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ACKNOWLEDGEMENT

In support of Babson’s commitment to sustainability, these employment guidelines are distributed electronically.

Acknowledgement:

As an employee, you acknowledge that you have a responsibility to review the content of our Employment Guidelines and know where to access the document. You understand that this document is designed to provide employees with information and guidance about working at Babson College, and that the College reserves the right to change, add to, discontinue, or adopt any policy, practice, or benefit at any time, at its sole discretion, without notice.

As such, this is an agile document which may be updated at any time. When you need to reference the Employment Guidelines, you understand that you should seek the online version at all times. The online version, located in the HR portlet, the Faculty portlet, and Workday (Benefits Links/HR Info), will be the most up-to-date version. Updates and/or changes will be listed in the Index of Updates/Changes at the end of the document.

You acknowledge that it is your responsibility to understand Babson College guidelines, policies and procedures contained in this document, and that you should consult with your manager and/or the Office of Human Resources should you have any questions. The policies contained in this version of the guidelines supersede any pre-existing College policies or practices. You also understand that these guidelines do not make any promises or guarantees.

You also understand that these guidelines are not intended to be a contract of employment between the College and any of its employees. With the exception of union staff and tenured faculty, employment with Babson College is on an at-will basis. As such, you understand that you or Babson College may terminate employment at any time, for any reason, with or without notice or cause.
Welcome to Babson College. We are pleased that you have chosen to join us. Babson College is THE educator for Entrepreneurship of All Kinds™. Our students are learning to be the business leaders, entrepreneurs, and innovators of tomorrow, and no matter what your job, you are helping them achieve their goals. We encourage entrepreneurial thought and action in our employees as well. Here you have the ability to bring to your role initiative, imagination, agility, creativity, collaboration, a willingness to take risks, the ability to think conceptually, and the capacity to see change as an opportunity.

During your first days, you should become familiar with the mission statement, core values, and strategy of Babson College (Section 1), as the role you fulfill on a daily basis will tie directly to these principles.

We believe our employees are one of our greatest strengths. We value diversity and encourage you to bring your whole self – what makes you uniquely you – to your role at Babson. We continuously strive to create and maintain an environment that promotes innovation, collaboration, inclusion, and respect. We have created a community where our employees tell us they feel valued and supported in an employee-centered atmosphere.

We know that Babson College is a great place to work. As an employee, Babson offers numerous opportunities for exciting challenges that provide both personal and career growth. We encourage you to take advantage of the many opportunities to do so. We are excited to have you join us as a new member of the Babson community.

Sincerely,

Donna M. Bonaparte
Vice President, Human Resources
PURPOSE

The information in these guidelines is intended to provide you with what you need to know about working at Babson College, including the College’s mission, guiding principles, employment practices, conduct expectations, continuous learning opportunities, total rewards, and resources for work-life balance. These guidelines are intended to familiarize you with your responsibilities and other important employment-related information. This guide applies to all employees, including faculty, staff, and student workers. The same standards of behavior apply to non-employee workers, including volunteers, agency/contract personnel, visiting researchers and scholars, and all other affiliated persons.

For faculty, this document is the primary guide for information related to employment law and employee conduct expectations. For policies, procedures and guidelines related to academics and academic integrity, faculty should consult the supplemental faculty handbook.

These Employment Guidelines do not contain all of the College’s policies affecting its employees. Many, but not all, Babson College policies and federal and state laws are linked within this document. Employees in states other than Massachusetts or in foreign countries may be subject to different guidelines. California employees should see the state-specific California Supplement. Tenured faculty and union staff may also be subject to different guidelines. In addition, your manager may have departmental guidelines, policies and procedures. Please check with your manager or the Office of Human Resources to ensure you are familiar with all policies that apply to your position or role at the College.
1. ABOUT BABSON COLLEGE

We encourage you to become familiar with our mission, vision statement, strategy, and core values and relate them to your everyday performance. As Babson College approaches its Centennial in 2019, we are redefining business to mean more than just making a profit. We were the first to understand that entrepreneurship can be the most powerful force for creating positive change in the world. We want every employee to understand how what you do at Babson on a daily basis supports the strategy and goals of the College.

1.1 MISSION STATEMENT

Babson College educates entrepreneurial leaders who create great economic and social value – everywhere.

1.2 VISION STATEMENT

We believe it is our responsibility to make Entrepreneurial Thought and Action® accessible to everyone on the planet. By preparing Entrepreneurs of All Kinds to lead in a new way, Babson will create social and economic value simultaneously and, in doing so, will transform lives, businesses and communities for the better.

1.3 STRATEGY

Babson’s strategy is to Prepare Entrepreneurs of All Kinds through:

- Intentional Diversity
- Transformative Experience
- Universal Impact

With a special focus on three priorities:

- Driving Social Impact
  By creating economic, social and environmental value simultaneously, Babson’s global network of entrepreneurs and educators will redefine the purpose of business as a change agent to help solve the world’s most complex problems.

- Strengthening Family Enterprises
  Babson will help family enterprises survive and thrive generation to generation, ensuring more jobs and opportunities are created globally.

- Advancing Women-Led Entrepreneurship
  Babson will increase women entrepreneurs’ capacity to start and scale new ventures so that economies reach their full potential and more women and children can be lifted out of poverty.
1.4 CORE VALUES

Babson’s core values are Integrity, Diversity, Innovation, Collaboration and Excellence. Read below for detailed descriptions of each core value.

**Integrity:** Trust, respect, and civility bring out the best in people. We respect and behave ethically toward each other and our external partners. We practice social and civic responsibility in the greater communities to which we belong.

**Diversity:** We value our membership in a lifelong community that is broadly diverse. We believe that differences make Babson a richer community and provide the necessary contexts for shared accomplishment. We welcome and value people and their perspectives and respect the interests of all of the members of the community.

**Innovation:** We have a long-standing commitment to an institutional culture that fosters creativity, risk-taking, continuous improvement, leadership, and an entrepreneurial spirit. We encourage people to take the initiative and make a difference.

**Collaboration:** Our commitment to cross-disciplinary collaboration and to working closely with students defines the practices of the faculty, administration, and staff who work on the campus of Babson College. Together with our alumni and with our external partners, we create a learning and working experience that is greater than the sum of its parts.

**Excellence:** Babson College is committed to excellence. Ours is a community in which all members can achieve their personal best. We seek to support each other thoughtfully for continuous growth and development.
2. GUIDING PRINCIPLES

2.1 EQUAL EMPLOYMENT OPPORTUNITY

Babson College is deeply committed to providing equal employment opportunities for all qualified applicants and employees. We will not discriminate on the basis of race, color, national or ethnic origin, ancestry, religious creed, sex, sexual orientation, gender identity, gender expression, pregnancy, age, genetics, physical or mental disability, and veteran status, military obligations, or other protected status. This commitment extends to all aspects of your employment at Babson, including hiring, promotion, training, working conditions, compensation, and benefits.

2.2 AFFIRMATIVE ACTION

Our recruitment and selection efforts, both within and outside the College, include processes designed to actively reach candidates who reflect a diverse and balanced workforce and who have the required job-related qualifications. This includes transfers and promotions.

These practices are not intended to – and will not be used to – discriminate against any applicant or employee because of race, color, national or ethnic origin, ancestry, religious creed, sex, sexual orientation, gender identity, gender expression, pregnancy, age, genetics, physical or mental disability, veteran status, military obligations, or other protected status. Inquiries regarding affirmative action may be referred to Sadie Burton-Goss, Chief Diversity and Inclusion Officer.

2.3 DIVERSITY AND INCLUSION

Here at Babson, we have embraced a strategic vision that states our commitment to create a diverse and inclusive community of highly talented students, faculty, and staff characterized by respect, understanding and appreciation of the uniqueness and value of all people. We are steadfast in our commitment to employ individuals who represent differences of all kinds, valuing and bridging those differences, and leveraging the strengths each person brings to the College. A diverse workforce broadens the scope of entrepreneurial thought and action across campus. Working collaboratively, we make Babson a richer community of shared accomplishments. Babson is also a proud member of the Commonwealth Compact, and we’re excited to support their mission of establishing Massachusetts as a “uniquely inclusive, honest and supportive community of–and for–diverse people.” To discuss any matters related to diversity, you may contact Sadie Burton-Goss, Chief Diversity and Inclusion Officer.

2.4 AMERICANS WITH DISABILITIES ACT

Here at Babson, we are committed to providing qualified individuals with disabilities with equal access to the full range of employment-related opportunities available to others. In compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, we will not discriminate in any aspect of employment—recruiting, hiring, compensation, training, promoting, and
other privileges of employment—based on disability. In addition, Babson College will provide reasonable accommodation for both applicants and employees with a disability in order to fully participate in the applicant process or to aid you in performing the essential functions of your job, provided it does not result in undue hardship to the College.

To preserve the safety and well-being of the students and employees of Babson, dogs and other pets are not allowed within the buildings of the College, except in the case of an accommodation requiring the assistance of a service animal.

If you have a question or would like clarification on a disability of any kind as it relates to your ability to perform the essential functions of your job, please contact the Office of Human Resources.

Click here to read about your rights under Section 504 of the Rehabilitation Act.

2.5 MASSACHUSETTS PREGNANT WORKERS FAIRNESS ACT

The Massachusetts Pregnant Workers Fairness Act goes into effect April 1, 2018. This act expands legal protections for employees who are pregnant or experiencing pregnancy-related health conditions. It prohibits workplace discrimination based on pregnancy and requires employers to reasonably accommodate conditions related to pregnancy. To read more about your protections under this Act, please click here.

2.6 HARASSMENT AND DISCRIMINATION

General Policy on Harassment and Discrimination

It’s simple. Babson College will not tolerate harassment or discrimination of any kind. All Babson community members — which includes faculty, staff, students, student workers and other College affiliated persons, including volunteers, agency/contract personnel, and visiting researchers and scholars, are protected from harassment and discrimination on the basis of race, color, national or ethnic origin, ancestry, religious creed, sex, pregnancy, sexual orientation, gender identity, gender expression, age, genetics, physical or mental disability, veteran status, military obligations, participation in discrimination complaint-related activities, or any other characteristic protected by federal, state, or local laws. Simply put, the College prohibits any behavior that violates this policy, whether or not the conduct is unlawful. Conduct which is determined to be threatening to an individual’s well-being or health, whether physical, oral or written; impeding work performance; interfering with campus life, or the safety or civil rights of any person or persons; or which has the purpose or effect of creating an intimidating or hostile living, learning or working environment, is strictly prohibited.

Harassing Behavior

Harassing behavior is unwelcome behavior that includes, but is certainly not limited to, engaging in a physical altercation; spreading deliberate falsehoods about another individual; making slurs about another individual; or infringing upon another individual’s rights in person, remotely by any means of
electronic communication or social media, or via any medium which is delivered or directed to the intended target of harassment or discrimination.

