and a two-year program leading to a Master of Fine Arts. Additionally, a full roster of arts education programs is offered to the general public, ranging from continuing education to summer camps for children. Students at PAFA represent a diversity of ages, nationalities and educational backgrounds.

About this Handbook

This handbook is designed to acquaint you with PAFA and provide information about working conditions, employee benefits, and some of the policies affecting your employment.

You should read, understand, and comply with all provisions of the handbook. The handbook describes many of your responsibilities as an employee and outlines the programs PAFA has developed to benefit you. One of PAFA’s objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about every policy. Further, there may be situations in which PAFA decides to revise, add, or cancel policies. Accordingly, please be advised as follows:

- No one other than the President of PAFA or his or her designee may alter or modify any of the policies in this Employee Handbook. PAFA, in its sole discretion, may change, delete, suspend or discontinue any part or parts of the policies in this Employee Handbook at any time without prior notice.
- No statement or promise by a supervisor, manager, or department head, past or present, may be interpreted as a change in policy, nor will it constitute an agreement with an employee.
• Should any provision in this Employee Handbook be found to be unenforceable or invalid, such finding will invalidate that particular provision only – not the entire Employee Handbook.

• This Employee Handbook replaces and/or supersedes any and all other or previous Employee Handbooks or other policies, whether written or oral.
Part 1: Employment Practices

At-Will Employment
Your employment at PAFA is at-will. Either you or PAFA may terminate the employment relationship at any time, with or without cause and with or without notice. Nothing contained in this handbook or in any other materials or information distributed by PAFA creates a contract of employment between an employee and PAFA. No statements to the contrary, written or oral made either before or during an individual’s at-will employment can change this. No individual supervisor, manager, or department head can make a contrary agreement, except for the President or duly authorized executive, as described below, and even then, such an agreement must be set forth in a written employment contract with the employee, signed by PAFA.

Employment Contracts
In those cases in which an individual is offered an employment contract, the contract must be signed by the Vice President of Human Resources. No statements to the contrary, written or oral made either before or during an employee’s tenure with PAFA can change this.

Immigration Control and Reform
PAFA is committed to employing only United States citizens and non-citizens who are legally authorized to work in the United States. PAFA does not unlawfully discriminate on the basis of citizenship or national origin.

In order for PAFA to comply with the Immigration Reform and Control Act of 1986, all new employees, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and provide appropriate documentation that establishes their identity and eligibility for employment. Former employees who are subsequently rehired must also complete an I-9.

If you have questions or want more information on immigration law issues, you are encouraged to contact the Human Resources Department. At PAFA you can raise questions or complaints about immigration law compliance without fear of reprisal.

Equal Opportunity
PAFA is committed to a policy of nondiscrimination in employment. PAFA does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex,
sexual orientation, national origin, age, disability, marital status, familial status, or any other characteristic or circumstance protected by law.

This policy covers all aspects of employment, including selection, job assignment, compensation, discipline, termination, and terms, conditions and privileges of employment.

If you have questions or concerns about any type of discrimination in the workplace, you are encouraged to bring the issue to the attention of the Vice President of Human Resources or the President. Or, if for any reason you believe inappropriate to bring it to either of them, you can bring your concern to the Chair of the Human Resources Committee of the Board of Trustees. No adverse employment action will be taken for concerns or reports made in good faith. Further, anyone found to be engaging in any type of unlawful discrimination will be subject to corrective action, up to and including termination of employment.

As an Equal Opportunity Employer, we must comply with federal government record-keeping and reporting requirements. As such, PAFA periodically reports statistical information about employees by job category, race, ethnicity, and sex. To collect this information, employees complete a voluntary self-identification form. This form is kept confidential and used solely for analytical and reporting requirement purposes. This form is processed and maintained separately from your personnel file.

**Americans with Disabilities Act**

PAFA is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and any other applicable law or regulation concerning disabilities. The ADA requires employers to reasonably accommodate qualified individuals with disabilities.

Individuals requiring accommodations should direct all questions and inquiries to the Vice President of Human Resources.

**Employment of Relatives**

The hiring of relatives of active employees and members of PAFA’s Board of Trustees is prohibited except in unusual circumstances in which the applicant who is related to the employee or trustee possesses very specific or unique qualifications that are important to the position. Even then, the propriety of such employment shall be carefully considered in light of any potential for compromise of the protection of personnel information, conflict of interest or preferential treatment, maintenance of internal control procedures, and overt appearance that any of the above might occur.

Under no circumstances will relatives be hired into a department in which another relative is currently working. Approval of the Vice President of Human Resources and the President is
required before any relative of an employee or member of the board is employed. For purposes of this policy, persons having the following relationship to an employee are considered —relatives: Spouse, parents, children, stepchildren, siblings, in-laws, grandchild, grandparent, legal ward, cohabitant, domestic partner, and common law spouse. This policy applies to all existing and potential employees of PAFA.

**Guidelines for Personal Conduct**

As a member of the PAFA team, you are expected to accept certain responsibilities, adhere to acceptable business principles and matters of personal conduct, and to exhibit a high degree of personal integrity at all times. This not only involves a sincere respect for the rights and feelings of others, but also requires that you refrain from any behavior that may be harmful to you, your co-workers, and/or PAFA.

Whether you are at work or away from the job, your conduct reflects on PAFA. PAFA encourages employees to observe the highest standard of professionalism at all times.

Types of behavior and conduct that PAFA considers unacceptable include, but are not limited to, those set forth below. These are examples of incidents that could lead to immediate termination, but it is under the discretion of the Vice President of Human Resources and governing bodies to determine the outcome on a case-by-case basis.

- Reporting to work intoxicated, impaired or under the influence of a controlled substance or non-prescribed drugs.
- Possession or use of alcoholic beverages or non-prescribed drugs on PAFA property or while engaged in PAFA business.
- Stealing from PAFA, your fellow employees or visitors to PAFA or any other form of dishonesty.
- Gambling or bookmaking on PAFA property.
- Disregarding the starting and quitting times and designated break periods connected with one’s job.
- Excessive absenteeism or tardiness. (See Attendance and Punctuality section of this Handbook.)
- Altering attendance sheets or any other PAFA records.
- Failure to keep accurate time records.
- Disorderly conduct, including fighting or using obscene, abusive or threatening language.
- Smoking in any PAFA building in violation of the smoke-free workplace policy.
- Defacing or damaging PAFA property.
• Unauthorized possession or use of fireworks, firearms or any other weapon on PAFA property or while engaged in PAFA business.
• Calling, participating in or encouraging others to call or participate in any illegal activity while at work or on PAFA property.
• Posting notices and/or removing notices and/or tampering with the Human Resources bulletin boards or notices posted on the bulletin boards without authorization from the Vice President of Human Resources.
• Carelessness or unsatisfactory performance of job duties, including the failure to maintain proper standards of quality and performance, or interfering with the work of other employees.
• Disobeying PAFA safety rules and regulations including failure to promptly report all work-related accidents or injuries to your supervisor, no matter how minor.
• Insubordination, i.e., failing to follow a proper work directive given to you by your supervisor
• Failing to accept reasonable overtime work as required to meet PAFA business requirements.
• Failure to observe —good housekeeping! practices by not cooperating in keeping PAFA facilities clean.
• Failure to maintain the confidentiality of information of PAFA or any of its employees.
• Any action whatsoever that tends to destroy good relations between PAFA and its employees or between PAFA and the public.
• All forms of illegal discrimination and any form of harassment in the workplace.
• Soliciting or accepting gratuities from PAFA vendors or visitors.
• Excessive, unnecessary or unauthorized use of PAFA supplies, particularly for personal purposes.
• Falsification of employment applications or resumes or any PAFA employment forms or any other records, reports or documents.
• Leaving PAFA property during work hours without permission.
• Sleeping on the job during working hours.

**Title IX & VAWA**
PAFA seeks to ensure that all members of its community, including guests and visitors, have the right to learn and work in the safest possible community and environment, and to be free from all forms of gender-based misconduct, including gender discrimination, sexual harassment, hostile work environment, sexual violence, and gender-based harassment. This commitment by PAFA complies with the Title IX of the Education Amendments of 1972 (“Title IX”), the Violence Against Women Act (VAWA), and related state- and federal-law.
Please refer to the PAFA’s Policy Prohibiting Sexual and Gender-Based Discrimination, Harassment, and Misconduct.

**Anti-Harassment Policy**

PAFA is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including unlawful sexual harassment.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If an employee experiences or witnesses what appears to be sexual or other unlawful harassment in the workplace, he or she is expected to report it immediately to his or her supervisor. If the supervisor is unavailable or for any reason the employee believes it would be inappropriate to contact that person, he or she should immediately contact the Vice President of Human Resources, the President, or the Chair of the Human Resources Committee of the Board of Trustees. Any supervisor who becomes aware of possible sexual or other unlawful harassment must immediately advise the Vice President of Human Resources. No adverse action will be taken with respect to employees who raise concerns and make reports in good faith.

All allegations of sexual harassment will be investigated immediately and thoroughly by the Vice President of Human Resources. To the extent reasonably practical, the confidentiality of the employee and that of any witnesses and the alleged harasser will be maintained. When incidents of harassment can be confirmed following investigation, PAFA will take appropriate corrective action to remedy all violations of this policy. Any employee found to have engaged in sexual harassment will be personally responsible for any and all claims arising from such action.

**Personal Appearance and Attire**

PAFA employees must reflect an appropriate business image to students, parents, and visitors. How you dress, your grooming and personal cleanliness standards all contribute to that image and also to the morale of your co-workers. During business hours or whenever representing PAFA, you are expected to present a clean, neat, and tasteful appearance. You should always
dress and groom yourself according to the requirements of your position and accepted social standards.

Your supervisor is responsible for maintaining a reasonable dress code appropriate to the job you perform. Be sure to consult your supervisor or the Human Resources Department if you have questions as to what constitutes appropriate appearance.

**PAFA Spirit Fridays**

Fridays are PAFA Spirit Days, when employees are encouraged to wear their PAFA swag gear or red and white casual attire to show their spirit. Jeans without holes are acceptable on these days. This practice applies to all employees, except those required to wear uniforms and safety gear in the performance of their jobs or who are hosting meetings, VIPs, and guests in situations in which such attire would not be appropriate or expected. Casual attire encompasses many looks, but it really means casual clothing that is appropriate for a professional environment. It is clothing that allows you to be comfortable at work yet always look neat and professional.

**Etiquette**

PAFA strives to maintain a positive work environment in which employees treat each other with respect and courtesy. Sometimes employees may be unaware that their behavior at work may be disruptive or annoying to others. Very often these day-to-day issues can be resolved by politely talking with your co-worker to bring the perceived problem to his or her attention.

In most cases, common sense will dictate an appropriate resolution. PAFA encourages all employees to keep an open mind and graciously accept constructive feedback or another employee’s request for you to change your behavior because it may be affecting that person’s ability to concentrate and be productive.

**Dating and Fraternization**

PAFA’s Dating and Fraternization policy is intended to ensure a safe and secure community without the appearance of conflicts of interest, power imbalances, and favoritism.

**Faculty/Staff and Student Fraternization**

In all of their interactions with students, members of the Faculty and Staff must exercise discretion, professional responsibility, and good judgment. In particular, PAFA prohibits dating and intimate relationships between students and any members of the Faculty or Staff. This means, faculty or staff members of any status, including but not limited to full-time, part-time, adjunct, lecturer, and visiting, are prohibited from having a romantic or sexual relationship with students.
Even consensual relationships present real or perceived conflicts of interest and jeopardize the impartiality with which members of the Faculty and Staff are expected to carry out their responsibilities. Because of the perceived or real imbalance of power and influence between the parties involved, these situations also pose a real or perceived danger of sexual harassment, as defined by the policies of PAFA. Additionally, because of the perceived or real imbalance of power, PAFA prohibits faculty from using student models (nude or clothed), for either classroom instruction or individual studio work. (See Title IX Policy, the Faculty Handbook).

Should someone begin work at PAFA while already engaged in a dating or intimate relationship with a student (e.g., in the case that a recent graduate becomes a Faculty or Staff member), the new Faculty or Staff member must alert the Vice President of Human Resources at the time of his/her employment so that present or future conflicts of interest can be avoided.

Employee/Employee Relationships
While PAFA encourages amicable relationships between employees, it recognizes that involvement in a romantic relationship may compromise or create a perception that compromises employees’ ability to perform their jobs. Any involvement of a romantic nature between employees is strongly discouraged, and any dating or intimate relationship between a supervisor and anyone he or she supervises, either directly or indirectly, is prohibited.

In order to fairly and effectively deal with situations that could arise, if an intimate, romantic, or dating relationship develops between supervisor and a subordinate, the supervisor involved in the relationship must report it to his or her supervisor and the Vice President of Human Resources. Once the relationship is reported, PAFA may attempt to modify the work relationship, through transfer within the organization or by other appropriate options. Because of the sensitivity of this type of situation, each situation will be dealt with on an individual basis with all areas of resolution considered.

It is especially incumbent upon those who are in positions of authority or influence to avoid conflicts of this sort and to disclose them if they arise. Any member of the Faculty or Staff who must disclose his /her own potential conflict under this policy, but who fails to do so, will be subject to appropriate disciplinary action, up to and including termination of employment.

Conflict of Interest Policy
As an employee of PAFA, you have the obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. To that end PAFA has created a Code of Ethics Policy that is distributed to all employees. Your employment is contingent in your signing of PAFA’s Code of Ethics Policy.
**Required Training for Faculty and Staff**

PAFA has partnered with online education leaders to provide an extended library of online compliance and prevention courses. These trainings address critical topics such as Title IX, harassment and discrimination, sexual abuse, FERPA, data security, diversity and inclusion, and more. PAFA’s faculty and staff members will be asked to take many of these courses throughout the academic year. Additionally, employees may be required to attend in-person workshops and seminars on required. Some courses must be completed each year or every other year.

You will receive information about each course assignment and access instructions through your institution-provided email address. Please note that you must utilize this email address to comply with our training standards.

**Job Postings**

PAFA fills open positions with the best-qualified candidates available. The purpose of a job posting policy is to encourage the promotion and transfer of current employees into vacant positions. This enables employees to grow, develop and attain better skills.

Job vacancies are filled from within PAFA when qualified employees are available and interested. All available positions will be advertised on PAFA’s website. Employees must be in their current role for one (1) year prior to being able to apply for a new position.

If you are interested in applying for a position, please send applicable information to the Human Resources Department and notify your supervisor of your status as an applicant.

**Reference Checks**

PAFA checks the employment references of all job candidates before an offer of employment is made.

All inquiries from outside PAFA regarding employees who are currently employed or who have been previously employed by PAFA must be referred to the Human Resources Department for response. PAFA will only provide confirmation of information provided by the employee or former employee to a third party. That information is limited to dates of employment and job title.

PAFA may release salary information to credit institutions when such information will assist the employee in securing credit, provided the request for salary information is made in writing.
Background Checks
The position an individual applies for and the information he or she gives during the interview process will determine which contingencies may apply to an offer of employment.

All employees applying for any position with PAFA will be subject to reference checks with his or her former employer and/or supervisors. Unless required by law, reference checks will not be shared with the potential employee. Individuals who claim to have certain educational credentials, either in writing or in an interview, are subject to verification.

PAFA requires as part of its pre-employment process a background check be conducted on all applicants before an offer of employment is extended. Periodic background checks may also be conducted as part of continuing employment.

Depending on the job requirements, an individual offered a position at PAFA may be required to submit to a credit check, Child Abuse History Clearance, or an FBI Clearance.

Information gained from any of the above background checks will be held in confidence and shared on a need-to-know basis in accordance with applicable laws.

Child Abuse and Sexual Molestation Prevention
The safety and well-being of children is a serious concern. PAFA’s policy is that all faculty, administrators, and staff share the responsibility for the prevention and reporting of suspected child abuse and sexual molestation. PAFA complies with the provisions of the laws of Pennsylvania and the guidelines established by the Pennsylvania Department of Public Welfare.

Employees are expected to adhere to the following guidelines of behavior:

- Limit occasions of being alone with a child. Whenever possible have another adult present or be in an open, public area when with a child
- Report any known misconduct or questionable behavior on the part of fellow employees, volunteers, visitors and students.
- At least two chaperones (preferably a male and a female) should accompany students on trips away from PAFA.

Employment Status
The Fair Labor Standards Act requires all employees to be classified according to the overtime provisions of the law. For the purpose of paying any compensation, all employees are classified as either —Exempt or —Non-Exempt from overtime compensation.
The Vice President of Human Resources is responsible for classifying all employees into one of five categories for eligibility to receive certain benefits offered by PAFA. These categories are defined as:

- **Full-Time** - A full-time employee is one who works at least 30 hours a week if non-exempt (28 hours for exempt) on a regularly scheduled basis. A regularly scheduled basis shall mean being scheduled to work throughout the calendar year. Such employees may be exempt or non-exempt as later defined. Regular full-time employees are eligible for all of PAFA benefits outlined in this Handbook.

- **Part-Time** - A part-time employee is one who works less than 30 hours per week if non-exempt (28 hours for exempt) on a regularly scheduled basis. A regularly scheduled basis shall mean being scheduled to work throughout the calendar year. Such employees may be exempt or non-exempt as later defined. Part-time employees are not eligible for PAFA healthcare benefits or the monthly stipend outlined in this handbook, but is eligible for paid-time off on a pro-rated basis.

- **Temporary** - Temporary (or grant funded) employees are hired by PAFA with the understanding that their employment is not to exceed six months. Temporary employees are not eligible for any PAFA benefits. A temporary employee whose job status is later converted to that of a regular employee shall have his or her hire date changed to the effective date of regular employment and upon completion of the orientation period, shall be eligible for PAFA provided benefits in accordance with his or her classification assignment.

- **Appointed Faculty** - Appointed faculty members are considered regular full-time employees of PAFA for benefit purposes with the exception of their "time away" benefits, as those benefits are discussed and defined in the PAFA Faculty Handbook. Appointed faculty members are hired through a process outlined in the Faculty Handbook.

- **Adjunct Faculty** - Adjunct faculty members are not appointed, but teach at least one (1) class per semester in PAFA’s Certificate, BFA, MFA, or Post-Baccalaureate Programs. Continuing Education faculty members are not considered Adjunct Faculty. Adjunct faculty employees are not eligible for any PAFA benefits.

- **Non-PAFA interns and fellows** - Interns or trainees perform services for their own educational or training benefit.

- **Student Employees** - A student employee is a part-time employee who enrolled at PAFA, is registered for classes and whose primary purpose for being at the PAFA is the achievement of a degree. During summer semester, an individual may be a student employee if s/he has been admitted/readmitted and is enrolled for summer
or fall semester classes. Student employees are considered at-will employees, and their employment is interim or temporary and incidental to the pursuit of a degree.

Some student employment is governed by the federal work study program that provides financial assistance to students through employment opportunities. Determination of eligibility for work study is based on regulations and confidential information regarding the student's financial status. Students awarded must be U.S. citizens or permanent residents and must be a matriculated student at the university. Please contact Financial Aid for information on the federal work study program.

There are student employment positions that are prohibited by the federal work study program. In addition, PAFA prohibits students from being employed, volunteering or serving as models (nude or clothed) for instructors, classes or individual studio work. See faculty guidelines on models.

Human Resources is responsible for hiring of PAFA work study, PAFA non-work study students, and non-PAFA student internships/ fellowships and volunteers. The Vice President of Human Resources must approve any disciplines and terminations of student workers.

Temporary status definitions apply only to PAFA employees. Individuals who work on temporary assignments as employees of outside, temporary agencies are not eligible for any PAFA sponsored benefits or compensation.

PAFA reserves the right to change an employee’s status in response to business needs. Employees may request a change in status to accommodate personal circumstances (for example a request to move from full-time to part-time) by discussing their situation with their supervisor and the Vice President of Human Resources. In all cases, the decision to change the status of any position will be based on a variety of factors, including but not limited to, the department’s workload, available resources and an employee’s performance record. Any modifications provided to an employee must be submitted to the Human Resources Department and approved by the Vice President of Human Resources. Depending on the nature of the modification some adjustments to salary may be necessary.

**Independent Contractors and Freelancers**

On occasion, in order to meet PAFA objectives, it may be necessary to consult with experts in a particular field and to engage individuals for specific periods and/or specific assignments to provide short-term expertise. Individuals performing such services for PAFA will be
considered employees unless a determination is made in advance that such individuals are appropriately classified as independent contractors. Independent contractor status must be approved by the Vice President of Human Resources. Payments to independent contractors are processed through accounts payable according the procedures established by the Chief Financial Officer.

**Working Hours**

PAFA’s work week begins on Sunday and ends on Saturday. All employees are expected to perform their duties during the standard (core) work day which extends from 9:00am to 5:00pm depending upon the needs of their department. The normal weekly hours worked are 40 hours per week for non-exempt staff and 35 hours per week for exempt staff.

PAFA wants to support its employees achieve a balance between their work and their other priorities and is amenable to flexible working hours, provided that the needs and objectives of both the department and the employee can be met. PAFA encourages staff to consider flexible working arrangements, commonly known as flextime.

Flextime allows an employee to choose, within certain limits, when to begin and end work provided that the employee does work during core hours, which are 9:30AM to 4 PM. Flextime options are:

- 8:00 AM to 4 PM
- 8:30 to 4:30 PM
- 9:00 AM to 5 PM, the PAFA standard schedule
- 9:30 to 5:30 PM

Because each department has specific needs, some departments may offer flextime hours during the standard work day to accommodate employees and/or specific departmental needs. Approval for an alternate or shortened workday schedule must be obtained from your immediate supervisor and must be approved by the Vice President of Human Resources.

Any staff member is eligible for flextime; however, not every job lends itself to flextime. It will depend on the nature of the job and the needs of the department. Only an employee with an identified, documented performance problem should be denied this option without consideration. Also, the supervisor may exclude an employee whose presence is critical during standard work hours, where no alternate coverage is available.

**Attendance and Punctuality**

Satisfactory attendance and punctuality are conditions of employment. As an employee of PAFA, you are expected to be reliable and punctual by reporting for work on time and as
scheduled. When you are absent or late, it places a burden on other employees and can impact productivity and the services provided.

PAFA recognizes that occasionally you may not be able to report to work on time or at all. It is your responsibility to notify your supervisor before your usual starting time. You should give as much notice as possible. Should your immediate supervisor not be available, contact the Human Resources Department, stating why you will be late or absent, when you expect to report to work, and a telephone number where you can be reached. Leaving a voice mail message or a message with a coworker is not acceptable.

You may be subject to disciplinary action, up to and including termination, if you:

- fail timely to notify PAFA as specified above
- are absent excessively
- do not have an acceptable excuse for being late or absent

PAFA requires you to provide a physician's statement documenting your absence relating to illness or injury lasting more than three (3) consecutive working days and cases in which your attendance has become unsatisfactory. Supervisors must notify the Human Resources Department if any employee is absent for more than three (3) consecutive working days. Employees should consult the Family and Medical Leave Policy for additional information on extended leaves. You are subject to termination of employment if you are absent without acceptable notification or without satisfactory reason for such absence.

**Orientation Period**

The orientation period is the time limit set at the date of hire, transfer or promotion during which the employee is given the opportunity to establish his or her ability to perform the assigned work duties and responsibilities of the position. This period may also be referred to as the —probationary period— or the —introductory period—. During this time, PAFA will monitor the employee to establish whether the employee can perform the essential duties of the position. All employees promoted or transferred into any staff/administrative position at PAFA will be considered introductory employees for a period of no less than 90-calender days from their first day of employment in the new position.

Occasionally, the orientation period will be extended for reasons specific to the situation; extensions must be in writing and approved by the Vice President of Human Resources.
**New Employee Onboarding**

PAFA’s Onboarding Program for new employees is a three-phase program. Phase 1 is the Human Resources New Employee Orientation which familiarizes new employees with PAFA and its vision, mission, values, organizational structure and culture. All new employees are required to attend New Employee Orientation meeting within thirty (30) days of employment. Employees are to be afforded time away from work to attend their scheduled orientation meeting. Delays in attending an orientation may also delay the date that benefit plan coverage can be established for a new employee.

Phase 2 is a departmental level orientation that provides the new employees with an overview by the supervisor on departmental processes and procedures. The 90-day Probationary Feedback is the third and final phase. **Phase 3** provides the supervisor an opportunity for structured conversation about performance, offers an occasion for positive feedback to reinforce good performance, and aids in identifying problems and needs for additional training. It provides the employee with an opportunity to review job requirements and supervisor expectations and creates an opportunity for conversation about continuing interest in the job.
Part 2: Compensation and Benefits

Eligibility for Benefits
PAFA provides a wide range of benefit programs to eligible employees. Certain legally required programs, such as Social Security, workers’ compensation and unemployment insurance, cover all employees in the manner required by law.

Your eligibility for each benefit program depends on a variety of factors, including your employee classification. To better understand exactly which benefit programs you are eligible for, contact the Human Resources Department. You will find details about many of these programs elsewhere in the employee handbook. In some cases, a policy may also refer you to other sources, such as the Summary Plan Document for that benefit.

There is a waiting period for the start of your employment benefits eligibility. If you are a temporary or part-time employee and your job changes, making you eligible for benefits, the 30-day period will be waived.

The following benefit programs are available to eligible employees, subject to terms and conditions of each program:

- Family & Medical Leave
- Flexible Spending Accounts (medical, dependent care, and commuter)
- Health Insurance
- Holiday Pay
- Jury Duty and Court Leave
- Life Insurance
- Long-Term Disability
- Professional Development
- Retirement Plan
- Short-Term Disability
- Sick Leave
- Tuition Remission
- Vacation
- Worker’s Compensation

While some of the benefit programs offered may require you to contribute to the cost, many programs are fully paid by PAFA.
**Health Insurance**
PAFA offers medical insurance for all of its full-time and regular part-time employees (on a prorated basis) and appointed faculty members. A schedule of the plans available and the monthly premiums for each can be obtained from the Human Resources Department. The grant of such coverage is subject to approval by the insurance company and is not determined by PAFA. Please refer to the Summary Plan Description for additional information.

**Dental Insurance**
PAFA offers dental insurance for all of its full-time and regular part-time employees (on a prorated basis) and appointed faculty members. A schedule of the plans available and the monthly premiums for each can be obtained from the Human Resources Department. The grant of such coverage is subject to approval by the insurance company and is not determined by the PAFA.

**Flexible Spending Accounts**
To provide eligible employees with the opportunity to realize tax savings through pre-tax spending accounts, PAFA offers flexible spending Accounts. Flexible spending accounts allow participants to make pre-tax contributions to accounts used to pay for eligible health, dependent care, and group insurance premium expenses. Participants are subject to eligibility rules and receive benefits as outlined in the plan document, which may be amended during the plan year or as IRS regulations change.

**Life Insurance & Accidental Death**
PAFA provides life insurance and accidental death and dismemberment insurance for all of its benefits eligible employees in an amount equal to his or her annual salary subject to the policy limits and other conditions set forth in the insurance policies. Information concerning your coverage can be obtained from the Human Resources Department.

PAFA will pay the full cost of the premium coverage. Any premiums paid by PAFA for life insurance benefits over $50,000 are considered by the IRS to be taxable income and eligible employees, who receive insurance in such amounts, will have this income reported on form W-2.

**Short and Long-term Disability**
Full-time employees and appointed faculty members may elect to purchase, within 30 days of becoming eligible for benefits, optional short and long-term disability insurance. If such coverage is elected after the initial eligibility period, the grant of such coverage is subject to approval by the insurance company and is not determined by PAFA. In that case, the
employee must supply evidence of insurability to the insurance company. Failure to furnish this information may result in the denial of a request for coverage.

- The weekly short-term disability benefit will be 66 2/3 percent of an employee’s weekly earnings in effect on the date the employee becomes disabled, up to $1,000 per week. There is a 15-day waiting period prior to the commencement of any payment for non-occupational injury or illness benefits, and the maximum benefit period is 24 weeks.
- The long-term disability benefit is 60 percent of basic monthly earnings, not to exceed a monthly maximum benefit of $7,500. There is a waiting period of 180 consecutive days, and the benefits duration period for most types of total and permanent disability will be up to age 65, possibly longer depending on the age of the employee when the disability commences.

Please review the Summary Plan Description, available in the Human Resources Department, for more information on the plan.

Proof of disability in the form of a complete medical report from your treating physician is required prior to becoming eligible for the receipt of either short and/or long-term disability benefits. The insurance company may require other information necessary to process your claims.

**Retirement Plan**

All employees who work 1,000 hours or more in a calendar year and who are age 21 or older are eligible to participate in the TIAA-CREF defined contribution pension plan. Employees may elect to participate, on a tax-deferred basis, with a minimum contribution of one (1) percent of their base salary. PAFA will match this contribution up to four (4) percent. At the time an employee begins participation in the plan, he or she will be vested immediately for all employee and PAFA contributions. Participation in the plan is an option beginning your first day of employment.

**PAFA’s Contributions to Employee Benefits**

Your health insurance cost does not reflect substantial contributions by PAFA. In the event an eligible employee with 90 days or more of employment does not take advantage of PAFA’s health plans, PAFA will provide a $100 monthly stipend to be used toward the following (in the order listed):

- Short/Long-Term Disability premium
- Additional PAFA TIAA-CREF contribution
If the stipend is not utilized by the employee in the above manner, it will not be added to his or her personal (taxable) income. Regular part-time employees of PAFA also are eligible to receive a stipend; however, the amount of the stipend will be prorated based on the number of hours regularly worked by the employee as compared to the number of hours worked by employees in his or her wage and hour classification.

**Tuition Assistance for Employees**
PAFA maintains a Tuition Assistance Program to benefit eligible employees. An employee will be considered eligible for the semester after completing 30 days of employment. Tuition assistance will not be prorated mid-semester.

All regular full-time and regular part-time employees, all Faculty, and all Academy Trustees are eligible for tuition remission for up to three (3) credits each semester, in any of PAFA’s academic programs, provided they meet the enrollment and academic requirements of the relevant program.

Any course(s) selected by an employee of PAFA must be taken outside of his or her regularly scheduled workday. The employee/student must pay all applicable fees connected with the programs and is required to comply with all requirements and registration deadlines.

**Tuition Remission for Dependents**
The spouses, partners, and children of full-time employees and appointed faculty are eligible to apply for a 50 percent discount on the tuition for one (1) course of up to 1.5 credits per semester through PAFA’s Public Education Programs; or a 50 percent discount on tuition for the Graduate or Certificate Programs, up to a maximum of 30 credits per year. The applicant for this benefit must request the remission in writing from the Dean of the School of Fine Arts and the Vice President of Human Resources and must receive approval in advance of matriculation. The applicant must meet all the enrollment and academic requirements of the specific program, and approval of a request for this benefit will be subject to PAFA’s discretion based on factors including PAFA’s financial circumstances.

Limited part-time employees, temporary employees, student employees, grant employees, spouses and children of regular part-time employees, spouses and children of limited part-time employees, spouses and children of temporary employees, spouses and children of student employees, spouses and children of grant employees and spouses and children of Adjunct Faculty are not eligible for any tuition remission or discount.
**Service Awards**

PAFA has created a program to provide special recognition to faculty, staff, and administrators for their years of dedicated service and commitment. All faculty (appointed and adjunct), and regular full-time and part-time staff, and administrators are eligible. Continuing education faculty and probationary, trainee, interns, student workers, time-limited, temporary staff and administrators are not eligible for a service award. The Service Award Program recognizes total service in increments of five years through retirement for eligible faculty, staff, and administrators.

<table>
<thead>
<tr>
<th>Years of Service Milestone Reached in Fiscal Year</th>
<th>Awards and/or Gifts</th>
</tr>
</thead>
<tbody>
<tr>
<td>5, 10</td>
<td>Award Certificate</td>
</tr>
<tr>
<td>15, 20, 25</td>
<td>Service Pins</td>
</tr>
<tr>
<td>30, 35</td>
<td>Gift selection from PAFA approved catalog</td>
</tr>
<tr>
<td>40, 45, 50</td>
<td>Gift selection from PAFA approved catalog</td>
</tr>
<tr>
<td>Retirement with 10 or more years of service</td>
<td>Gift selection from PAFA approved catalog</td>
</tr>
<tr>
<td>Special Recognition</td>
<td>TBD</td>
</tr>
</tbody>
</table>

**Shop Discounts**

All PAFA employees are eligible to receive a 20% discount in the Portfolio®, the Museum Shop and the PAFA Art Supply Store.