**What to Do if You Experience Harassment or Discrimination**

If you believe you have been subjected to harassment or discrimination of any kind, or if you witness harassment or discrimination of any kind, you may 1) speak directly with the individual offending you; 2) speak with your manager; and/or 3) contact Donna Bonaparte, Vice President of Human Resources. Because Babson College takes allegations of harassment or discrimination seriously, we will investigate reported or known complaints promptly, thoroughly, and impartially. If determined that inappropriate conduct has occurred, we will act swiftly to eliminate the offending conduct and impose corrective action as necessary, including disciplinary action where appropriate, up to and including termination.

**Hate Crimes and Bias-Related Incidents**

Babson College complies with both the federal Hate Crimes Act of 2009 and the Massachusetts Civil Rights Act that protects you from hate crimes. Massachusetts General Law defines a hate crime as “any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender, gender identity or sexual orientation prejudice, or which otherwise deprives another person of his or her constitutional rights by threats, intimidation or coercion, or which seek to interfere with or disrupt a person's exercise of constitutional rights through harassment or intimidation.”

Click [here](#) to read the federal Matthew Shepard and James Byrd, Jr., Hate Crimes Prevention Act of 2009.

Click [here](#) to read about enforcement of hate crimes under the Massachusetts Civil Rights Act.

Bias-related incidents are strictly prohibited. A bias-related incident is any conduct or communication motivated by hatred or prejudice that demeans, degrades, or harasses an individual or group based upon membership in a protected category as recognized by law or Babson College policy. This includes race, color, national or ethnic origin, ancestry, religion, sex, sexual orientation, pregnancy, gender identity, gender expression, age, genetics, physical or mental disability, veteran status, military obligations, or any other characteristic protected by federal, state, or local laws.

Babson College has a Bias Incident Response Team in place committed to responding proactively to instances of hate and bias. You may click [here](#) to read more on Babson’s Bias Incident Response Protocol.

**Non-Retaliation**

All of us in the Babson community share in the responsibility to discourage harassment and discrimination, hate crimes, and bias-related incidents of any kind, and to cooperate in any investigation regarding a report of any such incident. We want you to feel secure doing your part. If
you report an incident involving harassment, discrimination, hate crimes or bias-related incidents of any kind, or participate in an investigation, you will not be subject to retaliation. Retaliation is defined as any adverse action that dissuades a person from coming forward, speaking up, filing a complaint, supporting a claim of harassment or discrimination or any other inappropriate or unlawful behavior; or any adverse action that negatively affects your ability to fulfill your role as a member of the Babson College community.

The College prohibits knowingly making false claims when reporting harassment or discrimination or cooperating in an investigation of harassment or discrimination. If it is determined that an employee has knowingly made false accusations, the College will impose corrective action as necessary, including disciplinary action where appropriate, up to and including termination.

2.7 TITLE IX

Title IX Law

Title IX of the Education Amendments of 1972 refers to a federal law that prohibits sex discrimination in education programs and activities that receive federal funds. Sex discrimination includes sexual violence and gender-based harassment or discrimination, including discrimination related to one’s gender-identity or sexual orientation.

The protections of Title IX extend to all academic, educational, extracurricular, athletic, and other programs of Babson College, whether those programs take place on campus, in one of our facilities, at an off-campus class, seminar, or event that we sponsor, or elsewhere. Title IX protects the rights of students and employees of any gender to work and study in an environment where they are not subjected to gender-based discrimination or harassment. The College thus prohibits all community members from engaging in gender-based misconduct. The College also will not tolerate any retaliation against those who in good faith report concerns about gender-based misconduct, or participate in a Title IX investigation.

Why should faculty and staff be concerned about Title IX law?

1. You need to do your part to maintain an effective educational environment at Babson;
2. You need to comply with Title IX law;
3. You need to comply with Babson College policies.

To read guidance on Title IX written by the Office of Civil Rights, more commonly known as the “2011 Dear Colleague Letter,” click here. Other resources on Title IX may be found by visiting the Title IX section of the Department of Education’s website.

Babson Gender-Based Misconduct Policies

Though Title IX is the law itself, Babson has adopted gender-based misconduct policies applicable to students, faculty, staff, and affiliated persons. It is expected that all employees be familiar with and
abide by the College’s Gender-Based Misconduct Policy for Babson Faculty, Staff, and Affiliated Persons. The College’s Gender-Based Misconduct Policy for Students can be found here.

**Title IX Coordinator**

Every college in the United States is required to have a Title IX Coordinator who oversees implementation, training and compliance with Title IX. Babson also has a Title IX Committee. If you have questions about Babson’s Gender-Based Misconduct Policies, or wish to file a complaint that a Babson community member has engaged in gender-based misconduct, you may contact Betsy Rauch, Babson’s Title IX Coordinator at: brauch1@babson.edu or 781-239-5501.

*See “Sexual Harassment” below for more information and to read about other laws that govern sexual harassment.*

### 2.8 SEXUAL HARASSMENT

In addition to being prohibited by Title IX, both federal and Massachusetts law prohibit sex discrimination in the workplace. It is the goal of Babson College to promote an educational environment and workplace that is free of sexual harassment. Sexual harassment occurring in the workplace or in other settings in which you perform your role is unlawful and will not be tolerated by the College. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing an educational environment and workplace free from sexual harassment, the conduct that is described below will not be tolerated, and we have provided a procedure in the College’s Gender-Based Misconduct Policy for Babson Faculty, Staff and Affiliated Persons by which inappropriate conduct will be dealt with, if encountered by you or any of your colleagues.

Please note that while the above policy sets forth our goals of promoting an educational environment and workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

There are two types of sexual harassment: Quid pro quo and hostile work environment. For further information and to better understand the definition of both, please refer to page 4 of the Gender-Based Misconduct Policy for Babson Faculty, Staff and Affiliated Persons.

The College’s prohibition of sexual harassment is broad, and any sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work place or learning environment that is hostile, offensive, intimidating, or humiliating to community members of any gender may constitute sexual harassment.
While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances and including the severity of the conduct and its pervasiveness:

- Sexual advances – whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; commenting on an individual's body, commenting about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

Please take special note that, as stated above, retaliation against an individual who has in good faith complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint, is unlawful and will not be tolerated by the College.

Click [here](#) to read federal guidelines on sexual harassment under Title VII of the Civil Rights Act of 1964.

Click [here](#) to read guidelines on sexual harassment in the workplace, as defined by the Massachusetts Commission against Discrimination (MCAD).

**What to Do if you Experience Sexual Harassment**

If you believe that you have been subjected to sexual harassment, you have the right to file a complaint with the College verbally or in writing.

Complaints that any Babson employee has engaged in gender-based misconduct should be reported to Babson’s Title IX Coordinator or to the Deputy Title IX Coordinator for Human Resources:

Betsy Rauch, Title IX Coordinator
Brauch1@babson.edu
781-239-5501

Kate O’Leary, Deputy Title IX Coordinator
Director, Compensation/Rewards & Client Engagement
koleary@babson.edu
781-239-4209

While you are welcome to speak with your immediate supervisor or any manager that has your confidence and trust if you experience sexual harassment, all employees are required to understand their reporting obligations to the Title IX Coordinator or Deputy Title IX Coordinators. Please see
Section V, “Reporting Obligations,” of the College’s **Gender-Based Misconduct Policy for Babson Faculty, Staff and Affiliated Persons**.

Complaints that any Babson College **student or student group(s)** have engaged in any type of misconduct, including but not limited to gender-based misconduct, should be reported to Babson’s Title IX Coordinator or to the Deputy Title IX Coordinator for Student Affairs:

Betsy Rauch, Title IX Coordinator  
Brauch1@babson.edu  
781-239-5501  
Caitlin Capozzi, Deputy Title IX Coordinator  
Associate Dean, Student Engagement  
ccapozzi@babson.edu  
781-239-4582

Complaints that any Babson College **affiliated person, who is neither a student nor employee, or any non-community member** has engaged in gender-based misconduct that impacts the Babson community, should be reported to Babson’s Title IX Coordinator:

Betsy Rauch, Title IX Coordinator  
Brauch1@babson.edu  
781-239-5501

Because Babson College takes allegations of sexual harassment seriously, we will investigate reported or known complaints promptly, thoroughly, and impartially. Investigations are conducted according to the unique circumstances of each complaint and typically include private interviews with the person filing the complaint, with witnesses (as appropriate), and with the person alleged to have committed sexual harassment. When the College completes its investigation, the College will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. If determined that inappropriate conduct has occurred, we will act swiftly to eliminate the offending conduct and impose corrective action as necessary, including disciplinary action where appropriate, up to and including termination.

Understand that Babson College will strive to protect, to the greatest extent possible, the privacy of persons reporting harassment and of those accused of harassment. However, the College cannot guarantee complete confidentiality where it would conflict with the College’s legal obligations or its ability to investigate meaningfully or, where warranted, take corrective action. In the event that some disclosure of the College’s information or sources is necessary, it will be limited to the extent possible.

**Reporting to State and Federal Agencies**

If you believe you have been subjected to harassment or discrimination, you also may file a formal complaint with any or all of the government agencies below. Using the College’s internal complaint
process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC–300 days; MCAD–300 days).

The United States Equal Employment Opportunity Commission
1 Congress Street, 10th Floor
Boston, MA 02114
617-565-3200

The Massachusetts Commission Against Discrimination
Boston Office:
One Ashburton Place, Room 601
Boston, MA 02108
617-727-3990

Springfield Office:
424 Dwight Street, Room 220
Springfield, MA 01103
413-739-2145

Department of Education, Office for Civil Rights
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
(617) 289-0111
Email: OCR.Boston@ed.gov
3. INTEGRITY AT WORK

We all have a responsibility to act with integrity while at work. Our expectations for employee conduct do not differ substantially from the expectations you most likely place on yourself. Here at Babson, we expect the following ethical conduct.

3.1 CONFLICT OF INTEREST AND CONFIDENTIAL INFORMATION

A conflict of interest is a situation in which you have a personal interest in something sufficient enough that it jeopardizes your ability to be objective in fulfilling your role at Babson. We expect you to conduct yourself according to the highest ethical standards in a manner that avoids ethical, legal, financial, or other conflicts of interest, and to ensure that your activities and interests do not conflict with your obligation to Babson College or its welfare.

In addition, in the course of your employment at Babson, you may have access to confidential and sensitive documents, data, and other information in paper, electronic, or verbal form, which we require you to maintain confidential and protect.

As such, as a condition of your employment, we require that annually you review, acknowledge, and complete our Conflict of Interest and Confidential Information Agreement acknowledgement and disclosure form, for review by Mary Rose, Vice President of Campus and Community Affairs and Special Advisor to the President. Disclosed conflicts, real or perceived, will be reviewed by the Audit Committee of the Board of Trustees.

Click here to read Babson’s Conflict of Interest and Confidential Agreement policy.

Click here to read the Conflict of Interest Policy and Confidential Information Agreement annual acknowledgement and disclosure form.

3.2 EXTERNAL EMPLOYMENT

As a Babson College employee, we expect your best efforts and attention in performing the functions of your role. In support of this principle, the College requires you confer with your manager when considering employment outside of Babson. After consultation, your manager will make a determination of the appropriateness of the external work engagement. Your manager’s considerations in assessing the engagement include, but are not limited to, if a) the work may interfere, compete or conflict with the College’s interests, and/or b) the engagement may diminish your ability to meet all work-related responsibilities and demands of your role.