**Membership Privileges**

Employees automatically become Members of the Museum at the individual level. Benefits of membership include free Museum admission, invitations to opening receptions and exclusive Members programs, and special rates on certain other Museum programs.

**Holidays**

Each year the Human Resources Department publishes a list of PAFA holidays. Traditionally, PAFA has observed the following staff holidays, although changes may be made:
- New Year’s Day
- Martin Luther King, Jr. Day
- President’s Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- One holiday designated each year

To be eligible to receive holiday pay, an employee must work his or her regularly scheduled work day both before and after the holiday, unless the employee has received an approved vacation or personal day off. Holidays occurring during an employee's scheduled vacation are treated as holidays and are not counted as vacation days.

Staff may be required to work on a holiday as PAFA may remain open on such days.

For work performed on a PAFA observed holiday, the non-exempt employee will be paid his or her regular rate of pay in addition to receiving regular holiday pay. If an exempt-level employee is required to work on a holiday, the employee may pick a non-holiday that falls within 30 calendar days of the holiday on which he or she is required to work as an exchange holiday. Such exchange holidays shall be treated as if it were a holiday. PAFA will not, however pay an employee in lieu of choosing and taking an exchange holiday.

An employee may substitute one religious holiday of his or her choice for the Good Friday holiday. In such instances, the employee will be required to work on Good Friday at his or her regular (non-premium) rate. When the alternative holiday is taken, it will be paid at the employee’s regular (non-premium) rate of pay.

**Sick Pay**

Full-time employees are eligible for paid sick leave, which may be used when absence from work is necessary due to illness. Sick leave may also be used in limited instances when absence from work is due to illness in the employee's immediate family. Employees are eligible for five (5) days per year. An employee may accumulate a maximum total of 20-days
of sick pay. Sick pay should be treated as a form of insurance and not as extra days off from work.

When an illness exceeds three (3) consecutive workdays, employees must furnish a medical statement from their healthcare provider detailing the duration of the illness, the employee’s ability to return to work, with or without reasonable accommodation. However, a medical statement from the physician may be requested at any time by PAFA. It is the responsibility of the employee and the supervisor to contact the Human Resource Department when an illness exceeds three (3) consecutive days.

Sick pay is not payable upon termination and is not counted toward the computation of overtime.

Appointed faculty members should refer to the Faculty Handbook for sick pay policies.

**Vacation Pay**

Only full-time and regular part-time employees (on a prorated basis) are eligible for paid vacation time off. The amount of paid vacation time an employee receives each year increases with the length of his or her employment. An employee’s full allotment of vacation time accrues on January 1 of each year or on a pro-rated allotment on an employee’s date of hire:

<table>
<thead>
<tr>
<th>Position</th>
<th>Years of Employment</th>
<th>Annual Days of Vacation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time and regular part-time</td>
<td>From date of employment up to 5 full years of service at</td>
<td>17</td>
</tr>
<tr>
<td>employees</td>
<td>PAFA</td>
<td></td>
</tr>
<tr>
<td>Employees with 5 or more full</td>
<td>Employees with 5 or more full years of service at PAFA</td>
<td>22</td>
</tr>
<tr>
<td>years of service at PAFA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employees with 15 or more full</td>
<td>Employees with 15 or more full years of service at PAFA</td>
<td>27</td>
</tr>
<tr>
<td>years of service at PAFA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Staff</td>
<td>From date of employment</td>
<td>27</td>
</tr>
</tbody>
</table>

Vacation time may be taken at any time during the year, except that it must be scheduled in advance to avoid conflicts with other employees’ vacation time and is subject to workload demands. Employees should provide as much notice as possible when scheduling vacation time. For exempt level employees, the minimum amount of vacation time that should be recorded is one-half day (3.5 hours). Non-exempt employees must record all time away in 15
minute increments. Vacation time should not be taken during the employee’s first 90 days of employment.

PAFA believes that it is in an employee’s best interest that he or she takes vacation time earned each year in order to maintain a balanced life. Employees may carry over five (5) unused vacation days to the next calendar year. Payment in lieu of taking vacation time is not an option.

In the event of voluntary resignation or position elimination, employees will be paid for a prorated portion of their unused vacation. Employees terminated with cause will not be eligible for vacation payout.

**Jury Duty and Witness Service**
All employees are eligible for jury duty compensation. Jury duty compensation pays the difference between the court’s jury duty payment and the employee’s regular pay for up to 30 days of jury duty. Employees are required to provide a copy of the court’s jury duty check to the Human Resources Department.

Part-time employees will receive jury duty pay for the days on which they are regularly scheduled to work. Employees must advise their supervisors and the Human Resource Department as soon as possible and no later than one (1) week prior to the date the jury duty begins. Jury duty compensation also includes individuals subpoenaed as witness, except as an adverse witness against PAFA or in cases involving personal business.

Individuals summoned for jury duty or appearing as subpoenaed witnesses are expected to work during normal working hours whenever court is not in session or when their presence in court is not required. Employees are to return to work when released from jury duty prior to the end of the normal workday. When the employee’s term of duty on a jury or as a witness is over, evidence of having served for the period of time claimed must be provided to the Human Resources Department.

**Voting Time Off**
PAFA encourages its employees to participate in the election of government leaders. Therefore, if an employee does not have sufficient time outside his or her regular work hours to vote, adequate time off will be allowed at the beginning or end of the workday to exercise this right. If possible, employees should make their requests to their supervisor at least forty-eight hours in advance of Election Day. The employee may wish to inquire of their Registrar of Voters about the possibility of voting by absentee ballot. Every effort should be made to vote either before or after the employee’s normal workday.
**Bereavement Pay**

PAFA recognizes the need for time away from work in instances of personal loss. Should a death occur in the immediate family of any full-time employee, he or she will be granted up to three days off with pay. If employees need time in excess of three (3) days, they may request a leave of absence or use vacation with the approval of their supervisor and the Vice President of Human Resources.

Immediate family shall be defined as spouse, partner, child, step-child, father, mother, step-parent, brother, sister, step-brother, step-sister, grandmother, grandfather, grandchild, father-in-law, or mother-in-law, or any relationship of similar nature defined under a partnership.

PAFA will also grant one day to attend services of other family members. Other family shall be defined as aunt, uncle, sister-in-law, brother-in-law, or the like, or any relationship of similar nature defined under a partnership.

Payment for bereavement leave is at the employee’s regular rate of pay. PAFA reserves the right to request all pertinent information including deceased relative's name, the name and address of the funeral home, and the date of the funeral.

**Military Leave**

All regular full-time employees who are members of the National Guard or a reserve component of the U.S. Armed Forces will be granted time off with pay for annual military duty provided the duty is obligatory to maintain military status. The maximum paid time allowed per fiscal year (July 1st through June 30th) is ten (10) working days. Any period spent on military duty in excess of 10 days may be taken as vacation or leave without pay with the approval of the employee’s immediate supervisor and the Vice President of Human Resources.

A request for time off must be made at least two (2) weeks in advance of the duty. The request should include the dates of departure and return and must be accompanied by a copy of the official orders. Employees on paid military leave will continue to accrue sick and vacation leave.

For purposes of calculation, PAFA will pay the difference between military pay for this purpose and the employee’s regular rate of pay up to a maximum of 10 days. Military pay consists of base pay, plus allowance for longevity, subsistence, quarters and dependents plus pay for sea, flight, foreign and hazardous duty. To be compensated for the difference, employees must endorse the military check to PAFA and be reimbursed through a payroll check. Employees that do not turn in the military check will be charged with vacation time equal to the time away for military duty.
Employees with questions about leaves under the USERRA may contact the Human Resources Department.

**Workers’ Compensation**
Injuries occurring in the course of employment may be covered by workers' compensation insurance. Workers' compensation insurance pays medical costs.

Any work-related injury or illness must be immediately reported in writing to the employee's supervisor and the Human Resources Department.

Under Pennsylvania law, participants may be required to utilize Panel physicians to seek medical attention for non-emergencies. Please contact the Human Resources Department for additional details.

**Family Medical Leave Act**
PAFA will grant family and medical leave in accordance with the requirements of applicable state and federal law in effect at the time the leave is granted. Although the federal and state laws sometimes have different names, PAFA refers to these types of leaves collectively as —FMLA Leave. No greater or lesser leave benefits will be granted than those set forth in such state or federal laws. In certain situations, the federal law requires that provisions of state law apply. In any case, employees will be eligible for the most generous benefits available under applicable law.

Please contact the Human Resources Department as soon as you become aware of the need for a FMLA Leave. Employees are expected to provide prompt notice to PAFA of any change(s) to an employee’s return to work date. Accepting or continuing other employment while on leave that is contrary to the restrictions indicated by your FMLA certification, or filing for unemployment insurance benefits while on leave, may be treated as a voluntary resignation from employment.

To be eligible for FMLA Leave benefits, you must: (1) have worked for PAFA for a total of at least 12 months and (2) have worked at least 1,250 hours over the previous 12 months as of the start of the leave.

FMLA Leave may be taken for various reasons. Because an employee’s rights and obligations may vary depending upon the reason for the FMLA Leave, it is important to identify the purpose or reason for the leave. FMLA Leave may be used for one of the following reasons:

- the birth, adoption, or foster care of an employee's child within 12 months following birth or placement of the child (“Bonding Leave”);
• to care for an immediate family member (spouse, registered domestic partner, child, or parent) with a serious health condition ("Family Care Leave");
• an employee’s inability to work because of a serious health condition ("Serious Health Condition Leave");
• a “qualifying exigency,” as defined under the FMLA, arising from a spouse’s, child’s, or parent’s active duty or call to active duty in a foreign country as a member of the military reserves, National Guard or Armed Forces ("Military Emergency Leave"); or
• to care for a spouse, child, parent or next of kin (nearest blood relative) who is (a) an Armed Forces member (including the military reserves and National Guard) undergoing medical treatment, recuperation, or therapy, is otherwise in an outpatient status, or is otherwise on the temporary disability retired list—with a serious injury or illness incurred or aggravated in the line of duty while on active duty that may render the individual medically unfit to perform his or her military duties; or (b) a person who, during the five (5) years prior to the treatment necessitating the leave, served in the active military, Naval, or Air Service, and who was discharged or released there from under conditions other than dishonorable (a —veteran as defined by the Department of Veteran Affairs) and who has a qualifying injury or illness incurred or aggravated in the line of duty while on active duty that manifested itself before or after the member became a veteran (—Military Caregiver Leave).

The maximum amount of FMLA Leave will be twelve (12) work weeks in any 12-month period when the leave is taken for: (1) Bonding Leave; (2) Family Care Leave; (3) Serious Health Condition Leave; and/or (4) Military Emergency Leave. However, if both spouses (or domestic partners) work for PAFA and are eligible for leave under this policy, the spouses (or registered domestic partners) will be limited to a total of twelve (12) workweeks off between the two of them when the leave is for Bonding Leave or to care for a parent using Family Care Leave. A 12-month period begins on the date of your first use of FMLA Leave. Successive 12-month periods commence on the date of your first use of such leave after the preceding 12-month period has ended.

The maximum amount of FMLA Leave for an employee wishing to take Military Caregiver Leave will be a combined leave total of twenty-six (26) workweeks in a single 12-month period. A "single 12-month period" begins on the date of your first use of such leave and ends twelve (12) months after that date.

If both spouses work for PAFA and are eligible for leave under this policy, the spouses will be limited to a total of twenty-six (26) workweeks off between the two when the leave is for
Military Caregiver Leave only or is for a combination of Military Caregiver Leave, Military Emergency Leave, Bonding Leave and/or Family Care Leave taken to care for a parent.

Under some circumstances, you may take FMLA Leave intermittently—which means taking leave in blocks of time, or by reducing your normal weekly or daily work schedule. Leave taken intermittently may be taken in increments of no less than 30 minutes.

When an employee who has been approved for intermittent leave seeks leave time that is unforeseeable, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave at the time the employee calls off.

To the extent required by law, some extensions to leave beyond an employee’s FMLA entitlement may be granted when the leave is necessitated by an employee's work-related injury/illness or a —disability‖ as defined under the Americans with Disabilities Act and/or applicable state or local law.

**Notice and Certification**  
i. **Bonding, Family Care, Serious Health Condition and Military Family Care Leave Requirements**

Employees are required to provide:

- when the need for the leave is foreseeable, 30 days advance notice or such notice as is both possible and practical if the leave must begin in less than 30 days (normally this would be the same day the employee becomes aware of the need for leave or the next business day);
- when the need for leave is not foreseeable, notice within the time prescribed by PAFA’s normal absence reporting policy, unless unusual circumstances prevent compliance, in which case notice is required as soon as is otherwise possible and practical;
- when the leave relates to medical issues, a completed Certification of Health-Care Provider form within fifteen (15) calendar days (for Military Caregiver Leave, an invitational travel order or invitational travel authorization may be submitted in lieu of a Certification of Health-Care Provider form);
- periodic recertification (upon request); and
- periodic reports during the leave.

Certification forms are available from the Vice President of Human Resources. At PAFA’s expense, PAFA may also require a second or third medical opinion regarding your own serious
health condition. Employees are expected to cooperate with PAFA in obtaining additional medical opinions that PAFA may require.

When leave is for planned medical treatment, you must try to schedule treatment so as not to unduly disrupt PAFA’s operation. Please contact the Vice President of Human Resources prior to scheduling planned medical treatment.

ii. **Military Emergency Leave**

Employees are required to provide:

- as much advance notice as is reasonable and practicable under the circumstances;
- a copy of the covered military member's active duty orders when the employee requests leave; and
- a completed Certification of Qualifying Exigency form within fifteen (15) calendar days, unless unusual circumstances exist to justify providing the form at a later date.

Certification forms are available from the Vice President of Human Resources.

iii. **Failure to Provide Certification and to Return from Leave**

Absent unusual circumstances, failure to comply with these notice and certification requirements may result in a delay or denial of the leave. If you fail to return to work at your leave’s expiration and have not obtained an extension of the leave, PAFA may presume that you do not plan to return to work and have voluntarily terminated your employment.

Generally, FMLA Leave is unpaid. However, you may be eligible to receive benefits through State-sponsored or PAFA-sponsored wage-replacement benefit programs. You are required to use all carried-over sick and vacation time from the prior year, to the extent permitted by law and PAFA policy. You may elect to use sick and vacation time for which you are eligible in the current year. All such payments will be integrated so that you will receive no more than your regular compensation during this period. The use of paid benefits will not extend the length of a FMLA Leave.

**Benefits During Leave**

PAFA will continue making contributions for your group health benefits during your leave on the same terms as if you had continued to work. This means that if you want your benefits coverage to continue during your leave, you must also continue to make any premium payments that you are now required to make for yourself or your dependents. Employees taking Bonding Leave, Family Care Leave, Serious Health Condition Leave, and Military Emergency Leave will generally be provided with group health benefits for a twelve (12)
workweek period. Employees taking Military Caregiver Leave may be eligible to receive group health benefits coverage for up to a maximum of twenty-six (26) workweeks. In some instances, PAFA may recover premiums it paid to maintain health coverage if you fail to return to work following a FMLA Leave.

If you are on a FMLA Leave but are not entitled to continue paid group health insurance coverage, you may continue your coverage through PAFA in conjunction with federal and/or state COBRA guidelines by making monthly payments to PAFA for the amount of the relevant premium. Please contact the Vice President of Human Resources for further information.

**Job Reinstatement**

Under most circumstances, you will be reinstated to the same position held at the time of the leave or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not gone on leave, or if your position has been eliminated during the leave, then you will not be entitled to reinstatement.

Prior to being allowed to return to work, an employee wishing to return from a Serious Health Condition Leave must submit an acceptable release from a health care provider that certifies the employee can return to work and perform the essential functions of the job, with or without reasonable accommodations. For an employee on intermittent FMLA leave, such a release may be required if reasonable safety concerns exist regarding the employee’s ability to perform his or her duties, based on the serious health condition for which the employee took the intermittent leave.

“Key employees,” as defined by law, may be subject to reinstatement limitations in some circumstances. If you are a “key employee,” you will be notified of the possible limitations on reinstatement at the time you request a leave.

**Personal Leave of Absence**

All regular full-time employees with at least one year of continuous service are eligible to apply for unpaid leave of absence up to 30-days and renewable in increments not to exceed a total leave of absence of six (6) months for personal reasons when conditions at PAFA allow for it. Such decisions are made on an individual basis by the Vice President of Human Resources and the President of PAFA.