Therefore, prior to engaging in outside employment, you must complete these steps so that we may evaluate the external organization, the opportunity, and its impact to your role at Babson College.

Click here to read the full policy on external employment.
3.3 INFORMATION SECURITY POLICY

Babson College utilizes and maintains sensitive and valuable information, such as personally identifiable information, research, financial and other sensitive information. As an information user at Babson, you are required to understand and meet your responsibilities under Babson’s Information Security Policy in order to safeguard the information.

It is vitally important to Babson’s reputation, operation, and fiscal wellbeing that you follow the standards and requirements set forth in the Information Security Policy to ensure the confidentiality, integrity and availability of resources owned and controlled by Babson. Therefore, as a condition of your employment, we require that you review, acknowledge, and adhere to Babson’s Information Security Policy.

Click here to read the full Information Security Policy.

3.4 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act, also known as FERPA, is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. As an employee of Babson College, you may have access to a wide variety of student confidential data which could include grades, salary, phone numbers, addresses, and other sensitive information. FERPA protects the confidentiality of a student’s records. It is important for you to familiarize yourself with some of the basic provisions of FERPA to ensure that you do not violate this federal law.

Click here to read the U.S. Department of Education’s FERPA notice.

Click here to read Babson College’s FERPA policy.

3.5 APPROPRIATE USE OF COLLEGE FUNDS

Babson College develops systems, policies, and procedures aimed at effective management of the College’s financial resources and ensuring the best value for the College. It is incumbent upon all of us to ensure we spend College funds appropriately. To assist you in doing your part, three policies are highlighted below.

Review the Appropriate Use of Funds Policy.

Review the College’s Travel Policy.

Review the College’s Policy on the use and management of Procurement Cards (P-cards).

Additionally, you should know your responsibility in regard to all aspects of financial management of College funds, including budgeting, procurement, and accounts payable, by visiting the College’s Business & Financial Services webpage.
3.6 WHISTLEBLOWER POLICY/REPORTING OF FINANCIAL IRREGULARITIES

Each of us, including students, has an obligation to protect the resources of Babson College. As such, we urge you to report suspected violations in any of the following matters related to financial irregularities:

- Questionable accounting, internal accounting controls, auditing and financial reporting matters
- Misappropriation and/or misuse of Babson funds, intellectual property or other assets
- Compliance with legal and regulatory requirements
- A violation or suspected violation of Babson’s Policy on Ethics and Conflicts of Interest
- Any other suspected financial irregularity involving the College

What to do if You Suspect Financial Irregularities or Fraud

The College has two methods for reporting suspected violations.

Preferred Method: To help ensure our commitment to providing a safe and ethical workplace for all members of the community, Babson College has partnered with EthicsPoint to provide a reporting tool to bring possible violations of financial policy or financial reporting fraud to the attention of the College. All reports made to EthicsPoint are confidential and all reporters are protected from any form of retaliation.

To File a Confidential Report with EthicsPoint:

- Click here to go directly to the secure Babson College area of the EthicsPoint website to confidentially file your report.
- You may call EthicsPoint at any time to file a confidential report, 800-422-1054.

Once a report is filed, you will be assigned a unique report key and password. You will use this report key and password to check your report for comments or additional questions. Reports will be forwarded to the Chair of the Audit Committee.

In addition to the above procedure with EthicsPoint, existing channels of communication are still available to you for reporting financial irregularities and other issues. We encourage you to express your concerns to your immediate supervisor, the Office of Human Resources, or Mary Rose, Vice President of Campus and Community Affairs and Special Advisor to the President, who sits on the Audit Committee of the Board of Trustees.

3.7 INTELLECTUAL PROPERTY

All Babson College employees must be aware that Babson retains legal ownership of the product of their work. No work product created while employed by Babson can be claimed, construed, or presented as property of the individual, even after employment by Babson has been terminated or the
relevant project completed. This includes written and electronic documents, audio and video recordings, system code, and also any concepts, ideas, or other intellectual property developed for Babson, regardless of whether the intellectual property is actually used by Babson. Employees are required to disclose, in writing, their rights to all copyrightable works that they have created and may use during the course of their employment at the College.

Although it is acceptable for an employee to display and/or discuss a portion or the whole of certain work product as an example in certain situations (e.g., on a resume, in a meeting with a prospective client), information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest. In any event, work products are the sole and exclusive property of Babson College. Contract and temporary employees must be particularly careful in the course of any work they discuss doing, or actually do, for a competitor of Babson.

Read the College’s full Intellectual Property Policy, which may provide exceptions and additional requirements for teaching materials and scholarly work. This policy is also contained in the Faculty Handbook.

3.8 COMPUTER CODE OF ETHICS/ACCEPTABLE USE OF CAMPUS NETWORK AND COMPUTING SYSTEMS

Computer abuse affects everyone who uses computing facilities and results in significant expense to the College. The same moral and ethical behaviors that apply in the non-computing environment apply in the computing environment. Babson College treats access and use violations seriously. Access to the College computing facilities and information resources is a privilege granted to the College’s students, faculty, administrators, and staff.

Click here to read the full Computer Code of Ethics/Acceptable Use of Campus Network and Computing Systems Policy.

3.9 SOCIAL MEDIA POLICY

The College supports the use of social media by faculty and staff to connect with students, parents, faculty, staff, alumni, and others. We recognize the importance of open exchange and learning between its many constituents and encourage social platforms, user-generated content, blogging, and social networking as important arenas for interaction and collaboration.

As a general matter, the social media world is no different than the in-person world. The same laws, rules, policies, guidelines and best practices that govern our relationships with students, parents, alumni, the media (whether new or traditional), and the community all apply on-line. Faculty and staff are as responsible for their on-line posts as they are for their personal, verbal or written interactions. The Summary of Social Media Best Practices offers information about how to use social media effectively, safely, and within College guidelines.

Click here to read the College’s Summary of Social Media Best Practices.
Click here to read the College’s Electronic Social Media Policy.

Click here to read recommended practices in regard to boundaries with students and social media, written by the Dean of Faculty’s Office.

3.10 MOBILE COMMUNICATIONS DEVICE POLICY

Babson College has defined and established guidelines for employee eligibility and responsibilities associated with the use of College-owned mobile communications devices, which we expect you to follow. This policy will help you understand your role in keeping the College’s costs down and understand and adhere to acceptable use.

Click here to read our Mobile Communications Device Policy.

3.11 SOLICITATION AND DISTRIBUTION ON CAMPUS

At Babson, we are committed to a work environment where employees are able to perform to the best of their ability. As such, we prohibit solicitation efforts that do not relate to Babson College’s business or interests. We recognize that you may have interests and affiliations with community activities and organizations outside of work; however, we ask that you respect the work time of all employees on campus. As such, employees may not solicit or distribute any non-work related materials by any means, whether verbally, in writing, or electronically while you or your colleagues are working. Specific exceptions are the College’s fund appeals, such as the Fund for Babson or other philanthropic efforts of the College.

This policy does not preclude solicitation efforts among colleagues who have personal relationships outside of the workplace during non-working hours.
4. THE WORKPLACE

4.1 OPERATING HOURS

Normal operating hours of the College are 8:30 a.m. to 4:30 p.m., Monday through Friday. Departments and individual jobs may vary, so check with your manager.

4.2 BUILDING ACCESS/ID CARD

You will be issued keys for those doors to which access is necessary for you to perform your duties. Please speak with your manager about the keys you need to access your building, your department, and your individual office or work area. Your manager may request keys on your behalf by completing a facilities work request. Your keys will be issued to you directly, and you are required to sign an acknowledgement upon receipt. If at any time you need to enter a door that is locked for which you don’t have a key, you may contact the Public Safety Department, x5555. If you lose a key for any reason, contact the Public Safety Department immediately at x5555.

In addition to keys, we ask that you obtain a Babson OneCard (picture ID) at your earliest convenience. The OneCard office is located in the Public Safety Office. In addition to an ID as a Babson employee, your OneCard also provides you the ability to access the Webster Center athletic facilities, receive an employee discount at Trim Dining Hall and Babson Bookstore, borrow books from Horn Library, and access other buildings as required by your job.

Upon termination of your employment and prior to your departure, please return all keys and your Babson OneCard (and any other Babson property) to your manager.

4.3 PROPERTY ON CAMPUS

Most buildings on the Babson College campus are accessible to the public. Therefore, we highly recommend you take steps to safeguard both your own and Babson College property. Any personal property brought on to Babson College premises is done so at your risk. The College insurance protects only property owned by Babson.

4.4 PHYSICAL SAFETY ON CAMPUS

The College places utmost importance on the safety of all employees, students, and visitors to the Babson campus. The Office of Public Safety and the Office of Facilities Management and Planning, collaboratively with other offices, work to ensure your safety.

Maintaining a Safe Campus

We ask that you make every effort to reduce both the possibility of accident occurrence and the severity of accidents arising from College operations. If you are aware of a condition or conditions that
could lead to an accident or injury, or otherwise creates a safety hazard, please contact Public Safety at x5555.

Due to multiple safety concerns, including potential injury and fire safety, Babson College prohibits the use, possession, or storage of self-balancing scooters, commercially known as hover boards, on campus. Hover boards include, but are not limited to, self-balancing scooters, battery operated scooters, and hands-free Segways.

**Workplace Injury**

In the event you are injured on the job, you are required to report the injury immediately to your manager and to the Office of Human Resources. If you are physically able, please contact the Benefits Specialist in the Office of Human Resources to complete an injury report form. If you are physically unable, your manager should make this contact and provide as much information as possible. If emergency help and/or ambulance transportation is needed, contact Public Safety at x5555. For all other work-related medical services, you should go to the Occupational Health Center at the Beth Israel Deaconess Hospital in Needham (contact information below), or during non-business hours, the Emergency Department. In all circumstances, you must indicate to the provider that this is a work-related incident.

**Occupational Health Services**

Beth Israel Deaconess Hospital-Needham  
148 Chestnut Street  
Needham, MA 02492  
Office hours: 8:00 a.m. to 4:00 p.m.  
Walk-In services are available, however, appointments are encouraged.

For appointments, please call 781-453-3041

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**4.5 WORKPLACE SAFETY, THREATS AND VIOLENCE**

**Policy**

Babson College is committed to providing a safe, healthful workplace that is free from violence or threats of violence. This applies to all persons—employees, students, affiliates, business associates, vendors, and all visitors—as well as all locations—in or on our campus facilities, at an off-campus class, seminar, or event we sponsor, or elsewhere. Babson strictly prohibits behavior, whether direct or through the use of College resources, property, or facilities, that:

- Is violent;
- Threatens violence;
- Harasses or intimidates others;
- Interferes with an individual's legal rights of movement or expression; or,
- Disrupts the workplace, the academic environment or the College's ability to provide services.
Violent or threatening behavior can include, but is not limited to, physical acts, oral or written statements, harassing email messages, harassing telephone calls or texts, obscene or abusive gestures and expressions, or behaviors such as stalking. Violence in the workplace includes relationship or domestic violence that may follow an employee into the workplace, endangering the employee and others in the workplace.

Babson College will respond promptly to any report of actual, emerging, or potential incidents or threats. Individuals who engage in violent behavior or threats may be removed from the premises, and may be subject to investigation, disciplinary action up to and including termination, arrest, and/or criminal prosecution.

Any employee making a report of actual, emerging, or potential incidents or threats will not be subject to retaliation, as described in Babson College’s Non-Retaliation Policy in Section 2.

**Reporting Procedures**

To ensure incidents receive an appropriate and timely response, please do the following:

**If you experience or witness an urgent incident or threat**, call 911 or Public Safety at x5555. An urgent incident or threat is where actual violent behavior is occurring, or where it appears that violent behavior is likely to occur, such as a verbal altercation that appears to be escalating. Do not place yourself in peril or attempt to intercede during an incident. When reporting an incident or threat, please be as specific and detailed as possible. Subsequently, alert your manager or the next level of management to the situation.

**If you experience or witness an emerging or potential threat**, call Public Safety at x5555. An emerging or potential threat is one where you believe a situation has the potential for becoming violent over time. When reporting an incident or threat, please be as specific and detailed as possible.

**If you are an employee who has obtained a protective or restraining order**, please notify the Office of Human Resources immediately at x4128.

**If you are a manager of someone who feels threatened**, please notify the Office of Human Resources at x4128.

**Community Threat Assessment Team**

The Community Threat Assessment Team (CTAT) is a group of coordinated individuals and departments with distinct expertise to focus on prevention and education surrounding the safety and security of the Babson College community. The team consists of representatives from the Office of the President, Public Safety, Student Affairs, Human Resources, General Counsel, as well as medical and mental health professionals as needed.

In addition to prevention, response and education, the Community Threat Assessment Team also facilitates timely communication among different campus departments about concerns related to
faculty, staff, students, visitors, and other affiliated as well as non-affiliated persons, in order to identify individuals in distress as early as possible.

For further information, please see the CTAT webpage by clicking on this link.

**Annual Security Report**

Babson College’s annual security report includes statistics for the previous three years concerning reported crimes and violations of College policy that occurred on campus, in certain non-campus buildings owned or controlled by Babson College, and on public property within or immediately adjacent to and accessible from the campus. You may obtain a hard copy of this report by contacting the Public Safety Department or by accessing the online version.

**Weapons on Campus**

With the exception of Babson College Police and other law enforcement officers, Babson College strictly prohibits the possession of firearms or other dangerous or illegal weapons on campus, by anyone—even those who are licensed to carry (MGL Chapter 269 Section 10j). Such weapons include, but are not limited to, revolvers, pistols, rifles, shotguns, BB or pellet guns, stun guns, paint ball guns, chemical weapons, swords, knives (other than small pocket knives), slingshots, martial arts weapons, bows and arrows, or any other item that is a potential danger to others and is not necessary for your job function at the College.

**4.6 EMERGENCY PREPAREDNESS**

The Public Safety Department supports the Babson community by implementing programs in emergency preparedness to build, sustain, and improve the capacity of the College to mitigate against, prepare for, respond to, and recover from emergency disasters.

Babson College actively works to provide for the safety and security of members of the Babson community. The College has a standing Crisis Management Team, consisting of senior administrators, which is ready to act as necessary.

In the event of an emergency, Babson utilizes the emergency notification system, RAVE Babson Alert, to provide information to the community via email, voice mail, text message, or other appropriate methods.

**4.7 WEATHER-RELATED & OTHER EMERGENCY SCHOOL CLOSINGS**

The College’s Crisis Response Team follows a plan to monitor and address potential weather-related and other emergencies. This plan provides for the safety and security of all members of the Babson community. Since Babson is primarily a residential campus with over 85% of our undergraduates living on campus, many operations must continue to support the community even during inclement weather or other emergencies.
We recognize that all of our contributions and efforts are vital to our operations; however, during times of extreme conditions we want to ensure the safety of as many community members as possible. Therefore, during a suspension of operations for weather or other related emergencies, “essential, emergency or critical response personnel” are defined as those who provide services that relate directly to the health, safety, and welfare of our student population, ensure continuity of key operations, and maintain and protect Babson College property. Speak with your manager if you require clarification in regard to your specific role.

Since safety is the college’s highest priority, we encourage you to exercise your own judgment regarding traveling to work or remaining at home during inclement weather or other emergencies. Your decision based upon your individual circumstances will be respected. If you choose not to work, you may use your floating holiday or vacation time. If you will not be able to make it to work, please notify your manager of your decision as soon as possible, however no later than your scheduled start time.

Please see Section 12.1 for further specifics on time reporting for weather or other emergency school closing, for both non-essential and designated essential employees.

During inclement weather or other emergencies, you may obtain updates and advisories on the status of college operations by accessing the Babson home webpage, calling the INFO line at 781-239-4636, or by checking Babson’s Emergency Preparedness website and local TV channels (WBZ, WCVB, WHDH, Fox). Please use the above means of communication to stay updated on the status of the College and only call Public Safety (x5555) or Facilities (x4444) if you need immediate assistance.

Typically the college will not use the emergency notification system (RAVE Babson Alert) to communicate about snow or other inclement weather during the winter season. However, in the event of a significant campus-wide emergency, Babson College will activate RAVE Babson Alert to provide information and instructions to the community via email, voice mail, text message, the Babson INFO line 781-239-4636, Emergency Preparedness website, or other appropriate methods.

All employees have the responsibility to ensure that your emergency notification information is up to date. You may verify your information or update it at any time by logging in to the portal and going to My Info→View My Profile→Edit My Info→Emergency Notification.

4.8 CLEAN AIR/HEALTHY WORKPLACE POLICY

In order to provide and promote a safe, healthy, comfortable and professional environment for all community members, smoking of any kind, the use of all tobacco products and the use of all vape products are strictly prohibited in all College buildings, including individual offices. This includes the front steps and enclosed entry areas of all buildings.

Please note that this policy applies to all members of the community, including visitors. If warranted, please inform your visitors of our clean-air policy. Individuals who choose to smoke or vape are expected to maintain a minimum distance of 25 feet from a building entrance to ensure that smoke
does not enter the building. Smokers are also expected to properly dispose materials in designated receptacles.

4.9 SUBSTANCE FREE WORKPLACE

Babson College is concerned about the use and abuse of alcohol and drugs because their use can affect your performance and jeopardize your safety and that of your coworkers, students, and the public. Accordingly, Babson College strictly enforces the following rules:

a) The consumption of alcohol or possession of open containers of alcohol at any time while on the job – on Babson College properties or off-campus locations in the performance of your job, including while operating College-provided vehicles, or operating any other vehicle while on College business – is strictly prohibited. Notwithstanding, during officially-sanctioned College functions, you may consume a moderate amount of alcohol, provided that your conduct and demeanor remain business-like and professional at all times and you do not engage in any activity which could be hazardous or reflect detrimentally on Babson College. Further, you are responsible for ensuring the amount of alcohol consumed does not impair or affect your ability to thereafter drive or perform your job-related activities.

b) The use or abuse of illicit drugs or other intoxicants on Babson College properties is also strictly prohibited. “Illicit drugs” includes all drugs, narcotics, and intoxicants for which possession or misuse is illegal under federal, state, and/or local law, and includes prescription medications for which the individual does not have a valid prescription. Marijuana is included in the list of prohibited substances despite legalization in Massachusetts. The deliberate use of prescription medications and/or over-the-counter drugs in a manner inconsistent with dosing directions, and in a manner which may result in impairment, is considered illicit drug use. In addition, the use of chemical intoxicants for other than a legitimate purpose is considered illicit drug use.

c) Off-the-job use or abuse of alcohol, illicit drugs or other intoxicants that adversely affects your job performance or the College, or jeopardizes the safety or property of the College, its employees or students, is prohibited. You also are strictly prohibited from reporting to work under the influence of alcohol or drugs.

d) There are certain positions on campus, for example Babson College Police Officers, for which regulations prohibit the use of legalized drugs. If you are unsure, speak with your manager.

e) When there is reasonable suspicion that you are impaired on-the-job, Babson College can require you to submit to an alcohol or/and drug test to determine fitness for duty (see Fitness for Duty, Section 6.1). Employees who test positive are subject to corrective or disciplinary action, up to and including termination.

f) If you drive a motor vehicle as a part of your work, you can be removed from your position if you are found to have been driving under the influence of alcohol or drugs, whether on duty or off duty.

g) Violations of this policy can lead to disciplinary action, up to and including termination.

h) Recognizing that it is in the best interest of our employees and your wellness to seek professional help related to alcohol and/or drug problems, Babson College provides confidential counseling to
you and/or family members through our Employee Assistance Program. Employees may contact KGA at 800-648-9557.

If you are a manager and you suspect one of your employees may be impaired, please contact the Manager of Talent Acquisition and Employee Relations, x4419. If you suspect one of your colleagues to be impaired, please speak with your manager as soon as feasible.
5. EMPLOYMENT

5.1 EMPLOYMENT AUTHORIZATION (I-9 FORM)

Federal law requires that we as your employer verify that you are authorized to work in the U.S., via the I-9 Form. All new employees are required to complete section 1 of the form and present it in person to the Office of Human Resources on or before day one of your employment, along with your original, unexpired documentation. You may choose any document or combination of documents from the list of acceptable documents included with the I-9 form. No employee may work prior to completing and submitting Section 1 of the I-9 Form.

If you are an employee on a visa status with temporary work authorization at Babson, it is imperative that you update your I-9 form with your new work authorization prior to the expiration of your current status. You must present in person to the Office of Human Resources to do so.

5.2 EMPLOYMENT AT-WILL

Unless specifically governed by an express contract or agreement, or by a collective bargaining agreement, your employment at Babson College is on an at-will basis. This means that you have the right to resign, without notice or cause, just as Babson College has the same right with respect to termination. However, we anticipate your successful relationship with Babson.

5.3 EMPLOYMENT CLASSIFICATION

Non-Exempt

You are a non-exempt employee if your job responsibilities, as defined by the Fair Labor Standards Act, make you eligible for overtime pay. If your job is classified as non-exempt, you are paid on an hourly basis, and you are required to submit a biweekly timesheet to your manager. In order to work overtime (more than 40 hours per week), the College requires that you receive approval in advance from your manager. Other State laws may apply. See the Payroll section for more specific information on payroll for non-exempt employees.

Exempt

You are an exempt employee if your job responsibilities, as defined by the Fair Labor Standards Act, make you exempt from overtime pay. If your job is classified as exempt, you are paid on a salaried basis and are not eligible for overtime pay. See the Payroll section for more specific information on payroll for exempt employees.

5.4 EMPLOYMENT CATEGORIES

To help clarify your payroll and employment status, and to help you determine your eligibility for certain benefits, employment categories are classified in one of the following ways:
Full-Time Employment

Full-time employees are scheduled to work a minimum of 1,456 hours per 12-month period, and are eligible to apply for coverage under the group health plans and other benefits as applicable. Full-time employees may also apply for various optional benefit plans. See Section 9, Group Health and Related Benefits, for more information.