Consideration will be given to a variety of factors including the reason for the request, the workload, and the employee’s past performance. The maximum times established for leaves of
absence may not be extended by the use of vacation, sick leave or personal days at the beginning or end of a leave of absence. Employees may not use the leave period to assume other employment, unless expressly authorized. Anyone found to have done so will be subject to termination from PAFA.

All personal leaves are without pay. No compensation is given for holidays, vacation, jury duty, bereavement leave or any other paid leave while an employee is out on unpaid leave of absence. COBRA may be available for any individual actively participating in the PAFA’s health or dental program who has been granted a personal leave request.

Retirement plan contributions by PAFA shall cease until the employee returns to work. All vacation and sick accruals will stop accumulating immediately upon the start of the unpaid leave.

Breastfeeding-Friendly Workplace Policy
PAFA encourages faculty, staff and administration to have a positive, accepting attitude toward employees who are breastfeeding. PAFA promotes and supports breastfeeding and the expression of breast milk by faculty and staff who are breastfeeding when they return to work.

Discrimination and harassment because of breastfeeding in any form is unacceptable and will not be tolerated at PAFA.

It shall be the policy of PAFA to provide:

- **Time to Express Milk or Breastfeed (Lactation Time)** - Lactation times shall be established for each employee based on work schedule. If possible, the lactation time is to run concurrently with any break time already provided. Lactation time beyond the regular break time is unpaid and will be negotiated between the employee and PAFA.

- **Space and Equipment for Expressing Milk or Breastfeeding** - Employees shall be provided the use of a clean, comfortable space or —Lactation Area.— A toilet shall not serve as the lactation area. The Lactation Area is equipped with an electrical outlet, is in close proximity to employee’s work area, and contains comfortable seating. Ideally, the Lactation Area will be near: a sink with hot water and soap for hand washing and cleaning of equipment; and a refrigerator for storage of expressed breastmilk.

- **Atmosphere of Tolerance** - Breastfeeding should not constitute a source of discrimination in employment or in access to employment. It is prohibited under this policy to harass a breastfeeding employee; such conduct unreasonably interferes with an employee’s work performance and creates an intimidating, hostile or offensive working environment.
Any incident of harassment of a breastfeeding employee will be addressed in accordance with PAFA’s policies and procedures for discrimination and harassment.

**Emergency Closing, Inclement Weather and Business Continuity**

In the event of severe weather conditions, a natural disaster, or pandemic, PAFA will close as determined by the President. In the event PAFA closes, payment will be made to regular full-time and regular part-time employees scheduled to work on the day PAFA closes. Employees requested to come to work on an official close (such as facilities) will be paid at a rate of two times their normal salary.

All staff should make every effort to come to work unless PAFA has been officially closed. Staff members who are unable to make it to work must contact their Supervisors and be prepared to use a personal or vacation day. Some employees may be approved to telecommute/work from home during emergency situations.

In the event of a closing or delayed opening, staff, faculty and students will be notified through PAFA’s alert system via telephone, text message, or email initiated by the Vice President of Safety and Security. Employees must ensure their contact information is up-to-date with the Human Resources Department. Employees may call PAFA’s main number (215-972-7600), where an outgoing message will be posted by 6:30 a.m. PAFA’s website will be updated as well.

Decisions regarding the cancellation of special events and evening classes may be made later in the day.

In the event of a natural disaster or pandemic, which seriously incapacitates the physical facilities of PAFA, a decision will be made by the President as to whether employees will be compensated for the amount of time that PAFA is closed. This decision is to be based on the circumstances unique to the specific situation at hand.

The President will initiate business continuity planning with the details of the logistical needs to operate while under an emergency and when to recover interrupted critical business functions after a disaster, pandemic or disruption has occurred.

**Employee Travel and Expense Reimbursement Policy**

The PAFA Employee Travel and Expense Reimbursement Policy identifies those out-of-pocket expenses incurred during or directly attributable to the conduct of PAFA business that PAFA
considers to be reimbursable, and identifies requirements necessary to comply with applicable provisions of the U.S. Internal Revenue Code.

This policy statement is intended to be comprehensive; however, it is impossible to anticipate every situation. All employees are expected to adhere to the following general principles:

- Exercise good business judgment with respect to expenses incurred on behalf of PAFA;
- Report expenses, supported with required documentation, as they were actually spent;
- If in doubt as to the reimbursable nature of an item, contact the Finance Department prior to incurring the expense.

According to the Internal Revenue Code, all expenses incurred by an employee are considered to be personal expenses unless there is an adequate accounting of the expenses made to the employer documenting the bona fide business purpose.

The employee’s supervisor must approve the Employee Expense Report. If the expenditures were incurred on behalf of another department, that department’s manager must also approve the Employee Expense Report.

The employee requesting reimbursement is ultimately responsible for ensuring the Employee Expense Report is completed in a timely manner with proper documentation attached.

**Procedures for Employee Expense Reimbursement**

An employee must submit a signed, fully completed and approved Expense Report (obtained from the Finance Department and available as an Excel spreadsheet) accompanied by the required receipts in order to be reimbursed. The report must be submitted within 30 days of the date the expense was incurred (or within 30 days of the trip completion).

By signing the Expense Report, the employee is certifying that, to the best of his or her knowledge, the information contained on the Expense Report is accurate, all claimed expenses are allowable, and they were incurred in the conduct of official PAFA business. The employee’s supervisor must also sign the expense report. Expense reimbursements of $250.00 or greater must also be approved by the Chief Financial Officer.

**Procedures for Non-employee Reimbursement**

PAFA will pay the travel costs of non-employees (lecturers, consultants, visiting artists) when PAFA has agreed to do so prior to the expense being incurred. Properly approved purchase orders and check requests are required for reimbursement of these expenses. Generally, the guidelines described in this policy statement related to employees also apply to non-employees.
It is the responsibility of the PAFA employee who is responsible for the non-employee to notify the non-employee of the applicable reimbursement policy.

Reimbursement Procedures and Receipt Requirements

- Individuals traveling on official PAFA business are required to attach dated original receipts to an Employee Expense Reimbursement Report (obtained from the Finance Department and available as an Excel spreadsheet) for reimbursable travel and/or entertainment expenses. A credit card receipt constitutes proof of payment, and should accompany a valid vendor receipt, if available. Canceled checks may be submitted as proof of payment. If the original check is not available, a copy of the front and back of the check is acceptable.

- Reimbursements to the employee will be processed as quickly as possible. Should the Finance Department find errors in the Expense Reimbursement Report, or believe a reimbursement request not fall under the current policy, the Finance department will discuss proposed changes with the employee and/or the employee’s supervisor. Should those changes be agreed upon by the employee and the employee’s supervisor, the revised Expense Reimbursement Report will be re-approved by both the employee and the employee’s supervisor.

- **Private Automobile** - Reimbursement will be at the then-current mileage rate, as determined by the Internal Revenue Service (IRS). This mileage rate is designed to cover all transportation and operating costs of the vehicle, including gasoline, insurance, and wear-and-tear. PAFA is not responsible for vehicle repair costs, regardless of their cause. Additional reimbursement will be made for turnpike and bridge tolls, when receipts are presented. The mileage reimbursed should reflect the distance from PAFA to the destination and should not include daily commute miles. Any fees related to parking tickets, fines for moving violations, and vehicle towing charges are the responsibility of the employee, and will not be reimbursed.

- **Automobile Rentals** - When a rental automobile is required for business purposes, the most economical car meeting the needs of the traveler should be selected. Generally, an Economy or Intermediate class vehicle should be adequate. PAFA will reimburse a traveler for all fees associated with the rental (i.e. daily rental fees, local and state taxes, mileage fees and drop off fees). In addition, PAFA will reimburse for all tolls, parking fees, and gasoline expense incurred with the rental vehicle, upon submission of proper receipts. In order to keep additional charges to a minimum, gas tanks should be filled prior to returning rental cars, in an effort to avoid excessive refueling charges by the rental company. Vehicles rented for PAFA business purposes are covered under PAFA’s insurance program. Therefore, additional deductible and personal accident insurance coverage is not necessary, and will not be reimbursed.
- **Lodging** - Reasonable accommodation expenses will be limited to single occupancy standard rooms, unless such accommodation is not available. If a seminar/conference rates is offered, that rate should be requested. Additional reasonable travel expenses, such as telephone calls home and reasonable tips are expected. Original hotel receipts must be submitted with the Expense Report. When guaranteed reservations have been made and travel plans change, it is important to cancel the reservations in a timely manner, in order to avoid incurring —no show— charges. Expenses incurred for housing and meals incurred by accompanying family members or friends are the direct responsibility of the traveler. If an employee is —away from homel (see IRS definition, under Business Travel Meals) on PAFA business, and chooses to save PAFA the cost of a hotel room by staying with family or friends, a reasonable allowance, as determined and approved in advance by the employee’s supervisor, will be reimbursed as a thank you gift (i.e. taking the host to dinner, etc). Any such thank you gift over the value of $250 must be approved by the Chief Financial Officer.

- **Transportation Arrangements** - The cost of air and rail transportation should be kept to a reasonable minimum. Every effort should be made to book travel arrangements at least 14 days in advance, in order to obtain the lowest fare available. Reimbursement will be made on the basis of coach fares. If carrier availability or schedule limitations require upgrading, written approval must be received from the President/CEO or Chief Financial Officer prior to the purchase of tickets.

- **Business Travel Meals** - The Internal Revenue Service makes a distinction between travel —away from homel and —local travell. —Away from homel travel is business travel that requires an employee to be away from his/her business area substantially longer than a regular work day, and includes the need to sleep or rest in order to conduct their business. If an employee is away from home on PAFA business, all meals are considered to be business related. Reimbursement for such meals will be made upon the submission of a signed and approved Employee Expense Report with the following information:
  - Date
  - Name and location of establishment
  - Amount
  - Names, titles and business relationship of all persons attending
  - Business purpose

A credit card charge receipt and/or the original detailed sales slip/bill will be accepted as proper documentation for meal payments. All receipts must include the name and location of the vendor, the date and dollar amount.
Personal meals while traveling on PAFA business will be reimbursed up to $66.00/day, which is the average allowable rate for cities within Pennsylvania by the IRS. Receipts for meals (including tips) should still be submitted. The following guidelines are suggested:

- Breakfast $10.00
- Lunch $20.00
- Dinner $30.00
- Incidentals $6.00

“Local travel” is business travel that does not require the employee to be away overnight, even if it means extending the day beyond the end of the normal working day. PAFA will not reimburse an employee for personal breakfast or lunch meals during “local travel” days, as this is against IRS regulations. If the “local travel” day extends into the evening, an employee’s immediate supervisor may authorize a reimbursement for the reasonable cost of dinner (i.e. up to $30.00, as stated above).

It is PAFA’s policy that PAFA funds will not be used to pay for alcoholic beverages unless such usage is justifiably related to PAFA business.

Reasonable tips/gratuities for meals, taxis, bellhops, and porters are reimbursable, up to an amount equal to 15 percent of the associated expense. Tips for meals, entertainment and taxis should be included with the cost of those items on the employee’s Expense Report.

**Business Entertainment/Meals** - Business Entertainment and Business Meals that are directly related to the active conduct of PAFA business will qualify for reimbursement. Reimbursement of entertainment and business meal expenses will be made upon the submission of a signed and approved Employee Expense Report with the following information:

- Date
- Name and location of establishment
- Amount
- Names, titles and business relationship of all persons attending
- Business purpose

A credit card charge receipt and the original itemized sales slip/bill will be accepted as proper documentation for meal payments. All receipts must include the name and location of the vendor, the date and dollar amount.
No employee below the level of Vice President or Dean may incur an entertainment expense without the prior approval of his/her Vice President or Dean.

**Missing or Lost Receipts** - An individual incurring travel and/or entertainment expenses who loses a required receipt should seek a duplicate and submit it stating that the original was lost. If an acceptable duplicate cannot be obtained, please use the lost receipt form. If the traveler has misplaced an original passenger ticket coupon (such as for Amtrak), he/she should submit proof of purchase and/or a copy of a credit card statement showing proof of purchase.

**Attaching Receipts** - When attaching receipts to Employee Expense Reimbursement Reports they should be taped or stapled onto blank sheets of 8 ½ x 11 paper so that each receipt is visible. The employee should maintain photocopies of all submitted receipts. If, for some reason, original receipts are misplaced within PAFA’s system, the photocopies will be accepted as proof of expenditure.

**Miscellaneous Reimbursable Travel (overnight) Expenses**
- Business expenses (faxes, copying services)
- Cost for additional transportation expense (extra weight at airport check in) if the extra weight is a result of work-related materials packed for an approved event.
- Work related internet access while traveling on Academy related business.
- Business phone calls
- Ground transportation (taxi, bus, airport vans, etc.)
- Reasonable tips (approximately 15% is considered reasonable)

**Non-Reimbursable Travel Expenses**
Travelers will not be reimbursed for the following miscellaneous expenses:
- Airphone usage
- Annual fees for personal credit cards
- Auto repairs
- Baby and/or pet-sitting
- Barbers and hair salons
- Personal cell phone monthly fees
- Clothing or toiletry items
- Corporate card delinquency fees or finance charges
- Laundry charges (unless the trip is for an extended period of time)
- Limousines
- Loss or theft of airline tickets
• Loss or theft of personal funds or property
• Medical expenses while traveling
• Mini-bar refreshments
• No show charges for hotel or car services
• Optional travel or baggage insurance
• Parking tickets or traffic violations
• Personal entertainment, e.g. movies, sporting events, theater, etc.
• Personal telephone calls in excess of reasonable calls home
• Personal reading materials i.e. magazines, newspapers
• Personal items (beverages, snacks, candy, shoe shines, kennel charges)
• Personal travel (travel expense in addition to that of the direct route to/from the business destination)
• Rental car upgrades to premium and luxury
• Repairs to personal vehicles
• Saunas, massages, fitness services
• Service fees by non-preferred travel agencies
• Souvenirs or personal gifts
• Travel expenditures of spouses, friends or acquaintances, etc.
• Travel upgrades to business or first class

Other Non-reimbursable Expenses
Employees are not reimbursed when they purchase meals for other employees when they are in-town unless there is a formal business purpose for the expense. Such meals must be fully documented as to the business purpose and benefits derived, listing the name of the employee(s), their positions within PAFA, the name and location of the restaurant, and the amount of the meal. Receipts should be provided. Employee parties/lunches/cakes (for promotions, retirements, secretary’s day, birthdays, etc.) are considered personal celebrations and expenditures related to such events are not reimbursable. Expenses for the purchase of employee gifts are not reimbursable.

The IRS has determined that the cost of travel between an employee’s home and their place of work is not reimbursable, whether by bus, train, subway, taxi, plane, or private car. These costs are considered to be personal commuting expenses.

Other Non-reimbursable Expenses:

• Charitable contributions
• Childcare costs
- Condolences offered in an employee’s name
- Entertainment of vendors or suppliers
- Parking leases
- Parking charges incurred during the normal work week

As a non-profit entity in Pennsylvania, PAFA is exempt from paying sales tax for business related items. The Finance department can provide a copy of its state sales tax exemption form for business purchases. Every attempt should be made to avoid the payment of Pennsylvania sales tax, through use of this exemption certificate. If every reasonable attempt has been made to avoid such payments, and sales tax is still charged by the vendor, the amount of the sales tax paid will be reimbursed to the purchaser.

**PAFA issued Credit Cards**

Employees may be eligible for the use of Mastercard Business cards if their job function requires regular travel and/or PAFA entertainment expenses. The Chief Financial Officer, as well as the employee’s supervisor, must approve the issuance of a Mastercard Business card to an employee. Mastercard Business cards should not be used for personal expenses unless a single billing contains both business and personal expenses. The charges on Mastercard Business card statements should be submitted to the Finance department on a timely basis, in order to allow enough time to process payments, and have the check received by Mastercard prior to its due date. Any finance charges assessed due to late delivery of the statement to the Finance department will be the responsibility of the card holder.

Mastercard Business cards should not be used to purchase goods and services which are normally secured through standard purchasing procedures. Credit cards should only be used when there is a planned and budgeted expense. Each employee with a credit card is expected to account for all purchases no less frequently than bi-monthly. PAFA reserves the right to cancel credit card access.

Employees who are issued a credit card are required to promptly notify the Chief Financial Officer upon termination of employment. The employee’s supervisor shall be responsible to ensure that this notification is made and that the card is returned.

**Compensation Practices**

In establishing its wage compensation program, PAFA strives to achieve the following:

- Attract and retain highly competent employees.
- Maintain internal equity among employees based on similar education, skills and responsibilities.
• Reward employees according to performance. How employees do their jobs directly influences their compensation, pay increases, and career growth.

• Comply with all governmental regulations.

The procedure for establishing pay rates and job ranges is:

• To evaluate each job in objective terms.
• To establish a salary or rate for each job, taking into account its relative value to PAFA.
• To determine a job’s worth in comparison to the marketplace.
• To set an individual’s salary by using such factors as performance, time in the specific job, the employee’s qualifications, market factors, PAFA’s needs, and the employee’s unique skill set and special achievements.
• On a very limited basis, departments may seek additional compensation for salaried staff if one of the following conditions is applicable:
  o Performing ‘isolated or one-time work’ that is significantly outside of their normal job responsibilities and outside of their normal working hours.
  o Assigned on an ‘interim basis’ to perform the primary duties of a different position and designated with the interim title.

The Vice President of Human Resources is responsible for the overall administration of all compensation programs.

**Timekeeping**

All employees are responsible for accurately recording the hours they work. This information is required for PAFA to comply with the laws that require us to keep accurate records of "time worked" to correctly calculate employee pay and benefits.

If you are a non-exempt employee, you must accurately record the time you begin and end your work day, as well as if you leave the workplace for personal reasons.

Exempt employees must record any vacation and sick time used.

PAFA considers attempts to falsify timekeeping records a very serious matter. Therefore, any of the following actions may result in disciplinary action, up to and including termination:

• altering, falsifying, tampering with time records;
• recording another employee's time record
**Overtime and Overtime Pay**
There may be occasions when PAFA needs to schedule nonexempt employees to work overtime hours. Every attempt will be made to let you know in advance of overtime assignments.

All nonexempt employees will be paid overtime compensation in accordance with federal and state wage laws. Overtime pay is based on actual hours worked. For this reason, time off for sick leave, vacation, and other paid or unpaid leaves of absence is not considered hours worked for the purpose of calculating overtime pay.

If you fail to work scheduled overtime or work overtime without receiving your supervisor’s prior authorization, you may be subject to disciplinary action, up to and including possible termination of employment. You are required, however, to report all time worked as set forth above.

**Paydays and Paychecks**
PAFA employees are paid bi-weekly, according to the pay schedule PAFA designated at the beginning of the fiscal (7/1) year. Each paycheck includes earnings for all work performed through the end of the previous payroll period and deductions as required by law or by employee designation.

Employees who have chosen to be paid by direct deposit will have these funds deposited into their selected accounts on the actual payday. PAFA strongly encourages the use of Direct Deposit.

If a regularly scheduled payday falls on a day off, such as a weekend or holiday, employees will be paid on the last work day before the regularly scheduled payday.

**Deductions from Pay**
PAFA is legally required to make certain deductions from every employee's compensation. Among these deductions are federal, state, and local taxes as appropriate. PAFA is also legally required to deduct Social Security taxes on your earnings up to a maximum amount, which is called the Social Security "wage base." PAFA contributes to your Social Security by matching the amount of Social Security taxes deducted from your compensation.

PAFA offers programs and benefits to eligible employees beyond those required by law. You may voluntarily authorize deductions from your paycheck to cover your portion of the cost of these programs.
If you have questions concerning why a deduction was made from your paycheck or how your paycheck is calculated, contact the Human Resources Department.

**Direct Deposit**
PAFA strongly encourages Direct Deposit for all employees. Direct deposit enables your paycheck to be directly deposited into your savings or checking account every payday by 12:00 noon. You may have your full or a portion of your net pay deposited directly into one (1) account or up to three (3) different accounts. The accounts do not have to be at the same financial institution. Direct Deposit usually takes one (1) month to go into effect and you may cancel it at any time. Direct Deposit forms are available in the Human Resources Department.

**Garnishments**
Wage assignments or garnishments properly issued by courts of competent jurisdiction may require that PAFA withhold a designated amount from your paycheck until the outstanding obligation or judgment is satisfied.
Part 3: Safety and Security

Safety is an essential part of every employee’s job. Each employee has the responsibility for his or her safety and the safety of others. In order to meet this requirement, you must report all injuries, suspected injuries and near accidents no matter how insignificant they seem. Also, you should report unsafe conditions and practices to the Human Resources Department, your immediate supervisor, or PAFA’s Safety Committee. Suggestions on how to eliminate these hazards are welcome. Look for and correct any hazards before beginning any assignment or task and consult your supervisor if you are in doubt.

Satisfactory safety performance is a condition of continued employment. Employees are subject to disciplinary action up to and including immediate termination for disregard of safety rules and procedures.

Security Report
PAFA is committed to assisting all members of the Calvin community in providing for their own safety and security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current faculty, staff, and students, and notice of its availability to prospective students, faculty, and staff. This report is annually posted to PAFA’s website and copies are available from the Vice President of Safety and Security if you would like a copy.

Security Inspections and Searches
Access to PAFA premises is conditioned upon PAFA’s right to inspect or search the person, vehicle, or personal effects of any employee. This may include any employee’s office, desk, file cabinet, closet, locker, or similar place. Employee participation in the search procedure is a condition of continued employment and failure to cooperate in a search or investigation can lead to termination of employment. Because even a routine inspection or search might result in the viewing of an employee’s personal possessions, employees are encouraged not to bring any item of personal property to the workplace that they do not want revealed to PAFA. Vehicles, desks, and lockers may be provided for the convenience of employees, but remain the sole property of PAFA and are subject to inspection.

From time to time, and without prior announcement, inspections or searches may be made of anyone entering, leaving, or on the premises or property of PAFA (including alcohol and/or drug screens or other testing). Refusal to cooperate in such an inspection or search (including
alcohol and/or drug screens) is grounds for corrective action up to and including termination of employment.

**Monitoring and Surveillance**
The computer equipment and systems and internet access that employees may use are the property of PAFA. Therefore, PAFA reserves the right to monitor computer activities. It also reserves the right to retrieve and read any computer files or data that are composed, sent, or received through Internet connections or stored in PAFA’s computer systems.

PAFA conducts video surveillance of workplace areas. Video monitoring is used to identify safety concerns, maintain security, detect theft and misconduct, and discourage and prevent acts of harassment and violence.

Because PAFA is sensitive to the legitimate privacy rights of employees, students, and visitors, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

**Substance Abuse Policy**
PAFA is committed to providing a safe, healthy, and efficient working environment for all employees. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. To help achieve this goal, employees are prohibited from:

- Possessing, distributing, selling, manufacturing, or being under the influence of any illegal drug;
- Consuming alcoholic beverages while on PAFA premises, in PAFA vehicles, or while on PAFA business or time, or bringing alcohol onto PAFA premises; and
- Abusing prescription drugs or possessing prescription drugs that have not been prescribed for the employee by a physician.

An employee who violates this policy is subject to corrective action up to, and including, termination of employment. Use of some drugs is detectable for several days. Detection of such drugs or the presence of alcohol will be considered being—under the influence.

Employees using prescription drugs according to a physician’s instructions or using over-the-counter drugs for medicinal purposes should, in the event such drugs could impair their physical, mental, emotional, or other faculties, notify his or her supervisor or the Vice President of Human Resources.
When there is evidence reasonably to suspect that an employee has reported to work or is working impaired due to alcohol or drugs, the employee may be asked to submit to alcohol and drug testing. Any employee involved in either a job-related accident or incident involving the apparent violation of a safety rule or standard, which did or could have resulted in serious injury or property damage, may be asked to submit to alcohol and drug testing. Refusal to submit to a drug and/or alcohol screen is grounds for immediate termination.

All employees of PAFA must, as a condition of employment, abide by the terms of this policy, and submit to drug and alcohol testing, if asked. This requirement is mandated by the Drug-Free Workplace Act of 1988. For more detailed information, employees may consult with the Human Resources Department.

It should be noted that with the approval of PAFA’s President, alcoholic beverages may be permitted on PAFA premises; however, their presence and use will be limited to authorized PAFA events such as Gallery openings and/or other officially designated PAFA receptions and dinners.

**Workplace Violence Policy**

The safety and security of all employees is of primary importance at PAFA. Threats, threatening and abusive behavior, or acts of violence against employees, students, parents, visitors, or other individuals by anyone on PAFA property or at PAFA functions will not be tolerated. Violations of this policy will lead to corrective action up to, and including, termination and/or referral to appropriate law enforcement agencies for arrest and prosecution. PAFA reserves the right to take any necessary legal action to protect its employees.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on PAFA’s premises shall be removed from the premises as quickly as safety permits and shall remain off PAFA premises pending the outcome of an investigation. Following investigation, PAFA will initiate an immediate and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

All employees are responsible for notifying his or her supervisor and the Vice President of Human Resources of any threats that they witness or receive or that they are told another person witnessed or received. Even without a specific threat, all employees should report any behavior or situation they have witnessed that they regard potentially threatening or violent or which could endanger the health or safety of an employee when the behavior has been carried out on a PAFA-controlled site or is connected to PAFA employment or PAFA business.
Employees are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened. PAFA understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of the reporting employee.

**Weapons**

Despite some laws that allow people to carry firearms in public, PAFA prohibits the possession of weapons of any kind on PAFA property or at any PAFA function on or off campus, or while on PAFA business. This includes:

- Any form of explosive
- All firearms
- All illegal knives or knives with blades that are more than six inches in length.

If an employee is unsure whether an item is covered by this policy, he or she should contact the Vice President of Human Resources. Employees are responsible for making sure that any item they possess is not prohibited by this policy. Police officers, security guards, and other individuals who have been given consent by PAFA to carry a weapon on the property will be allowed to do so.

While PAFA has a policy prohibiting weapons, nothing in this policy shall be construed as creating any duty or obligation on the part of PAFA to take any actions beyond those required of an employer by existing law.

**Fire Safety and Drills**

In the event of a fire drill or emergency, the fire alarm signal will sound. Leave the building immediately by the nearest exit in an orderly fashion. Do not stop to gather personal belongings. A designated official of PAFA will give the —all clear signal before employees may re-enter the building.

In the event of a serious injury or illness of an employee please dial 911 for help then report the incident to your supervisor and the Security Department.

Please consult the PAFA’s Safety Manual for more details.

**Infectious Disease Control**

PAFA will take steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of PAFA during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.
Coronavirus (COVID-19)
In response to COVID-19 public health crisis, PAFA has established a number of policies and guidelines. Please review Part 5 of this document.

Bloodborne Pathogen Exposures
PAFA is concerned about employees who may be exposed to blood and other bodily fluids when rendering first aid. PAFA has a written Bloodborne Pathogen Exposure and Control Plan in place. It includes information regarding who is identified as being at risk, Hepatitis B vaccines, training and recordkeeping. This plan is reviewed with all employees who are in positions that have been identified at risk of exposure to bloodborne pathogens.

Employees who have questions about this policy should contact the Vice President of Safety and Security. Also, please refer to PAFA’s infectious disease plan.

Persona Non-grata Status (Barring)
Bar status shall be given to person(s) internal or external to PAFA who have exhibited behavior which has been deemed deleterious or harmful to the PAFA community (property or person) and who are no longer welcome on campus or PAFA facilities. A person may be issued a Persona Non Grata (PNG) Notification by the Vice President of Safety and Security, either after on his or her own determination or on the determination of the Vice President of Human Resources. The PNG Status will be in effect for a specified or indefinite period of time for all or part of the institution’s facilities. Behavior that may result in PNG Status includes but is not limited to the following:

- Use of facilities in a manner inconsistent with facility’s purpose;
- Disruption of programs, events, services or activities;
- Interference with the educational mission;
- Threats or other behaviors that pose a risk to the safety and security of the community;
- Engaging in illegal activities;
  Violation of a specific facility policy.

Smoking Policy
Smoking is prohibited in all facilities. Smokers are not permitted to smoke within 20 feet of an entrance per city code.
**ID Cards**
All employees should visibly wear their photo ID badge at all times while at PAFA. The ID badge is meant to promote security. Students, visitors, and other PAFA faculty and staff can confirm the identity and role of the person wearing the badge. Also, wearing the ID badge allows you easier entry into various spaces at PAFA.

There are various ways to wear the badge: for example, on a lanyard around the neck, or attached to an item of clothing by means of a clip. Lanyards and clips are available by contacting Human Resources. If working conditions do not permit the wearing of a badge while operating machinery, please remember to wear it when on other floors and in the elevator.

If a badge is lost or stolen, you should contact the Vice President of Safety and Security as soon as possible. The old card will be deactivated, and a new badge will be made. If you forget your badge, please contact the Vice President of Safety and Security to arrange for a temporary badge.

Employees are required to return their PAFA identification card or badge upon termination of employment. Visitors, students, alumni, and visitors also are required to return their ID at the conclusion of their relationship with PAFA.

**Personal Property**
Personal belongings brought onto PAFA’s premises are the employee’s responsibility. Never leave handbags, wallets, or other valuables unattended or unsecured. PAFA accepts no responsibility for theft or damage to personal property of employees on PAFA premises. If employees notice property missing or damaged, they should report it to the Security Department immediately.

**Use and Return of PAFA Property**
Certain job positions allow for the personal assignment to employees of PAFA property, equipment, or a PAFA vehicle for their use. This assignment may be on temporary or recurring basis or may be assigned to the employee during the term of his or her employment. Employees are required to follow proper procedures and instructions for care and maintenance of the property in their possession. They are also expected to return assigned property to PAFA when requested and/or at the end of their employment.

Employees who require the use of PAFA vehicles must complete all necessary paperwork with the Security Department and sign for it and pick up the key at the Security desk in the Hamilton Building. Fluid levels should be checked each time that the vehicle is fueled. When
returning vehicles, the vehicle should be parked in the designated area and the key promptly returned to Security. In addition to turning in the key, the employee should also sign in the vehicle. Under no circumstances should a PAFA vehicle be kept out overnight without prior authorization from the Chief Financial Officer.

Payment of speeding and/or parking tickets is the sole responsibility of the employee driving the vehicle. Failure to pay such tickets prior to notification to PAFA by law enforcement agencies may result in corrective action up to, and including, termination of the employee.

You are expected to be responsible for and maintain control of any PAFA property in your possession. If your employment ends, all PAFA property must be returned on or before your last day of work. In situations where you do not return PAFA property, steps may be taken to recover the item or its cost by withholding from your regular or final paycheck when allowed by law, or by taking legal action.

**Personal Use of Business Equipment and Mail Systems**
The use of business stationery and/or PAFA’s postage meter for personal correspondence is strictly forbidden. The personal use of its facsimile or copying machines also is forbidden without first receiving management approval.

Receiving personal mail at PAFA’s address is discouraged because it adds to an already substantial mail volume.

**Maintenance Requests**
PAFA believes that maximum facility life and student and employee safety is enhanced through a proactive maintenance program. The maintenance program includes housekeeping, repair, restoration, and renovation of PAFA property, grounds, buildings, and building fixtures.

Further, PAFA believes that the facility communicates an image to the staff, students, and the public. Therefore, it is the policy of PAFA to maintain all facilities in such a manner that they are clean, orderly, safe, and as attractive as possible.

Requests for maintenance services must be initiated by completing a Maintenance Request Form and submitting it to the Operations Department. Upon receipt of the request, the Operations Department will contact the appropriate party to schedule the needed repair or maintenance service. Emergency situations such as broken water fixtures, hazardous conditions, etc. should be reported immediately to the Security Department.
Maintenance Requests and work orders will be prioritized based upon criteria such as protection of health and safety, property, benefit to the educational program, and necessary PAFA operations.

At no time should any employee without the expressed permission to do so touch or handle any work of art. Any concerns regarding any work of art should be reported immediately to the Security Department.
Confidentiality and Disclosure of Information

It is vital to the interests and success of PAFA that confidential business information is protected. Confidential information includes, but is not limited to, the following examples:

- compensation data (other than your personal compensation)
- computer processes
- computer programs and codes
- student and parent lists
- student grades
- student and employee health information
- financial information
- proprietary educational testing and/or curriculum

PAFA information may not be removed from PAFA’s premises other than in the course of performing your job duties. Confidential or proprietary PAFA information may not be discussed outside of PAFA except in the course of performing your duties. You may not disclose confidential or proprietary information during your employment with PAFA (except as necessary in the course of performing your job duties) or after your employment with PAFA has ended. PAFA complied fully with the Family Educational Rights and Privacy Act (FERPA).