Part-Time Employment

Part-time employees are scheduled to work a minimum of 1,000 hours, but less than 1,456 hours, per 12-month period. Part-time employees may be entitled to certain prorated benefits and also may be eligible to participate in various optional benefit plans, subject to eligibility restrictions defined by the benefit plans. See Section 9, Group Health and Related Benefits, for more information.

Temporary and/or Seasonal Employees

Temporary and/or seasonal employees work varied hours, as determined by the business need. Depending upon the anticipated number of scheduled work hours in a 12-month period, as described above in full-time and part-time, temporary and/or seasonal employees may be eligible for certain benefits. Temporary and/or seasonal employees have defined end dates of employment.

5.5 ONBOARDING

As a newly hired employee, you will receive a combination of electronic onboarding sessions and in-person information sessions that will equip you with the tools necessary to succeed at Babson through engagement and organizational cultural awareness. The onboarding sessions begin prior to your employment and extend through your first 12 months.

5.6 JOB POSTINGS/PROMOTIONS/TRANSFERS

We encourage you to be aware of current job postings, both for your own career growth and to aid in the recruitment of talented individuals. All employees have access to current postings, and they can be found in PeopleAdmin, https://babson.peopleadmin.com, or by clicking on “job opportunities” in the HR portlet.

If you are interested in a posted position for which you may be qualified, please first apply online via PeopleAdmin. Additionally, you may reach out to the Office of Human Resources. All inquiries will be treated confidentially.

Babson recognizes that our employees are our greatest asset. We seek opportunities to engage, support and promote talent who have demonstrated exceptional competence and a commitment to living our stated values. As such, we have developed Guidelines for Promotional Opportunities. Please consult these guidelines when considering a promotion – whether for a position you are interested in or as a manager making a recommendation.
We will generally post all job opportunities online for a minimum of five (5) calendar days. Positions may be advertised externally during this time, but we will generally not extend an offer of employment until the close of the 5-day posting period. In certain circumstances, the 5-day posting requirement may be waived, per approval by the Vice President of Human Resources.

5.7 JOB DESCRIPTIONS

In order for you to understand your role as it relates to the strategy of the College and to benchmark compensation properly against similar positions, it is important to have accurate job descriptions on file. As needed, your manager will review your job description to ensure it accurately reflects your role and requirements. You should periodically review a copy of your job description, and you may request your job description from your manager at any time.

5.8 AGENCY/CONTRACT TEMPORARY PERSONNEL

Agency personnel may be utilized when, due to a temporary increase in workload, short-term project, or an unusual number of vacancies, the regular complement of department staff may be unable to meet department needs. The Office of Human Resources negotiates and executes the contracts. A database of HR negotiated and approved agency contracts is maintained and updated by Human Resources. Agency personnel are employees of the agency through which they are referred and are therefore ineligible for Babson College benefits. However, we expect the same standards of behavior from such personnel as we do Babson College employees. If you as a manager find that a temporary employee is not meeting expectations or is unable to perform the duties assigned, please notify HR immediately.

5.9 YOUR EMPLOYMENT RECORD

Viewing or Requesting a Copy of Your Employment File

Massachusetts law states that you have the right to view your employment file, or to request a copy of your employment file, by making your request in writing. We will make your employment file available to you within five (5) business days of receipt of your written request. We ask that you make your request via email, to hr@babson.edu. If viewing your file in person, you may do so in the presence of a Human Resources representative during normal operating hours. In the event you disagree with anything in your employment file, you and the College may mutually agree to remove or correct the information. If agreement cannot be reached, you have the right to submit a written explanation which we will maintain with your employment file. Other state laws may apply.

Retention of Employment File

Babson College will generally maintain your employment file for seven (7) years from the date of termination of your employment, after which it will generally be archived.
References

All employment reference check inquiries from current or former employees, prospective employers of current or former employees or other organizations should be directed to the Office of Human Resources for an official College response. Unless expressly authorized by the Office of Human Resources, employees are not authorized to provide a written or verbal official employment reference on behalf of Babson College.

All requests for employment references or employment verification must contain the employee’s or former employee’s signature authorizing the release of information. When the signature is present, we will typically confirm: 1) whether you are currently employed by the College; 2) your current or last job title; 3) the dates of your employment; 4) only if specifically requested, your current or final salary.

5.10 LEAVING YOUR EMPLOYMENT

Resignation

If you intend to resign from your position, we ask that you notify your manager via a written resignation letter, signed and dated, as far in advance as possible so that proper planning for your department may take place. We request that non-exempt employees give two weeks’ notice and exempt employees give three weeks’ notice. Upon resignation, your official end date of employment will be the last date you physically worked for the College (i.e. not a vacation day, floating holiday, President’s holiday, etc.).

If you have a minimum of five (5) completed years of service to the College (based on the anniversary of your hire date), Human Resources will contribute to either a parting gift of your choice from the Babson bookstore, or an on-campus farewell party through Chartwells Food Services. The amount of this gift is based on your length of service. This is typically arranged between your manager and Human Resources. Please note, this policy does not apply to involuntary terminations, and Human Resources reserves the right to consider this policy on an individual basis.

Resignations and President’s Holidays

If you resign from your position at any time during the three-week period prior to the College’s President’s holidays in December, your official end date of employment will be the last date you physically worked for the College in December, and you will not be paid for President’s holidays. If you resign from your position in January upon return from President’s holidays, it is expected you will give a minimum of two-week notice. The same policy applies to any other President’s holidays that may be added; your official end date of employment will be the last date you physically worked for the College.

Exit Interview

Prior to your leaving employment at Babson, we will send you a brief survey that seeks your feedback on your experience at the College. Your feedback provides us with valuable information that will be used in our continuous efforts to assess and improve the workplace and engagement of our staff. If you prefer, a member of our employment team will be happy to conduct an in-person interview.
Retirement

In accordance with the Age Discrimination in Employment Act, the College does not require employees to retire at any particular age. If you are considering retirement, we recommend a meeting with your manager and conversation with a member of the Benefits Department approximately three months in advance of your retirement date in order to review benefits. We also recommend that you meet with a counselor from Fidelity and/or TIAA-CREF to review your options.

If you are 55 years of age or older and have been employed at Babson College for a minimum of 15 years, Human Resources will provide a framed certificate of appreciation for your years of service to the College in addition to the parting gift mentioned in the Resignation section above. This is typically arranged between your manager and Human Resources.

Last Day of Employment

On your last day of employment at Babson, please return all keys, Babson OneCard, purchasing card, laptop, cell phone, and any other property that belongs to Babson to the Office of Human Resources. Please speak with your manager so that he or she may determine, and communicate with ITSD if warranted, an appropriate response to further incoming emails and telephone calls.

5.11 VOLUNTEERING ON CAMPUS

Employees Volunteering on Campus

Babson has a long tradition of encouraging employees to support and volunteer for large, on-campus events that cannot be hosted solely by one department, such as commencement. Toward that end, we expect that you will communicate clearly with your manager when you volunteer for such events. Both you and your manager must be mindful of federal and state laws with which the College complies.

Click here to read the College’s policy for employees volunteering on campus.

Non-Employee Volunteers on Campus

On occasion, an opportunity may arise for a department to use a non-employee volunteer for a limited, defined period of time. This may occur when the volunteer can offer a service to the department it would not otherwise have access to or to give the volunteer an experiential opportunity.

All volunteers and their supervisors must sign the College’s Volunteer Policy Agreement. No volunteer work may commence without both volunteer and supervisor signature on the form. The form should be kept on file in the respective department.

The College’s policy on non-employee volunteers is strict, and sets expectations that all volunteers – while not employees – are subject to the same standards of behavior as faculty, staff and student employees.
Click here to access the College’s policy for non-employee volunteers.
6. EMPLOYEE CONDUCT EXPECTATIONS

6.1 COMPLIANCE WITH EMPLOYMENT GUIDELINES

The goal of Babson College is to foster a work environment of mutual respect and collaboration. To that end, you are required to conduct yourself in a professional manner that is consistent with the various policies and procedures summarized in these employment guidelines—on the Babson College campuses and elsewhere at Babson College related events.

Examples of unacceptable conduct may include, but are not limited to, the following:

- Disregard of College policy
- Committing any unlawful act while on campuses or elsewhere in the course of your employment
- Sabotage or destructive behavior that injures the reputation or business of Babson College
- Falsification of work records or time sheets
- Abuse of Babson’s substance free workplace policy (see section 4.9)
- Any behavior considered discriminatory or harassing, or sexual harassment
- Verbal or physical intimidation
- Insubordination
- Acts or threats of violence.

If, in Babson College’s judgment, your actions or behavior directly or indirectly interferes, or may interfere, with the orderly and efficient operation of the College or is in violation of conduct expectations set forth in these Guidelines, we will take disciplinary measures, and that may include verbal warning, written warning, final written warning, suspension or termination of employment.

6.2 FITNESS FOR DUTY

Babson College is committed to maintaining a safe and productive workplace for all community members, and therefore requires that every employee report to work fit for duty and able to perform the essential functions of your job in a safe, appropriate, and effective manner. For purpose of this policy, “fitness for duty” refers to the readiness of an employee to perform the essential functions of their job.

As such, in conjunction with the Office of Human Resources, a fitness for duty assessment may be required if:

1) There is objective evidence that you may not be able to perform the essential functions of your job;
2) You self-report you are having difficulties which include, but are not limited to, difficulties with manual dexterity, memory, coordination, maintaining appropriate workplace behavior, alertness, speech, vision acuity, concentration, and interactions with others;
3) Your conduct creates a reasonable belief that a threat to the health or safety of yourself or others, or to College property, exists.
When the College determines that a fitness for duty evaluation is warranted, it is required as a condition of your continued employment. Some circumstances may warrant transportation services, such as being unable to operate a motor vehicle.

A fitness for duty evaluation constitutes a medical examination and may include, but is not limited to, a health history, physical and/or psychological examination, alcohol and drug testing and any medically indicated diagnostic tests. As such, all requests are treated with strict confidentiality, are limited to job-related inquiries, and are consistent with the College’s operational needs.

Evaluations are conducted in relation to your actual job duties and whether you can perform those duties with or without restrictions. If the identified condition constitutes a disability, you have the right to request an accommodation under the Americans with Disabilities Act (see Section 2.4 of Employment Guidelines).

### 6.3 ATTENDANCE AND TARDINESS

Regular attendance to perform your duties is an essential function of your job responsibilities and important to the efficient operation of Babson College. We require that you make every effort to be on time and come to work as scheduled. We expect you to notify your manager if you are going to be late for work. If you have an unplanned absence, we ask that you notify your manager as soon as possible. Excessive tardiness, excessive absences, or no call/no show may result in disciplinary action. If you do not report to work for three consecutive days and do not notify your manager, you may be considered to have resigned voluntarily.