Because PAFA consider security breaches very serious, if you improperly use or disclose confidential business information, you will be subject to corrective action, up to and including termination of employment, even if you do not actually benefit from the disclosed information.

External Communication and Press

The President is the official spokesperson for PAFA. Coordinated by the Marketing Department, employees who receive a request from the news media for information (whether written or oral) or for an interview relating to the school or museum, should directly refer the inquiry to the Public Relations representative in the Marketing Department.

Any appearances on behalf of PAFA or public comments about PAFA by others require the advance approval of the President or his or her designee.
Solicitation and Distribution

In an effort to minimize work interruptions and out of respect for you and your co-workers' time, solicitation of non-PAFA sponsored goods or services is restricted, as well as distribution of non-PAFA approved literature or materials.

This policy applies to all employees and to all verbal and written solicitation or distribution activities on company property including any property under the control of PAFA.

“Solicitation” by one person to another or “distribution” of non-PAFA approved literature or materials is prohibited if it is in a “work area”, if involved employees are on “working time,” or if it interrupts others who are working.

PAFA maintains bulletin boards to communicate information to employees and to post notices required by law. Any unauthorized posting of notices or other printed or written solicitation materials on these bulletin boards or in any other area of PAFA property is prohibited.

PAFA recognizes that many employees support athletic or school activities of their children and that many employees enjoy supporting each other’s charitable and other community causes. As a result, PAFA may permit employees to engage in solicitation or distribution of these types of activities only if prior approval of the Vice President of Human Resources is obtained and the activities fall within the following guidelines:

- The cause being solicited for is a charitable organization or an organization designed to benefit the community, such as other 501c3 organizations.
- It does not interfere with working time of either the employee making the solicitation or distribution, or other PAFA employees.
- It is limited to non-working time and non-work areas.

Solicitation or distribution by non-employees on PAFA premises is prohibited at all times. The exception to this policy is a vendor or other representative (such as a charitable organization) who has been invited and approved by the Vice President of Human Resources for the purpose of promoting or providing education related to PAFA’s employee benefits plan, employee assistance program, wellness program, charitable program, or any other program determined to have a business need by the Vice President of Human Resources.
Definitions:

The term “Solicitation” includes, but is not limited to, activities such as requests for signatures, contributions for charities, fund raising efforts, support of political organizing activities, merchandise purchases and donations, or any other activities unrelated to one’s work or job functions.

The term “Distribution” includes, but is not limited to handing out, posting, or leaving solicitation literature in the workplace, including distributions done in person, on the phone, via email, facsimile machines, voice mail, or hardcopy.

The term “working time” encompasses the employee’s time spent at work, but does not include an employee’s authorized lunch or rest periods or other time when the employee is not required to be working.

The term “work area” includes the entire property where the organization is physically located, including any offsite locations within the organization’s control. It does not include designated lunch rooms or designated break areas.

**Working for Another Department**

If an employee is requested to perform services for another department at PAFA, the employee must obtain approval from his or her supervisor and the Vice President of Human Resources prior to working for the other department.

**Other Employment**

PAFA employees may hold outside employment so long as they can satisfactorily perform their PAFA job and there is no conflict with PAFA’s interest as determined by PAFA and there is no interference with PAFA’s scheduling demands. Employees must notify his or her supervisor and the Vice President of Human Resources of any outside employment.

All employees will be held to the same standards of performance and scheduling expectations, regardless of any outside employment. If it is determined that outside work is impacting your performance or the ability to meet position requirements, which may change over time, you will be asked to terminate the outside job in order to stay employed at PAFA.

Please see PAFA’s Code of Ethics for additional information.

**Work From Home/Telecommuting**

Each PAFA employee plays an important role in achieving the goals of the organization and PAFA feels strongly that contributions to such goals are best achieved in the workspace.
provided on-site. In addition PAFA feels strongly about the collaboration that comes with working with a diverse group of individuals. Acknowledging this, PAFA also understands that there are times when it may be most productive to work from home or another off-site location. An arrangement to work from home should be for a legitimate business need and not solely for the benefit of the employee’s personal circumstance. Employees who would like to request a telecommuting arrangement, be it for a single day or for an extended period of time, must make the request in writing in advance of the planned date. Employees who request this must meet the following criteria:

- Only employees with above average job performance will be considered and performance levels must be maintained
- Each request will be reviewed and evaluated based on the needs of PAFA and PAFA has complete discretion in deciding whether to grant or deny a request
- Employees are expected to work a regularly scheduled workday (e.g., Monday through Friday, 9:00am to 5:00pm)
- Employees must be available by phone and/or by computer during the workday

Granting of this opportunity must be approved by the Vice President of Human Resources and PAFA’s President. Members of Senior Staff are able to work from home on occasion provided they meet the criteria above.

**Performance Management**

Performance management is an important tool in your success. Performance appraisals are formal, written evaluations of your job performance prepared by your immediate supervisor and discussed with you at an established time on an annual basis. In preparing your performance appraisal, your supervisor will evaluate how well you perform the requirements of your job to the predetermined standards listed on your position description as well as other standard inherent in your position.

All evaluations must be signed by the initiating supervisor, their supervisor, as well as the employee. By signing the evaluation you are acknowledging receipt of the evaluation, not agreement. Ample time will be given to each employee to reply, comment or disagree with the evaluation. Suggestions and opinions are strongly encouraged by all employees receiving a written performance evaluation. All performance evaluations are reviewed by the Vice President of Human Resources and remain a part of your employment record for your entire employment period. If you have not received a yearly evaluation, please contact the Human Resources Department. Failure to sign your appraisal will result in further disciplinary action, up to and including termination.
Corrective Action
Depending upon the nature and seriousness of the employee’s actions, corrective action may begin at any step of the Corrective Action Process. The purpose of the process is to inform employees of what behavior needs to be corrected, of the measures the employee must take to correct unacceptable behavior, and to give the employee an opportunity to correct the situation.

The following sets forth a Corrective Action Process that will often be followed; however, PAFA reserves the right to determine in its sole discretion the appropriate timing and type of corrective action in any particular circumstance, including immediate termination of employment. Supervisors must notify the Vice President of Human Resources prior to beginning the Corrective Action process.

- **Step One: Verbal Notice** – The employee’s supervisor will meet with the employee and inform him or her of the specific behavior that is problematic. The supervisor will clearly identify the behavior and set a time by which the situation must be rectified.
- **Step Two: Written Notice** – If the behavior is not rectified, the supervisor should follow the same procedure as the Verbal Notice, but, create a written record and to ask the employee to sign the written record indicating he or she has read the document. The employee may write his or her own comments on the notice or attach comments to that document. A copy of the signed notice should be forward to the Human Resources Department to be placed in the employee’s personnel file.
- **Step Three: Discharge** – An employee who does not correct his or her behavior will be discharged if the behavior continues. In cases involving more serious problems or violations of PAFA policy, the process may be accelerated. All documentation may be considered to establish an overall conduct record.

An employee may be discharged for a single occurrence of behavior or violation of policy without having been previously warned if PAFA determines discharge to be appropriate. The Human Resources Department may place the employee on administrative leave pending a complete investigation of the situation before discharging the employee.

Issue Resolution
People work together best in an atmosphere where they are valued as individuals and recognized as key members of a team. This kind of respect spurs individuals to achieve their highest level of personal performance and to find a rewarding degree of personal pride in the expression of their own abilities.
PAFA’s aim is to create and constantly enhance such an environment. Certain standards of conduct must be maintained to ensure that each employee is treated fairly and consistently. Policies, procedures and rules must be administered uniformly, and you must follow the standard practices set forth in this handbook.

However, PAFA also recognizes that, as in any organization, complaints will arise. When this occurs, the problem can best be resolved if it is discussed with your supervisor as soon as possible. For a complaint to be timely, this discussion must occur within five (5) working days of the incident causing the complaint. Usually this informal discussion can resolve the issue. A supervisor is not criticized for having a complaint filed in his or her work group, but is accountable for an honest effort to resolve the issue.

If your supervisor is the subject of the complaint, you may address the complaint to the Vice President of Human Resources. In such a case, and where a complaint is not resolved informally, all responses under the formal complaint procedure will be made by the Vice President of Human Resources.

**Personnel Records**

PAFA retains personnel records on current and former employees, subject to the terms of PAFA’s record retention practices. With advance, written notice, active employees may schedule an appointment to review their personnel files. Upon receiving your request, the Human Resources Department will permit you to inspect your own file at a reasonable time during working hours in the Human Resources Office. A designated official will be present when you inspect your file and no portions may be removed or copied from the file. You may take notes of the contents in the file.

The personnel file and its contents are the property of PAFA and will not be released to you upon termination.

In order for our records to be complete and up to date, please notify the Human Resources Department of any changes to your home address or telephone number, your marital status, your name, the name or telephone number of your emergency contact or any other changes you wish to make.

It is the employee’s responsibility to notify the Human Resources Department of a possible credit check.

**Archives and PAFA Records**

The Archives of PAFA is the official repository of all museum, school, and administrative records produced or received by staff members in the course of their employment with PAFA.
These records therefore become the property of PAFA and upon termination of employment, must remain at PAFA in order to be deposited in the Archives, or secured for storage by the Archivist. In order to assure preservation of these records, it is essential that timely transfer to the Archives of obsolete office files be undertaken in consultation with the Archivist. Any unauthorized destruction, or other dispersal of institutional records is prohibited.

Personal files should be kept separate from PAFA work-related files and identified accordingly. Personal copies of work-related writings, publications, or research files may be created from the original documents. The original files remain the property of PAFA and must remain at PAFA upon termination of employment for whatever reason.

**Electronic Communications Systems and Internet Usage Policy**

This policy sets forth PAFA’s right to inspect, examine and monitor its computers, computer networks, electronic mail (E-mail) systems, telephone systems (including voice mail) and other electronic communication systems. As most know, the internet contains vast quantities of useless, offensive and illegal material, and provides endless opportunities for browsers to waste hours web-surfing. In addition, electronic communications such as E-mail can be used in highly inappropriate ways. This policy is necessary to protect users, employees and third parties in connection with any misuse of the internet and/or electronic communications. The provisions of this policy have been established to ensure that all employees are responsible, productive users of the internet and electronic communications systems.

This policy shall apply to all PAFA employees and to all employees who access PAFA’s computers, computer networks, E-mail systems, telephone systems and other electronic communications systems from remote areas.

**PAFA reserves the right to inspect, examine and monitor the use of its computers, computer networks, E-mail systems, telephone systems (including voice mail) and all other electronic communication systems at any time and without notice.**

Voice mail, E-mail, computer files, software or similar property that has been entrusted to employees shall at all times remain the property of PAFA. The equipment and systems have been acquired, installed and maintained at great expense to PAFA and are intended for use in connection with its business. Records, files, software and all electronic communications contained in these systems are, likewise, the property of PAFA. These systems and their contents are subject to inspection, examination and/or monitoring by authorized PAFA personnel for business reasons at any time. Accordingly, except in situations approved by
senior management of PAFA, these systems and equipment should not be used to transmit personal messages.

Examples of business reasons for which PAFA may access employee voice mail, E-mail, computer files, computer networks or other PAFA property include, but are not limited to:

- Instances when an employee is unavailable, but PAFA must access a system to operate its business.
- Instances when PAFA management suspects that its property is being used in an unauthorized manner.
- For quality control purposes or for training activities.
- To monitor job performance.

PAFA employees are advised to use voice mail and E-mail as cautiously as they would use any other more permanent communication medium such as a memorandum or letter. Employees must realize that electronic messages:

- May be copied, saved and read by third parties.
- May be retrieved even after having been deleted.
- May be accessed by authorized PAFA personnel for business purposes.

Voice mail messages and E-mail messages should be deleted routinely when no longer needed.

**Employees are advised that the computers, computer networks, E-mail systems, telephone systems (including voice mail) and other electronic communication systems (and all communications created, received, stored on or transmitted through those systems) are the sole and exclusive property of PAFA. Accordingly, employees should have no expectation of privacy regarding any such systems and/or communications on those systems.**

Passwords are only intended to prevent unauthorized access to E-mail, computer files or voice mail. PAFA reserves the right to allow authorized PAFA personnel to access messages and files on PAFA’s systems at any time.

**Communications created, received, stored on or transmitted through PAFA’s electronic communications systems may not contain content that could be reasonably considered offensive or disruptive to any employee. Offensive content would include, but is not limited to, sexual comments or images, racial slurs, gender-specific comments or comments that would offend someone on the basis of his or her age, sexual orientation, religious or political beliefs, national origin or disability.**
Employees learning of any misuse of PAFA’s voice-mail or E-mail systems or other violations of this policy must notify the Vice President of Human Resources or Director of Information Systems at PAFA immediately.

Any PAFA employee who violates this policy shall be subject to disciplinary action, up to and including discharge.

**Internet Code of Conduct**
Access to the Internet has been provided to staff members for the benefit of the organization and its customers. It allows employees to connect to information resources around the world. Every staff member has a responsibility to maintain and enhance PAFA’s public image and to use the Internet in a productive manner. The provisions of this policy have been established to ensure that all employees are responsible, productive Internet users.

**Acceptable Uses of the Internet**
Employees accessing the Internet represent PAFA to the public. All communications should be for professional reasons. Employees are responsible for assuring that the Internet is used in an effective, ethical and lawful manner. Internet Relay Chat channels may be used to conduct official PAFA business or to gain technical or analytical advice. Databases may be accessed for information as needed. E-mail may be used for business contacts.

**Unacceptable Uses of the Internet**
The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-PAFA business or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of PAFA network or the networks of other users. Internet use must not interfere with your productivity.

**Official Mechanism and Announcements**
Electronic mail (e-mail) is an official mechanism of communication for PAFA to its faculty, staff, and students. Approval and transmission of e-mail to the entire campus community must be obtained from the appropriate authority. Only the president or senior staff can authorize the sending of broadcast messages to all students, faculty, and/or staff.

**Communications**
Each employee is responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the Internet should have your name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language is to be transmitted through the system.
Employees who wish to express personal opinions on the Internet must not use PAFA’s equipment for this purpose.

**Software**
To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software. All software downloads will be done only with the approval of the Director of Information Technology. In addition, the purchase and selection of IT tools and solutions will be made in consultation with the Director of Information Technology.

**Copyright Issues**
Copyrighted materials belonging to entities other than PAFA may not be transmitted by staff members on the Internet. One copy of copyrighted material may be downloaded for your own personal use in research. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from PAFA or legal action by the copyright owner.

**Security**
All messages created, sent or retrieved over the Internet are the property of PAFA and should be considered public information. PAFA reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communications and are not private. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

**Remote Access**
Users who need remote desktop access to their PAFA desktop (e.g., to work from home, access from a conference) must use PAFA approved software provided from Director of Information Technology.

**Violations**
Violations of any guidelines listed above may result in disciplinary action up to and including termination. If necessary, PAFA will advise appropriate legal officials of violations.

**Social Media Policy**
Social media is an important tool for PAFA to promote our programs and offerings. PAFA encourages employees to share information on PAFA public events and programs to support our organizational mission. For purposes of this Policy, social media activity includes all types of postings on the Internet, including but not limited to, postings on social networking sites.
such as Facebook, LinkedIn, and Tumblr); blogs and other on-line journals and diaries; bulletin boards and chat rooms; micro blogging, such as Twitter; and postings of video or audio on media-sharing sites, such as YouTube or Flickr. —Social media activity also includes permitting, or failing to remove, posts by others where the employee can control the content of posts, such as on a personal page or blog.

However, employees who engage in social media activity should be mindful that their social media activity could affect PAFA’s legitimate business and educational interests.

This Social Media Policy (the “Policy”) provides guidance on responsible social media activity by employees. This Policy does not and cannot cover every possible social media activity. For this reason, PAFA relies on the professionalism and judgment of its employees to ensure that social media activity is undertaken responsibly.