### 6.4 TELEPHONE AND CELL PHONE USAGE

Babson College recognizes that there are times when an employee has to receive or make personal phone calls during work hours either through the Babson College telephone system or personal cell phones. However, these calls should be kept to a minimum.

### 6.5 ATTIRE AND GROOMING

We want to project a positive image to ourselves, visitors, and our students; therefore, we request that your attire and grooming reflect that. Please exercise good judgment in choosing the appropriate attire for your position, and consult with your manager if you have questions as to what constitutes appropriate appearance and dress. Certain employees may be required to meet special dress requirements, such as a uniform or protective clothing.

Some employees in our workplace may have sensitivity and/or allergic reactions to fragrant products and/or body odor; therefore, we ask you to refrain from excessive personal fragrance products that are perceptible to others. The scent of offending body and other odors is not permitted in the workplace.
6.6 NEPOTISM

Family ties between employees in the workplace may create conflicts of interest, foster the appearance of favoritism, undermine morale, or cause conflicts. Applicants to Babson College who are family members of a Babson employee will be considered equally with other applicants. However, in no case will family members be allowed to work in a direct or indirect supervisor/subordinate role, have involvement in performance or disciplinary discussions, or have any influence or decision authority on any employment matters.

6.7 FRATERNIZATION/PERSONAL RELATIONSHIPS IN THE WORKPLACE

The College strives to provide a work environment that is most effective for conducting operations. As such, employees are to maintain clear boundaries between personal and business relationships. Personal or romantic relationships in the workplace may create an unacceptable work environment, conflicts of interest, foster appearance of favoritism, undermine morale, or cause conflicts. In an attempt to prevent such outcomes and to maintain a positive work environment, the College has established protocols for personal relationships between employees, including supervisory personnel.

A “personal relationship” is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.

In no case are employees who are involved in a personal relationship with another employee allowed to work in a direct or indirect supervisor/subordinate role, have involvement in performance, succession or disciplinary discussions, or have any influence or decision authority on any employment matters. Additionally, supervisors and managers are prohibited from dating subordinates and may be disciplined for such actions, up to and including termination.

The College reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who engage in a personal relationship that may affect terms and conditions of employment.

6.8 COMMITMENT TO SUSTAINABILITY

All across the Babson campus, employees and students alike are tackling issues of sustainability and resource efficiency and working to solve these integrated challenges. As an employee of Babson, we have high expectations that you will practice and participate in initiatives that reflect our commitment to sustainability in all aspects of your role and campus life.

To read more fully about our commitment to sustainability and specific initiatives, please visit the Sustainability page of Babson’s website, here.
You want to succeed. We want to succeed. Let’s work together.

Our Performance Management Process is designed to identify your strengths, areas for improvement, and desired learning goals; giving both the employee and the College the opportunity to develop and thrive. This process is used by managers to:

(a) Establish employee goals in alignment with the department, division, and College strategy;
(b) Provide ongoing feedback through regular meetings and interactions;
(c) Support intentional learning opportunities; and
(d) Evaluate overall job performance through formal mid-year and annual reviews.

We do all of this through an easily accessible system, ePerformance. You can keep your goals up-to-date throughout the year, make progress notes to ensure you and your manager are on the same page, reflect on success and future entrepreneurial opportunities, and sign-off and comment on your reviews.

During each calendar year, your manager is asked to complete three forms in ePerformance: 1) your goals, 2) your performance update, and 3) your annual performance evaluation. Given the varying nature of work across the College, your manager has the flexibility to choose the appropriate time of year to complete each item.

There may be times when more specific, corrective action is necessary to help you improve your performance, e.g., failure to meet the performance expectations of your role as described in your job description or failure to meet the core competency expectations as defined in our performance review process.

In such instances, your manager may partner with the Office of Human Resources to create a Performance Improvement Plan. The plan will be in effect for a specific amount of time and will give you a road map for improvement so you can attain the required level of performance. Your manager will monitor your performance against the improvement plan and meet with you regularly to provide feedback and take additional development action, if warranted.

Learn more by visiting our Performance Management website.

7.2 CONTINUOUS LEARNING

Learning can happen anywhere, with anyone, from anyone.
We want you to be learning all the time whether through formal education or training programs, one-off workshops, reading books and articles, talking to colleagues, stretch assignments, participating in professional organizations, shadowing other positions, partnering with students, watching online videos, or any other way that helps improve you and the College. Your manager is encouraged to become involved in, and support your continuous learning especially in activities that increase your job-related knowledge, understanding, and skills.

Specific learning opportunities on campus are sponsored by various departments and most are free of charge. Our Continuous Learning Calendar houses a majority of these programs and allows you to register easily.

7.3 ORGANIZATIONAL DEVELOPMENT

We partner with individuals, groups, and the community to increase effectiveness; consult on the root causes of challenges; and collaboratively create action plans to yield enhanced individual and group-level performance. We do this through measurement, building self-awareness, increasing understanding of others, analyzing processes, thinking big-picture, and strategically aligning what we do with the College’s strategy.
8. COMPENSATION AND RECOGNITION/REWARDS

We believe supporting the College’s strategy requires alignment and partnership with Human Resource practices as we work determinedly to obtain the best and the brightest through our talent acquisition process and to retain the best and the brightest supported by our rewards and recognition program.

8.1 COMPENSATION

Through the formation of a total rewards process with compensation at the foundation, Babson College has created a compensation philosophy that is agile, robust, and innovative in order to meet the needs of all of our current and future community members.

Babson College is committed to being fair, flexible, competitive, and forward thinking when designing and implementing faculty and staff compensation practices. The College’s compensation program is designed to:

- Ensure fair and consistent pay practices;
- Ensure compliance with applicable federal and state laws and regulations;
- Operate within budget constraints and financial resource limitations;
- Allow the College to offer competitive salaries relative to the labor markets in which the College recruits; and
- Align with the College’s overall business and educational strategies and goals in order to attract and retain key faculty and staff.

When making pay decisions, Babson considers both internal and external factors, and is mindful that the external market consists of both academic institutions as well as general industry employers with whom we compete for employees with similar skills and experience. We value the contributions of our employees and are committed to benchmarking annually or as needed in order to remain competitive and pay fairly.

Click [here](#) to visit Babson’s Compensation website.

8.2 RECOGNITION AND REWARDS

By creating an organizational culture of high performance and drive aligned with the College’s strategy, we have created a recognition philosophy that is agile, engaging, and innovative in order to meet the needs of all of our diverse and multi-talented community members.

Babson College is committed to being fair, flexible, competitive, and forward thinking when designing and implementing faculty and staff rewards and recognition practices. The College’s recognition program is designed to:

- Recognize employees who excel in their commitment to living the College’s core values.
• Engage employees through timely and effective recognition of outstanding achievements by their colleagues, managers, and the community.
• Provide managers with the necessary tools to engage team members both individually and departmentally.

Babson considers both monetary and non-monetary options when rewarding and recognizing employees. Our goal is to ensure that our employees are valued for the contributions they make to our overall success.

Click here to visit Babson’s Recognition website.
9. GROUP HEALTH AND RELATED BENEFITS

At Babson, we are proud to offer a competitive and innovative array of employee benefits as part of every benefits-eligible employee’s total compensation package. Our benefits are designed to meet the needs of you and your family and to assist you with the growing demands for work/life balance, financial wellness, and overall wellbeing.

9.1 ELIGIBILITY

**Full-time Employees:** You are eligible to participate in Babson’s full-time benefits program if you are a full-time staff or faculty member regularly scheduled to work a minimum of 1,456 hours per 12-month period.

**Part-time Employees:** You are eligible for part-time benefits if you are a staff member scheduled to work a minimum of 1,000 hours, but less than 1,456 hours, per 12-month period, or if you are in a benefits eligible part-time faculty role.

9.2 BENEFITS SUMMARY

Please see the benefits summary on the following page for a listing of benefits available for full-time and part-time employees. At the start of your employment and each year prior to open enrollment, our Benefits Department will issue you a detailed benefits guide. The Benefits Guide includes a complete listing of all available benefits, coverage levels, employee contribution rates, medical and dental plan comparisons, eligibility guidelines, and other required notices. The Benefits Guide may be found on Workday (Benefits Links/HR Info).

You may also click [here](#) for the annual Benefits Guide.
**BENEFITS SUMMARY**

<table>
<thead>
<tr>
<th>Full-Time Employees</th>
<th>Part-Time Employees</th>
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</thead>
<tbody>
<tr>
<td>Medical</td>
<td>Medical</td>
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<tr>
<td>Dental</td>
<td>Dental</td>
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<tr>
<td>Vision</td>
<td>Vision</td>
</tr>
<tr>
<td>Health Savings Account (PPO only)</td>
<td>Health Savings Account (PPO only)</td>
</tr>
<tr>
<td>Flexible Spending Accounts</td>
<td>Flexible Spending Accounts</td>
</tr>
<tr>
<td>Employee Assistance Program *</td>
<td>Employee Assistance Program *</td>
</tr>
<tr>
<td>Retirement Plan</td>
<td>Retirement Plan</td>
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<tr>
<td>Vacation Time *</td>
<td>Vacation Time *</td>
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<tr>
<td>Sick Time *</td>
<td>Sick Time *</td>
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<tr>
<td>Holiday Pay *</td>
<td>Holiday Pay *</td>
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<tr>
<td>Floating Holiday*</td>
<td>Floating Holiday*</td>
</tr>
<tr>
<td>Volunteer/Giving Back Day*</td>
<td>Volunteer/Giving Back Day*</td>
</tr>
<tr>
<td>Extended Leave Bank*</td>
<td>Extended Leave Bank*</td>
</tr>
<tr>
<td>Perks at Work</td>
<td>Perks at Work</td>
</tr>
<tr>
<td>Be Well @ Babson Programs/Healthy You *</td>
<td>Be Well @ Babson Programs/Healthy You *</td>
</tr>
<tr>
<td>Business Travel Accident</td>
<td>Business Travel Accident</td>
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<tr>
<td>Long Term Care Insurance</td>
<td>Long Term Care Insurance</td>
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<tr>
<td>529 Savings Plan</td>
<td>529 Savings Plan</td>
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<tr>
<td>WeCare</td>
<td>WeCare</td>
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<tr>
<td>ID Theft Protection</td>
<td>ID Theft Protection</td>
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<tr>
<td>Pet Insurance</td>
<td>Pet Insurance</td>
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<tr>
<td>Short Term Salary Continuation</td>
<td>Short Term Salary Continuation</td>
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<tr>
<td>Long Term Disability</td>
<td>Long Term Disability</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>Life Insurance</td>
</tr>
<tr>
<td>Tuition Remission +</td>
<td>Tuition Reimbursement +</td>
</tr>
<tr>
<td>Secure Travel</td>
<td>Secure Travel</td>
</tr>
</tbody>
</table>

* See Section 10, Time Away from Work, for more details.

* See Section 11, Work/Life Balance, for more details.

**9.3 BENEFITS OPEN ENROLLMENT**

In the fall of each year, Babson College offers a period of open enrollment to inform you of all benefits options and provide you the opportunity to select your benefits for the following year. The open enrollment period generally begins with our Wellness Expo and remains open for two weeks.

**9.4 BENEFITS REINSTATEMENT AFTER REHIRE**

If you are a benefits eligible employee who is rehired within two (2) years of your termination date, and your length of service with the College exceeds your period of absence, the College will credit prior
service for most benefits. If your rehire date is more than two years from your initial date of termination, the College will provide you the same level of benefits as a newly hired employee.

9.5 BABSON COLLEGE RETIREMENT PLAN

The Babson College Retirement Plan, comprised of a mandatory 403(b) defined contribution plan and optional supplemental plan, helps prepare you financially for retirement. Refer to the annual Benefits Guide for details.
10. TIME AWAY FROM WORK

10.1 PAID TIME OFF

Babson College recognizes that you need time off for rest, relaxation, and other personal matters. Therefore, we offer a generous paid time off philosophy comprised of vacation time, holidays, and time for other personal and life events. All paid time off requests are subject to the approval of your manager. Your manager reserves the right to decline your request(s) based on the needs of the College; however, every effort will be made to accommodate your request(s).

Vacation Time

You accrue vacation time each pay period based on your job classification and completed years of service, as outlined in the table on the next page. Vacation hours must be accrued before taking vacation time. You may go into negative accrual of up to one week based on your regularly scheduled hours. By requesting time that results in a negative accrual, you authorize the College to deduct from your final paycheck any pay for this time in the event you leave the College prior to the time in which you would have accrued it. You will not be able to request time off if the request puts you more than one week into negative accrual based on your regularly scheduled hours. If you have accrued vacation time available at the time you leave employment with the College, it will be paid out to you in your final paycheck.

To request vacation time, choose “Time Off” in Workday to request time off. Your request will route to your manager who will review your request in Workday. Upon approval, you will receive a notification of approval. Please note that vacation requests are subject to manager discretion. Please submit your requests for vacation time to your manager with as much reasonable notice as possible so that any necessary department adjustments during your absence may be planned.

If a paid holiday falls within your vacation period, it will be paid as a holiday and not count against accrued vacation time.

If you are on an approved leave of absence, vacation hours will cease to accrue until your return to work.

All eligible employees may view your accrued vacation balance in Workday.

See the next page for the vacation accrual chart.
### VACATION BENEFITS

<table>
<thead>
<tr>
<th>Job Classification</th>
<th>Completed Length of Service</th>
<th>Vacation Days Accrued per Calendar Year</th>
<th>Vacation Hours Accrued per Pay Period (based on a 35-hour week)</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cabinet</td>
<td>N/A</td>
<td>25 days</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Full-Time Exempt (paid monthly)</td>
<td>Less than 2 years</td>
<td>15 days</td>
<td>8.75</td>
<td>Vacation accrual begins the month following your hire date or move to benefits eligible status.</td>
</tr>
<tr>
<td></td>
<td>2 years*</td>
<td>20 days</td>
<td>11.67</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6 years**</td>
<td>25 days</td>
<td>14.59</td>
<td></td>
</tr>
<tr>
<td>Full-Time Non-Exempt (paid biweekly)</td>
<td>Less than 2 years</td>
<td>10 days</td>
<td>2.70</td>
<td>Vacation accrual begins after working one full pay period following your hire date or move to benefits eligible status.</td>
</tr>
<tr>
<td></td>
<td>2 years*</td>
<td>15 days</td>
<td>4.04</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6 years**</td>
<td>20 days</td>
<td>5.39</td>
<td></td>
</tr>
<tr>
<td>Part-Time Exempt (paid monthly)</td>
<td>Accrue vacation on a pro-rated basis based on your standard hours.</td>
<td></td>
<td>Vacation accrual begins the month following your hire date or move to benefits eligible status.</td>
<td></td>
</tr>
<tr>
<td>Part-Time Non-Exempt (paid biweekly)</td>
<td>Accrue vacation on a pro-rated basis based on your standard hours.</td>
<td></td>
<td>Vacation accrual begins after working one full pay period following your hire date or move to benefits eligible status.</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Vacation time will not accrue during periods of unpaid leave of absence.

* In the first full pay period following the second anniversary of your date of hire.
** In the first full pay period following the sixth anniversary of your date of hire.

### Vacation Carry-Over

We know you work hard, and therefore, we encourage you to use your accrued vacation by December 31 each year. However, balances of one week or less (based on your normal scheduled hours) will automatically carry over into the new calendar year; you do not need to request approval. If due to unusual circumstances you have a balance in excess of one week (based on your normal scheduled hours), you may request to carry over this balance by putting your request in writing, via the Year-End Vacation Form, to your manager. You may request this form each year from our Benefits Office. Your manager and your President’s Cabinet member must signify their approval on this form, then you or your manager must forward the approved form to the Benefits Department by the annual deadline noted on the form. This time must be used in the following calendar year. Please note: Failure to request carry-over of a balance in excess of one week will result in loss of the vacation balance.

President’s Cabinet members are not eligible for vacation carry-over.

You may also donate vacation hours to the Babson Extended Leave Bank via this same form. Donated vacation time cannot be reclaimed; therefore, you are urged to consider your own present and future needs when determining how many hours to donate. (For more information on the Extended Leave Bank, see toward the end of Section 10.1.)

Other state laws may apply.
**Vacation Purchase**

Certain eligible employees (see eligibility below) have the option to purchase an additional week of vacation on a post-tax basis, for an amount equal to 2% of your salary – as long as you are not carrying forward more than one week of accrued vacation into the next calendar year. If you are carrying over more than one week of accrued vacation, you are not eligible for vacation purchase. Eligible employees may elect vacation purchase for the following year by requesting and completing a vacation purchase form during the benefits open enrollment period each fall. You may request this form from the Office of Human Resources. Election of Vacation Purchase will require approval of your manager. Your vacation purchase balance will be reflected in Workday. As with regular vacation, purchased vacation is accrued.

*Eligibility: Full-time employees hired prior to July 1, 2013, are grandfathered into this option and are eligible, provided you are not carrying forward more than one week of vacation.* Employees hired subsequent to this date are not eligible. Please note that the College reserves the right to change this policy at any time.

**Holidays**

Babson College recognizes a number of federal and state holidays each year. This includes special holidays determined by the President each year. Benefits eligible employees are eligible for holiday pay if the holiday falls on a day you are normally scheduled to work. Holidays (according to the College’s annual holiday schedule) are pre-populated in Workday.

Non-exempt employees should enter holiday time via the “Time” worklet (not Time Off). The holiday calendar for the following year is generally published in the fall and distributed to all employees. You may view the current year holiday schedule at any time in Workday (Benefits Links/HR Info).

Holidays are not paid out upon termination.

**Floating Holiday**

Benefits-eligible employees receive one floating holiday per calendar year. In order to be eligible for the floating holiday, your hire date must be on or before August 31. The floating holiday may be taken at any time – with the exception of a notice period* – with advance approval by your manager. It may be used for any reason including religious observances, special cultural holidays, or any personal matter.

To request your floating holiday, choose “Time Off” in Workday and choose Floating Holiday. Your request will route to your manager who will review your request in Workday. Upon approval, you will receive a notification of approval.

The floating holiday does not carry forward into the next year, nor is it paid out upon termination, unless required by other state law.
*If you have resigned from the College but are still employed within your notice period, you may not use your floating holiday.

**Sick Time for Benefits-Eligible Employees**

Babson College places a high emphasis on wellness – not only for you, but for the entire community. Therefore, if you are temporarily sick, we ask that you stay home to focus on healing and return to work when you are able. If you recognize or are advised by your healthcare provider that you have a contagious illness such as the flu, please inform your manager so that necessary precautions may be taken to avoid the spread of your illness. If you are a benefits-eligible employee and have been employed at Babson for **one year or more**, generally, there is no restriction to the number of sick days you may take. If you are **within the first year** of your employment, you are eligible for up to two weeks of sick time (equal to your regularly scheduled work week).

While there are generally no restrictions for those employed one year or more, if your absence begins to impact your department’s ability to operate, Babson College has the right to request documentation related to your illness or injury in order for you to continue to receive compensation and/or, in its sole discretion, suspend your paid sick time benefit. The presence of a doctor’s note does not excuse the absence. See [Section 6.3](#) for our expectations on Attendance and Tardiness.

All eligible employees should record sick time in Workday. To enter your sick time, choose “Time Off” and choose Sick Time. Your request will route to your manager who will review your request in Workday. Upon approval, you will receive a notification of approval.

Sick time may be used only for you as the employee; it may not be used when others are ill (see Family Illness Policy, below). Employees with chronic, long-term, or recurring medical conditions may not be eligible for paid sick time beyond a certain period, but may instead be required to utilize short-term salary continuation, long-term disability, FMLA (Family Medical Leave Act) and/or workers’ compensation benefits. Please contact the Benefits Department for assistance in this area at any time.

Please note that Babson’s Sick Time policy for benefits-eligible employees currently exceeds the requirements for the Massachusetts Earned Sick Leave Law.

**Family Illness Policy**

The Family Illness Leave Policy is designed to assist and support you with balancing work and family matters. Available to benefits-eligible employees who meet the requirements, the Family Illness policy provides you with 100% paid leave of up to one week (equal to your regularly scheduled hours) per calendar year to support and spend time with immediate family members should they become ill. An immediate family member is defined as spouse, domestic partner, child, or parent. Family Illness leave may be taken in daily or hourly increments over the course of the calendar year. In the event you require more than two weeks of time for matters of family illness, FMLA may apply and run concurrently. In accordance with Massachusetts Earned Sick Leave, more time may be available. Please contact the Benefits Office for more information.
All eligible employees should record Family Illness time via “Time Off” in Workday.

Family Illness time does not carry forward into the next year, nor is it paid out upon termination, unless required by other state law.

Click [here](#) to read the full Family Illness Policy.

**Massachusetts Sick and Family Illness Policy for Non-Benefits Eligible Employees**

Through Babson’s Sick and Family Illness Policy, we are pleased to offer all non-benefits eligible, non-student employees the opportunity to accrue sick time in accordance with the Massachusetts Earned Sick Time Law.

If your absence is longer than 24 consecutively scheduled work hours or 3 consecutively scheduled workdays and begins to impact your department’s ability to operate, Babson may ask for documentation of your illness or injury in order for you to receive pay. See [Section 6.3](#) for our expectations on Attendance and Tardiness.

Employees eligible for MA Sick and Family Illness should record sick time via Time Off in Workday.

Click [here](#) to read the full policy which defines eligibility, accrual and usage.

**Parental Leave**

**For All New Parents**

The Parental Leave Policy is designed to assist and support all new parents with balancing work and family matters. It is available to benefits-eligible employees who are a natural parent, spouse, spousal equivalent, adoptive, or foster parent. Parental leave provides you with up to eight weeks of leave (equivalent to your regularly scheduled hours) for activities related to the care and well-being of your newborn, adopted, or foster child. The first two weeks will be paid at 100%. Parental leave must be taken during the first 12 weeks following the birth, adoption, or start of foster care, and may be taken intermittently. If you are a benefits-eligible employee, you may also be entitled to time off under the Family and Medical Leave Act (FMLA).