**Guidelines Applicable To All Social Media Activity.** PAFA values its established brand reputation and good will relationships. These are important assets. When you engage in social media activity that identifies you as a PAFA employee, or in any way relates to PAFA, you should bear that in mind and follow the guidelines listed below:

- You may use PAFA’s electronic resources to engage in social media activity for non-business purposes as long as that activity involves only an incidental amount of your time, does not interfere with your or your co-workers’ job responsibilities, and complies fully with all PAFA policies.
- Your social media activity is subject to all of PAFA policies, including, but not limited to, the Code of Ethics, Anti-Harassment and Anti-Discrimination Policy, and Electronic Communication Policy and other personal conduct policies.
- Make it clear to readers that the views expressed in any post related to PAFA are your own and do not reflect the views of the PAFA. If that is not obvious from a post, you should specifically state, “The views expressed in this post are my own. They have not been reviewed or approved by PAFA.”
- Disclose your employment by PAFA if your social media activity expresses opinions, beliefs, findings or experiences concerning the PAFA’s products or services.
- Consider using available privacy filters or settings to block any inappropriate, unprofessional, or overly personal information about you from co-workers, customers, vendors or competitors who may have access to your social media activity.
• Do not defame, disparage, or otherwise discredit PAFA’s executive leadership or employees, PAFA’s products or services, or the products or services of its vendors or competitors. You should not mention customers, vendors, or competitors without the PAFA’s prior written approval.

• Do not disclose personally identifying information (such as telephone numbers, Social Security numbers, credit or debit card numbers or financial account numbers) of PAFA’s employees, customers, vendors or competitors. You should not post images or video of PAFA’s employees, customers, vendors or competitors without their prior permission.

• To ensure that PAFA communicates with the media in a consistent, timely and professional manner about matters related to PAFA, you should speak to your manager and the Chief Marketing Officer before responding to any media inquiry about your social media activity related to PAFA.

• Anyone concerned about social media activity relating to the PAFA that may require a response can contact the Vice President of Human Resources.

The following guidelines also apply to your social media activity:

• Employees may not use PAFA-sponsored sites to solicit for or promote personal businesses or any organization, including but not limited to outside business ventures, charities, political campaigns, religious groups, or other membership organizations. Use of PAFA-sponsored sites to solicit for or promote PAFA-approved activities requires the prior approval of the Chief Marketing Officer.

**Addressing Concerns**

You are more likely to resolve concerns about work by speaking directly with your co-workers, supervisor or other management-level personnel than by posting them on the Internet. You should consider using available internal resources, rather than social media activity, to resolve these types of concerns.

**Visitors**

It is PAFA’s goal to provide a secure environment for students, staff, and faculty. The continued success of security measures is dependent on all employees’ responsibility for overseeing security. All visitors must be signed in and escorted by a PAFA representative at all times. Visitor must sign in with the security desk.

Any person found unescorted in any non-public spaces pass must be reported to the Security Department Immediately.

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2020 Edition, August 1, 2020
**Bulletin Boards**
PAFA posts legally required notices on the Human Resources bulletin boards located in the employee break room on the third floor of the Hamilton Building and at the Burns Street entrance of the Historic Landmark Building.

No employee may post any notices on the Human Resources bulletin board without prior consent from the Vice President of Human Resources.

Bulletin boards are provided for student communication throughout the building and are the responsibility of the Student Services Office.

**Corporate Financial Policy**
PAFA is proud of our adherence to high ethical standards in how we conduct ourselves, as we carry out our mission.

As you know, the world we live in has been beset by financial scandals and alleged un-ethical behavior. Consequently, there has been legislative and regulatory activity aimed at helping to curb these types of activities. Management and the Board endorse the spirit of these activities, and in June 2004, the Board formally adopted a Policy and Procedure on Corporate Financial Conduct. This policy applies to everyone here at PAFA.

As part of this policy, we have contracted with an independent firm to provide a toll free hotline and reporting process for anyone wishing to report alleged misconduct or wrongdoing for accounting/financial control and reporting issues. Examples might include:

- Theft and fraud
  - Falsifying records
  - Destroying records improperly
  - Falsifying travel and expense reports
  - Intentionally inaccurate reports

These actions, and others like them, could harm the Academy and its reputation. As is often the case, the actions of a few can impact many. So, if you know or even suspect that an improper activity is occurring, you are urged to speak with your supervisor or another member of management immediately. Or, if you prefer to report your concerns anonymously, call (844) 796-6532 or by visiting the website, http://pafa.ethicspoint.com/. It is available 24 hours a day/seven days a week for your convenience.
When you call the Ethics Line, a trained Communication Specialist from an outside company answers your call. He or she will ask you to describe your concern and then may ask additional questions to clarify the situation. The Communication Specialist will take notes so that the information you provide can be forwarded on to the appropriate company representative for follow up. No call tracing, tracking or recording devices are ever used, and you are offered the option of remaining anonymous. Your call will be assigned a personal identification number, which you can use to call back and check on the status of your concern.

**Whistleblower and Retaliation**

A whistleblower as defined by this policy is an employee of PAFA who reports an activity that he or she considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities. PAFA recognizes that certain state and federal laws may define “whistleblower” differently than this policy.

If an employee has knowledge of or a concern of illegal or dishonest activity, the employee is to contact his or her supervisor and the Human Resources Department. In the event the employee thinks it is not appropriate to contact them, he or she may contact the President or the Chairperson of the Human Resources Committee. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to corrective action up to and including discharge. All report of illegal and dishonest activities will be promptly submitted to the Vice President of Human Resources who is responsible for investigating and coordinating corrective action.

Insofar as practical, the confidentiality of the whistleblower will be maintained. However, identity may need to be disclosed to conduct a thorough investigation, and to comply with the law. PAFA will not unlawfully retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as discharge, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he or she is being retaliated against must contact the Vice President of Human Resources or President. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Employees with any questions regarding this policy should contact the Human Resources Department.
**Resignation**
Employees are encouraged to give notice of intent to resign a position. Proper notice is defined as written notification of intent to separate from PAFA presented to the Human Resources Department according to the following guide:

- Senior Staff – 4 weeks
- Exempt Employees – 3 weeks
- Non-Exempt Employees – 2 weeks

Proper notice is necessary because separation procedures take time, and notice will allow PAFA time to prepare the necessary documents relative to final pay and continuation/conversion of certain benefits as well as to attempt to recruit and train a replacement.

Employees who have completed 90 days of service are eligible to receive payment for a prorated portion of unused vacation. Sick leave and holidays will not be paid. If the effective date of resignation is on a PAFA holiday, the staff member is not eligible for payment for the holiday.

With the exception of PAFA recognized holidays, employees are expected to be present as scheduled for each workday during your notice period. If an employee fails to give PAFA proper notice or to report to work during your notice period, you will not be eligible for (at the time of separation) vacation reimbursement. PAFA, in its sole discretion, may waive the notice period.

All benefits will terminate on the last day the employee is employed with the PAFA. Employees have the option of converting their life insurance coverage to an individual plan and participating in COBRA for the health and dental coverage. Please see COBRA for additional information.

**Retirement**
Retiring employees are encouraged to give PAFA at least four weeks’ notice of their retirement in writing to the Human Resources Department. Retiring employees should contact TIAA CREF to obtain information and procedures for obtaining their TIAA-CREF distribution.

**Job Abandonment**
Employees absent from work for a period of three (3) consecutive work days without reporting in to their immediate supervisor may be deemed to have abandoned his or her employment. This is considered to be voluntary resignation from employment.
Job abandonment will result in forfeiture of those benefits normally paid upon separation, that may be withheld (i.e. vacation payout).

**COBRA**
PAFA complies with the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) by extending to eligible staff and their eligible dependents the right to continue benefit coverage under the medical and dental plans if coverage would be lost by reason of a qualifying event. Qualifying events include voluntary or involuntary termination, other than for reasons of gross misconduct; voluntary or involuntary reduction of hours of work; death; divorce; a dependent child’s loss of dependent status; and an employee’s election of Medicare benefits as his or her primary coverage. Coverage is available for the period prescribed by law (18 or 36 months) at the individual employees’ expense including any administrative fees charged by the administrator.

For additional information regarding COBRA, please see the Human Resources Department.

**Exit Interview**
Exit interviews are conducted with employees who voluntarily leave PAFA. Exit interviews are conducted by the Director Human Resources.

**Severance Allowance**
PAFA provides a severance allowance to certain employees of PAFA whose employment ceases involuntarily.

An employee of PAFA may be eligible for a severance allowance if he or she maintains regular full-time employment with PAFA and his or her employment is involuntarily terminated as a result of a change in PAFA’s operations, the relocation or closure of a facility or facility relocation or closing or a reduction in staff for other economic reasons. Severance will be provided unless the employee has refused or otherwise failed to accept another position that may be available with PAFA or he or she loses his or her job due to performance-related issues.

In accordance with the above, PAFA’s severance allowance policy will be administered as follows:

- Senior Staff will be entitled to two (2) weeks of pay for each full year of continuous service with PAFA. There shall be a minimum severance allowance of 4 weeks and a maximum allowance of 16 weeks.
Exempt employees will be entitled to two (2) weeks of pay for each full year of continuous service with PAFA. There shall be a minimum severance allowance of four (4) weeks and a maximum allowance of twelve (12) weeks.

Non-Exempt employees will be entitled to two (2) weeks of pay at the time of separation.

PAFA will provide enhanced severance in recognition of long-term service to the institution. An additional week of pay for each two (2) years of completed service above ten (10) years, not to exceed four (4) additional weeks of pay, will be provided to long-term employees of PAFA who otherwise satisfy the eligibility requirements for a severance allowance.

Part-time or temporary employees of PAFA and those employees with less than one (1) year of service with PAFA are not eligible for a severance allowance.

If an employee resigns, abandons his or her employment, fails to return from an approved leave of absence, initiates a termination on any similar basis or is terminated by PAFA for willful misconduct, such employee will be ineligible for severance allowance. An employee will also be ineligible for severance allowance if he or she are terminated for any reason set forth in the Guidelines for Personal Conduct section of this Handbook. In all instances of severance allowance determination, consideration for the payment of such allowance will be made by PAFA on a case-by-case basis and at the PAFA’s sole discretion.

An employee of PAFA who is determined to be eligible for a severance allowance, in accordance with this policy, will receive payment in installments that coincide with the PAFA’s current payroll schedule, less any necessary taxes and withholding. An employee who is determined to be eligible for a severance allowance from PAFA will have his or her coverage and participation in the PAFA’s benefit programs terminated on the day their employment separation from the PAFA is made effective.

Receipt of severance is contingent upon execution of a General Release prepared by PAFA at the time of their separation.

PAFA reserves the right to amend or terminate this severance allowance policy at any time with or without advance notice.

**PAFA Materials**

Upon the termination of your employment with PAFA, whether voluntary or involuntary, the employee must return to PAFA, retaining no copies, any and all files, correspondence, documents, drawings, specifications, computer printouts and other writings which relate to or reflect PAFA’s business, operations, students, faculty members, suppliers, etc., regardless of
where such files, correspondence, documents, drawings, specifications, computer printouts, disks and writings were kept or prepared.
Part 5: COVID19 Policies and Practices

In response to the coronavirus (COVID-19) public health crisis, PAFA is enacting new policies and practices to address the unique challenges presented by this pandemic. PAFA’s first priority is keeping employees and student workers safe. One of the main ways to ensure this is by encouraging all faculty, staff, and student workers to stay home if they are sick.

In addition to the policies and guidance below, please note further guidance will be distributed as needed. Information will be regularly updated on PAFA’s Coronavirus Information website.

FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus)

The Families First Coronavirus Response Act (FFCRA) allows for paid and unpaid leaves of absence, as well as some paid sick time, in certain circumstances in which an eligible employee is unable to work, either on-site or remotely, for reasons related to the COVID-19 pandemic. This policy is intended to explain how the FFCRA’s leave of absence and paid sick time provisions will be implemented at PAFA. This policy will be in effect from April 1, 2020, until December 31, 2020. If you believe you need a leave of absence for reasons unrelated to COVID-19, you should consult PAFA’s existing Family Medical Leave (FMLA) leave policy which can be found at page 38 of this Handbook.

FFCRA Paid Sick Benefits

Under the FFCRA, a full-time employee qualifies for 80 hours of paid sick time (part-time employees are eligible for the number of hours that they work on average over a two-week period) if the employee is unable to work, either on-site or remotely, due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Employees taking paid sick time for reasons 1, 2, 3, 4, and 6, above, will be paid at their regular rate of pay, up to $511 per day. Employees taking paid sick time for reason 5, above, will be paid at two-thirds of their regular rate of pay, up to $200 per day.

**Employees Eligible for FFCRA Leaves of Absence**

All current employees who have been employed with PAFA for at least 30 days and are actively scheduled for work are eligible for FFCRA leave under this policy if they are unable to work, remotely or on site, *and if* their inability to work is due to a need to care for their child when a school or place of care has been closed, or when the regular child care provider is unavailable due to a public health emergency with respect to coronavirus/COVID-19.

Employees who are furloughed, laid off or otherwise terminated on or after March 1, 2020, who are rehired on or before December 31, 2020, are eligible for leave upon reinstatement if they had previously been employed with PAFA for 30 or more of the 60 calendar days prior to their furlough, layoff or termination.

“Child” means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:

- Under 18 years of age.
- 18 or older and incapable of self-care because of a mental or physical disability.

A “child care provider” is someone who cares for your child. This includes individuals paid to provide child care, like nannies, au pairs, and babysitters. It also includes individuals who provide child care at no cost and without a license on a regular basis, for example, grandparents, aunts, uncles, or neighbors. A “place of care” is a physical location in which care is provided for your child. The physical location does not have to be solely dedicated to such care. Examples include day care facilities, preschools, before and after school care programs, schools, homes, summer camps, summer enrichment programs, and respite care programs.

“School” means an elementary or secondary school.
**Duration of Leave**
Employees will have up to 12 weeks of leave to use from April 1, 2020, through December 31, 2020, for the purposes stated above. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

**Pay During FFCRA Leave**
Leave will be unpaid for the first 10 days of leave; however, employees may use accrued paid vacation, sick or personal leave during this time. The employee may also elect to use the paid leave provided under the Emergency Paid Sick Leave Act, as explained above, if eligible. After the first 10 days, leave will be paid at two-thirds of an employee’s regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay will not exceed $200 per day and $10,000 in total (or $12,000 in total if using emergency paid sick leave for the first two weeks). Any unused portion of this pay will not carry over to the next year.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- If the employee has worked 6 months or more, the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type.
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

**Employee Status and Benefits During Leave**
While an employee is on FFCRA leave, PAFA will continue the employee's health benefits at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment per instructions from Human Resources.

An employee’s eligibility for other benefits, like life insurance or disability insurance, during a FFCRA leave will be explained by Human Resources at the inception of the leave.

**Procedure for Requesting Leave**
All employees requesting FFCRA leave must provide written notice of the need for leave to the HR manager as soon as practicable. Verbal notice will otherwise be accepted until written notice can be provided.

Notice of the need for leave must include:
• The name and age of the child or children being care for.
• The name of the school, place of care, or child care provider that closed or became unavailable due to COVID-19 reasons.
• A statement representing that no other suitable person is available to care for the child or children during the period of requested leave. For children over the age of 14, a statement indicating the special circumstances that require the employee to provide care during daylight hours.

**Employee Status After Leave**
Generally, an employee who takes FFCRA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. PAFA may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FFCRA leave is requested of their status as a key employee.

**CARES Act and Retirement Plan**
PAFA’s retirement plan options available to through TIAA have changed as a result of the Coronavirus Aid, Relief and Economic Security (CARES) Act signed into law by the president on March 27, 2020. PAFA has chosen to adopt the following CARES Act provisions for our retirement plan:

• Penalties and withholding are waived for qualified distributions from retirement plan accounts.
• Retirement plan loan limits have been increased.
• Optional suspension of required minimum distributions (RMDs) for 2020.

In addition to these CARES Act relief measures, the deadline for 2019 Individual Retirement Account (IRA) contributions has been extended from April 15 to July 15, 2020.

**Withdrawals and Loans**
Employees are considered eligible to take distributions/loans from their retirement plan if any of the below conditions are met:

• An employee has been diagnosed with COVID-19 by a test approved from the Centers for Disease Control and Prevention.
• An employee has a spouse or dependent who has been diagnosed with COVID-19.
• An employee suffers financial consequences as a result of quarantine, employment furlough, layoffs, reduced work hours or cannot work due to lack of child care as a result of coronavirus.
• An employee experiences a financial loss to an individually owned or operated business that is caused by a closing or reduction of hours due to coronavirus.
• Other factors as determined by the Secretary of the Treasury or their delegate.

Provided the above eligibility criteria are met, the CARES Act waives the 10% early withdrawal penalty and eliminates the 20% withholding for coronavirus-related distributions of up to $100,000 across qualified retirement plans and IRAs. Note: While the 20% withholding will not be taken from distributions, you will have the option to add withholding if you want.

Distributions will be subject to taxation, and employees will have the option to pay taxes due over a three-year period. The act also allows employees to reinvest withdrawn funds within three years regardless of that year’s contribution limit, making it easier to replace the amount of their distribution in their retirement account.

**Retirement plan loan limits are increased**
Maximum retirement plan loan limits have been increased from $50,000 or 50% of vested account balances to $100,000 or 100% of the vested account balance for loans made within 180 days of enactment of the CARES Act on March 27, 2020.

This is also dependent on PAFA’s loan policy, the type of loan, the number of loans allowed and limits offered within our plan. The loan approval process will remain the same as it does for non-coronavirus-related loans. If an employee has existing retirement plan loan payments, they may be able to defer payments for one year and extend the term of their loan by one year.

**Suspension of required minimum distributions (RMDs)**
To help provide relief for those required to take RMDs, the CARES Act allows employees to cancel your 2020 RMD payments and restart them in 2021.

**Tax filing and payment changes**
The Treasury has extended federal tax filing and IRA contribution deadlines. The federal deadline for filing a 2019 tax return—and any corresponding 2019 IRA contributions outside of your retirement plan—has been extended to July 15, 2020.
**Student loans and stimulus payments**
Borrowers who have certain federal student loans have the opportunity to defer payments until later in the year, and qualified taxpayers meeting specific single/joint filing criteria may be eligible to receive stimulus payments. Please consult your personal tax advisor or your loan provider for additional information.

**Infectious Disease Control and Coronavirus**
PAFA is taking steps to protect the workplace in connection with the COVID19 pandemic. It is the goal of PAFA during this time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

**Preventing the Spread of Infection**
The Safety Committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

All employees, students, and visitors are asked to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. PAFA will install alcohol-based hand sanitizers throughout PAFA and in common areas, and PAFA will implement a protocol regarding the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings.

**Limiting Travel**
All nonessential travel is prohibited until further notice, unless you have specific permission from your supervisor. PAFA-sponsored international travel for students has been suspended. Considerations will be made for travel associated with the Travel Prizes.

During this period of global health concern, students, faculty, and staff must register all personal international travel, or domestic travel to areas beyond the daily commute. This is to ensure that PAFA can contact you in the event of important updates, and to monitor travel to areas that have been identified as presenting a high risk of COVID-19 exposure. Register travel [here](#).

Any student, faculty, or staff member returning from personal travel from an affected country, domestic region, or known exposure is required to undergo home-quarantine and social-distancing at their non-PAFA residence for a minimum of 14-days prior to returning to campus.
Employees who need to undergo 14-day home-quarantine and social-distancing will need to use unused sick and vacation balances.

**Staying Home When Ill**
Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms:

- Temperature >100.4 °F (38ºC) or higher, cough, shortness of breath, difficulty breathing, tiredness. Currently, the Centers for Disease Control and Prevention (CDC) recommends that people COVID-19 like symptoms “self-quarantine” and seek medical advice. Employees are requested to remain off the property for 14 days if COVID-19 symptoms are present, directly exposed to COVID-19 or if a test shows positive results. Employees should avoid leaving the home if possible, but if necessary should practice exceedingly good hygiene and social distancing. Work while at home is expected to continue where possible.

**Social Distancing Guidelines**
PAFA may implement social distancing guidelines to minimize the spread of the disease among its community. PAFA will take measures to modify classrooms, meeting rooms, elevators, work spaces, and other areas for social distancing.

*Community members are to:*

- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six feet from each other if possible; avoid person-to-person contact such as shaking hands.
- Do not congregate in work rooms, pantries, break areas, copier rooms or other areas where people socialize.
- Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
- Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.
- Follow social distancing in elevators, hallways, and stairwells.
**Wearing Masks and Face Coverings**

The Centers for Disease Control (CDC) recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission. This is to protect people around you if you are infected but do not have symptoms.

To comply with the April 15, 2020 Order by the Governor of Pennsylvania, employees, students, and visitors must wear a mask while on PAFA property. Visitors or faculty/staff who come to campus and who do not have a mask may receive one from the Vice President of Safety and Security. They should bring that mask with them for any future trips to campus.

The US Surgeon General demonstrates [here](#) how to make a simple cloth face covering without sewing. The CDC also provides instructions [here](#) on how to create face coverings with and without sewing. Employees will be responsible for laundering their own cloth/fabric masks daily. See pages 92-94 for information from the CDC on making and wearing cloth face coverings.

**Temperature Screening**

PAFA has implemented a temperature screening procedure for employees, students and/or visitors reporting to PAFA as a precautionary measure to reduce the spread of coronavirus. PAFA will take all reasonable precautions to ensure your privacy and safety during any temperature taking or other health screening process. Time spent waiting for or participating in the health screening/temperature taking should be recorded as time worked for nonexempt employees if lines prevent timely reporting to work.

An employee, student, or visitor who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath will be sent home. The individual should monitor their symptoms and call a doctor or use telemedicine if concerned about the symptoms. PAFA has partnered with ComplianceHR SmartScreen™, a web-based screening solution that allows PAFA to screen employees and students for COVID-19-related symptoms and risk factors before they come into campus each day. Here’s how it works:

1. Each selected employee/student completes a short, digitized questionnaire and receives immediate guidance advising whether they can return to campus.
2. The solution is dashboard driven and allows designated administrators to select employees/students for screening and to track results as completed.
3. Employees/students work within a digital environment to communicate their symptoms, thereby helping us to maintain employee/student privacy.
Employees will not return to work until they have met the criteria set forth below, under “Returning to Work.”

**Returning to Campus**
An employee, student, or visitor who tests positive for COVID-19, experiences symptoms related to COVID-19 or is exposed to someone who has tested positive or is a probable case of COVID-19 should not return to work until:

- He or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved for at least three (3) days; AND
- At least seven (7) days have passed since the symptoms began.

An individual may return to work earlier if a doctor confirms the cause of their fever or other symptoms is not COVID-19 and releases the employee to return to work in writing.

An individual who experiences fever and/or respiratory symptoms while home should not report to PAFA. Instead, they should contact their immediate supervisor or dean for further direction.

**Temporary Working From Home**
PAFA may require certain employees to work remotely during this period of COVID-19 pandemic. These employees will be advised of such requirements by senior staff.

A telecommuting agreement will be prepared by human resources and signed by the employee and their supervisor.

**Expectations While Working at Home**
When working from home, you are required to comply with all PAFA policies and procedures. Working from home during the closure is temporary and does not change the terms and conditions of employment with PAFA. Security and confidentiality must be maintained at the same level as expected when working in the PAFA offices. You are responsible for ensuring that non-employees do not gain access to PAFA data, either in print or electronic form, while working at home.
You are to be available by phone and/or e-mail during your routine work schedule.

You are to respond to all emails and voicemails within one business day or as determined by your supervisor.

*Non-exempt (hourly) administrative employees* must e-mail their supervisor at the end of each business day providing a progress report on your work, including: projects completed during the day; pending projects and their estimated date of completion; and items needing supervisory approval.

*Supervisors* should regularly communicate with their teams for operational continuity but also to stay connected and check on staff’s wellness and self-care during this time.

**Recording Hours and Pay**
Exempt and non-exempt must record hours work and time off in PAFA’s time and attendance system. As a reminder, the employee handbooks guidelines on vacation pay are as follows: “for exempt level employees, the minimum amount of vacation time that should be recorded is one-half day (3.5 hours). Non-exempt employees must record all time away in 15 minute increments”.

*Non-exempt (hourly) employees working from home* may work up to eight (8) hours each work day. Refrain from working over eight hours in one day, or over 40 hours in one week as overtime will not be authorized. You should follow normal meal and work breaks.

*Non-exempt employees (hourly) who are not working from home:* You will be paid for normal work hours at this time. For instructions on how to complete your timecard, please go [here](#).
Appendix: Forms and Resources

Receipt and Acknowledgement

Flexible Work Agreement Form

CDC’s Guidance on Cloth Face Coverings

Telecommuting and Work From Home Agreement Form
Receipt and Acknowledgement

The Employee Handbook describes important information about PAFA and I will consult the Human Resources Department regarding any questions not answered in the handbook. PAFA reserves the right to suspend, revise, or revoke any of its policies and procedures at any time, with or without notice.

I have entered into my employment relationship with PAFA voluntarily and acknowledge that there is no specified length of employment, unless otherwise stated in a contract of employment. Accordingly, either PAFA or I may terminate any employment relationship at will at any time, with or without cause, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described in the handbook are subject to change as needed, I acknowledge that revisions to the handbook may occur, except to the employment-at-will policy of PAFA. I understand that revised information may supersede, modify, or eliminate existing policies. I also understand that only the President has the ability to adopt revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE:

Click or tap here to enter text. Click or tap here to enter text.

Employee Signature

Date

HUMAN RESOURCES:

Click or tap here to enter text. Click or tap here to enter text.

HR Signature

Date
Flexible Work Agreement Form

EMPLOYEE INFORMATION

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</tbody>
</table>

FLEXTIME SCHEDULE

This arrangement is: Choose an option.

This agreement will run from: Click here to enter a date. to Click here to enter a date.

I plan to evaluate this agreement with my Choose an option.

Flexible Work Schedule (If regular and recurring): Choose an option.

<table>
<thead>
<tr>
<th>Day of the Week</th>
<th>Scheduled Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>X to Y</td>
</tr>
<tr>
<td>Monday</td>
<td>X to Y</td>
</tr>
<tr>
<td>Tuesday</td>
<td>X to Y</td>
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<tr>
<td>Wednesday</td>
<td>X to Y</td>
</tr>
<tr>
<td>Thursday</td>
<td>X to Y</td>
</tr>
<tr>
<td>Friday</td>
<td>X to Y</td>
</tr>
<tr>
<td>Saturday</td>
<td>X to Y</td>
</tr>
</tbody>
</table>

EMPLOYEE ACKNOWLEDGEMENTS

☐ I have read and will follow PAFA guidelines on flexible work arrangements and flextime.

☐ I understand and agree that flexible work arrangements are a privilege, not a right. Failure to abide by the terms and conditions of this agreement will result in the loss of privilege.

☐ I understand are periodically reviewed by supervisors as needed to ensure the terms continue to meet the needs of PAFA and the employee.

☐ I understand that I may not unilaterally change the approved schedule. A temporary deviation of the schedule may be approved by supervisor.
| ☐ | I understand that the start to end time includes a meal break. |
| ☐ | I agree to accurately record and submit the hours I work. |
| ☐ | I understand and agree that I may be needed to work on a regularly scheduled flextime day when my department requires me to do so. |
| ☐ | I have discussed this application and agreement with my supervisor. I agree to comply with all terms and conditions in this telecommute application and agreement. I understand that my telecommuting agreement can be ended for a business reason at any time. |

<table>
<thead>
<tr>
<th>Employee Name/Signature</th>
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**SUPERVISOR REVIEW AND APPROVAL**

<table>
<thead>
<tr>
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<tbody>
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<tr>
<td>☐</td>
<td>I have reviewed and approved this agreement.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor Signature</th>
<th>Date</th>
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**HUMAN RESOURCES REVIEW AND APPROVAL**

<table>
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<tr>
<th>Name:</th>
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<tr>
<th>Human Resources Signature</th>
<th>Date</th>
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</table>
CDC’s Guidance of Cloth Face Coverings

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings
Cloth face coverings should—
• fit snugly but comfortably against the side of the face
• be secured with ties or ear loops
• include multiple layers of fabric
• allow for breathing without restriction
• be able to be laundered and machine dried without damage or change in shape

CDC on Homemade Cloth Face Coverings
CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), especially in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?
A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?
Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.

cdc.gov/coronavirus
Sewn Cloth Face Covering

Materials
- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

Tutorial

1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.

2. Fold over the long sides 1/4 inch and hem. Then fold the double layer of fabric over 1/8 inch along the short sides and stitch down.

3. Run a 6-inch length of 1/8-inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don’t have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.

4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.
Quick Cut T-shirt Cloth Face Covering (no sew method)

Materials
- T-shirt
- Scissors

Tutorial
1. Cut T-shirt
2. Cut tie strings
3. Tie strings around neck, then over top of head

Bandana Cloth Face Covering (no sew method)

Materials
- Bandana (or square cotton cloth approximately 20”x20”)
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

Tutorial
1. Fold bandana in half
2. Fold top down, fold bottom up
3. Place rubber bands or hair ties about 6 inches apart.
4. Fold side to the middle and tuck
5. Place rubber bands or hair ties about 6 inches apart.
### Telecommuting and Work from Home Agreement Form

**Employee Information**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Job title:</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Date of Hire</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**Telecommuting Information**

<table>
<thead>
<tr>
<th>This telecommuting arrangement is:</th>
<th>Choose an option.</th>
</tr>
</thead>
<tbody>
<tr>
<td>This agreement will run from:</td>
<td>Click here to enter a date. to Click here to enter a date.</td>
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<tr>
<td>I plan to evaluate this agreement with my</td>
<td>Choose an option.</td>
</tr>
<tr>
<td>Telecommute schedule (If regular and recurring):</td>
<td></td>
</tr>
<tr>
<td>Work hours:</td>
<td></td>
</tr>
<tr>
<td>How will you report your time?</td>
<td></td>
</tr>
<tr>
<td>Designated work location:</td>
<td>Choose an option.</td>
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<tr>
<td>If other, please specify:</td>
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</table>

**Telecommuting Information**

<table>
<thead>
<tr>
<th>Required equipment:</th>
<th>Indicate if your equipment is PAFA-owned or personal:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Computer</td>
<td>Choose an option.</td>
</tr>
<tr>
<td>□ Printer</td>
<td>Choose an option.</td>
</tr>
<tr>
<td>□ Fax</td>
<td>Choose an option.</td>
</tr>
<tr>
<td>□ Other (please specify below):</td>
<td>Choose an option.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required supplies (please specify below):</th>
<th>Indicate if your supplies are PAFA-owned or personal:</th>
</tr>
</thead>
</table>
Choose an option.

Choose an option.

Choose an option.

**Required software/systems:**

☐ PAFA’s network (VPN access)

☐ Email

☐ List other(s) below:

---

**Telecommuting Work Plan**

Work you will perform while telecommuting:

---

**Method of communication while telecommuting:**

☐ Phone

Phone number:

☐ Email

Email address:

☐ Text

Phone number:

☐ Other (please specify):

At a minimum, how many times will you check your email each day? Choose an option.

At a minimum, how many times will you check your voicemail on your work phone each day? Choose an option.

At a minimum, how many times will you check-in with your supervisor each day? Choose an option.
How do you plan to check in with your supervisor?

---

**EMPLOYEE ACKNOWLEDGEMENTS**

- ☐ I have read and will follow PAFA guidelines on working from home and telecommuting.
- ☐ I understand and agree that telecommuting is a privilege, not a right, and is not subject to the grievance process.
- ☐ I understand and agree that I am responsible for maintaining the safety and security of PAFA equipment, supplies, and information while telecommuting.
- ☐ I understand and agree that I must comply with all procedures designed to protect sensitive PAFA information, including information that is confidential, private, personal, or otherwise sensitive while telecommuting.
- ☐ I understand and agree that telecommuting is not a substitute for dependent care.
- ☐ I acknowledge that my designated workspace complies with all health and safety requirements.
- ☐ I agree to accurately record and submit the hours I work while telecommuting.
- ☐ I understand and agree that I must come into the office on a regularly scheduled telecommute day when my department requires me to do so.
- ☐ I understand and agree that my department is not required to provide me with any equipment or supplies I may need while telecommuting.
- ☐ I have discussed this application and agreement with my supervisor. I agree to comply with all terms and conditions in this telecommute application and agreement. I understand that my telecommuting agreement can be ended for a business reason at any time.

---

Employee Name/Signature (if required)  
Date

**SUPERVISOR REVIEW AND APPROVAL**

- Name:  
- Title:  
- ☐ I have reviewed and approved this telecommute agreement.
## HUMAN RESOURCES REVIEW AND APPROVAL

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