**For Birth Mothers**

During the Parental Leave period, if you are a benefits-eligible employee and a birth mother, you will be paid an additional six-eight (6-8) weeks of Short Term Salary Continuation at 100% (equal to your regularly scheduled hours), depending on the period of disability and delivery type.

**Support for New Parents**

There are many forms of support for our new parents at Babson: resources such as new parent support, childcare information and referral from our EAP provider (KGA); priority spots at the Wellesley Community Children’s Center; an on-site Mother’s Room for nursing mothers (see below);
our Parent Connection employee resource group; and opportunities to apply for a flexible schedule upon return.

**The Mothers’ Room**

Upon your return from maternity leave, Babson College is pleased to provide a room designed for nursing mothers to express milk for their babies. The Mothers’ Room is a private, comfortable environment, located in Malloy Hall, Room 115 (near the stage of Knight Auditorium). It contains a sofa, chairs, and table with nearby electrical outlets. The room also contains a sink, small refrigerator for short-term storage of expressed milk, and an attached private bathroom.

The Mothers’ Room is available to faculty, staff, and graduate students during normal operating hours of 8:30 a.m. to 4:30 p.m., Monday through Friday. For questions regarding the Mothers’ Room or to reserve the room for your use, please call the Office of Human Resources at x4128.

**Applying for Parental Leave**

You may apply for Parental Leave by completing and submitting an Application for Leave of Absence to the Benefits Manager. The application form may be found in Workday (Benefits Links/HR Info). It may also be accessed by clicking here.

**Additional Information**

Note: A longer leave may be requested under the Family and Medical Leave Act (FMLA). If FMLA applies, the parental leave runs concurrently.

See the full Parental Leave Policy here.

Other state laws may apply.

**Bereavement**

To assist you during this difficult time, Babson College will provide benefits-eligible employees a 100% paid period of absence in the event of the death of a family member for up to five (5) days, depending on your relationship to the deceased and the circumstances, such as necessary travel. For the purpose of bereavement only, family members are defined as parent, guardian, spouse, domestic partner, child, stepchild, sibling, aunt, uncle, niece, nephew, grandparent and grandchild. Family members of your spouse or significant other are also included. You are encouraged to discuss your bereavement needs with your manager; discretion on the number of days is left to your manager, up to the 5-day maximum. All employees should record bereavement time via Time Off in Workday.

For non-family bereavement (per definition above), you may elect to use your floating holiday or vacation time.
Your privacy wishes will be respected, and notification to others or the Babson community is to your discretion.

**Jury and Witness Duty**

Babson College recognizes the importance of your civic duty to appear as a juror or witness in court. If you are summoned to jury duty, you will receive normal compensation for the first three days of juror service. Beyond that, you will receive your normal compensation, less amounts paid to you for service as a juror. If you are subpoenaed to appear in court as a witness, you will receive normal compensation for one day of witness service.

All employees should record your jury or witness duty service via Time Off in Workday (use “jury duty” for both). In order to be paid, please submit copies of court documents (notices to appear and payments) to Payroll. These may be sent via campus mail or email.

**Veteran-Related Activities**

Under Massachusetts law, if you are a veteran and would like to participate in Memorial Day or Veterans’ Day activities, such as parades, exercises or services, you will be entitled to time off to do so. We require that you give reasonable advance notice so that your manager may plan for your absence. If you choose to participate in such activities on Veterans’ Day, you will be entitled to a paid day of leave. A veteran is defined as any person with an honorable discharge who served in any branch of the U.S. military or who served fulltime in the National Guard under certain conditions. Please contact the Benefits Office for more information.

**Workers’ Compensation**

All employees are covered by insurance under the Workers’ Compensation Act. All employees needing medical treatment due to a work related injury will receive a follow up call and a claim number from Babson’s workers’ compensation carrier. Coverage includes necessary medical expenses and provides income benefits for lost time, if the determination is made that the accident or illness is directly related to work.

For the first 5 calendar days, employees are paid by the College for their regularly scheduled hours and normal base salary. Employees absent more than 5 calendar days are then paid by the insurance carrier at 60% of base salary. The College and the insurance carrier may periodically request updated medical evaluation as to the employee’s ability to perform his or her essential functions. Return to work must be authorized by the employee’s physician and/or the Beth Israel Deaconess Occupational Health Center, and with any restrictions noted.

Refer to Section 4.4, [Safety on Campus](#), for more information.
Volunteer/Giving Back Day

Since Babson College supports giving back and helping others, benefits-eligible employees are given the equivalent of one day per calendar year to do volunteer work, either with their department or individually. Volunteer work is defined broadly (e.g., chaperoning a child’s field trip, volunteering in the classroom, or donating time to a charity of the employee’s choice). You do not have to use this day, but it is available should you choose to use it. The Volunteer Day does not carry forward to the next calendar year if you do not use it, nor is it paid out upon termination.

Your Volunteer Day is subject to manager approval. All eligible employees should select “Volunteer Day” in Workday when requesting the time off. You are not required to provide details of your volunteer work; however, if you elect to provide the information in the comment box, Human Resources may include it when reporting on ways our community is giving back.

Extended Leave Bank

Additional time may be available through the Babson Extended Leave Bank for benefits-eligible employees on an approved leave of absence who have experienced an unanticipated emergency and have exhausted all applicable paid time off. Recipients of donated vacation time will be paid at your current rate of pay. Donated vacation time must be used immediately; however, should a balance remain for any reason, donated vacation time will not be paid out at the time of separation. For further information, please contact the Benefits Manager in the Office of Human Resources.

Salary Continuation

See the annual Benefits Guide, here. For further information, contact the Benefits Manager in the Office of Human Resources.

Long-Term Disability

See the annual Benefits Guide, here. For further information, contact the Benefits Manager in the Office of Human Resources.

10.2 UNPAID TIME OFF/LEAVES OF ABSENCE

Babson College recognizes that you may need to be away from work due to circumstances beyond your control, requiring a leave of absence for a medical condition, to care for an immediate family member, to serve military duty, or other personal matters. In these situations, unpaid leave may be granted and must be approved by the Benefits Department. To request unpaid leave for these circumstances, please contact the Benefits Manager in the Office of Human Resources as soon as you are aware of your need. All applicable paid time off must be used prior to an approved, unpaid leave.
Family and Medical Leave Act (FMLA)

Babson College complies with the Family and Medical Leave Act of 1993 (FMLA), as amended by the National Defense Authorization Act (NDAA) of 2008 and 2010. Babson posts the mandatory FMLA Notice, and upon hire, provides new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act.

The Family and Medical Leave Act (FMLA) sets forth both your and Babson College’s rights and responsibilities for eligible employees who require time off for:

- the birth and care of children within the first 12 months of birth, adoption or foster care
- one’s own serious health condition
- caring for an immediate family member with a serious health condition (see full policy for definition of immediate family member)
- caring for an immediate family member who is a member of the uniformed services with a serious injury
- activities that arise when an immediate family member who is a member of the uniformed services is deployed

If you require an FMLA leave due to an anticipated absence of more than two weeks of your regularly scheduled hours, or in some cases intermittently, please speak with your manager and contact the Benefits Manager in the Office of Human Resources as soon as you are aware of your need.

In order to be eligible to take leave under FMLA, an employee must:

- Have worked for Babson College for 12 months. The 12 months of employment are not required to be consecutive in order for the employee to qualify for FMLA leave. In general, only employment within seven years is counted unless the break in service is (1) due to an employee’s fulfillment of military obligations, or (2) governed by a collective bargaining agreement or other written agreement, and;
- Have worked 1,250 hours during the 12 months prior to the start of leave. The 1,250 hours include only those hours actually worked. Vacation time, paid leave and unpaid leave, including sick time and FMLA leave, are not included.

Click here to read the full FMLA policy.

Click here to read about your rights and responsibilities under the Family and Medical Leave Act.

You may apply for FMLA Leave by completing and submitting an Application for Leave of Absence to the Benefits Manager. The application form may be found in Workday (Benefits Links/HR Info). It may also be accessed by clicking here.
**Military Leave**

Babson College’s military leave policy complies with the Federal Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). The policy covers any member of the uniformed services who needs time off to fulfill military service obligations including active duty, training, fitness for duty examinations, and federal honors duty.

Click [here](#) to read the full Military Leave Policy.

Click [here](#) to read a statement of your rights under USERRA: The Uniformed Services Employment and Reemployment Rights Act.

You may apply for Military Leave by completing and submitting an Application for Leave of Absence to the Benefits Manager. The application form may be found in Workday (Benefits Links/HR Info). It may also be accessed by clicking [here](#).

**Domestic Violence Leave**

If you are the victim of domestic violence, sexual assault, kidnapping, or stalking, you are entitled to 15 days of unpaid, job-protected leave per rolling 12-month period under the Massachusetts Act Relative to Domestic Violence. This leave extends to Massachusetts employees who need time off from work due to the abuse of a covered family member, including spouse, child, parent, grandparent, grandchild, or sibling. The leave must be taken for purposes directly related to the abuse, such as seeking legal or medical services, counseling, housing, and victims’ services.

You may apply for Domestic Violence Leave by completing and submitting an Application for Leave of Absence to the Benefits Manager, unless you are in imminent danger. The application form may be found in Workday (Benefits Links/HR Info). It may also be accessed by clicking [here](#).

Please click [here](#) to read more fully about your rights and responsibilities under the Act Relative to Domestic Violence. You may also contact the Benefits Office at x4445 with any questions.

**Small Necessities Leave**

The Massachusetts Small Necessities Leave Policy provides eligible employees with up to 24 hours per year of unpaid time off from work to attend to certain family obligations, as listed below. Benefits eligible employees who work a minimum of 20 hours per week and have at least one year of service are eligible for up to 24 hours per year of unpaid time off.

- Participation in school activities of a son or daughter, such as parent-teacher conference;
- Accompanying a son or daughter to routine health or dental appointments;
- Accompanying an elderly relative (related to the employee by blood or marriage) to routine health or dental appointments;
• Accompanying an elderly relative to an appointment for professional services related to the individual’s care, such as interviewing at a nursing home;
• Your own routine doctor or dentist appointments.

It may be used as necessary, whether your accrued paid time off is exhausted or not, and is designed to supplement the Family and Medical Leave Act policy.

As with all scheduled absences, we ask that you give reasonable notice to your manager when possible. Small Necessities Leave is unpaid time off, therefore, non-exempt employees may simply record your hours worked on your timesheet.

Please note: Babson College requires that you use all available accrued vacation time during Small Necessities Leave. Once all paid time has been exhausted, any remaining time away from work under the Small Necessities Act will be considered unpaid time.

**Routine Doctor and Dentist Appointments**

Routine or non-emergency doctor or dentist appointments should be made outside of working hours whenever possible. If not possible, however, we ask that you make arrangements in advance with your manager.

If you are a non-exempt employee paid on an hourly basis, you have the following options to record your time:

1) Use sick time or accrued vacation time;
2) If you have at least one year of service and work a minimum of 20 hours per week, you may use the Small Necessities Leave, as explained above;
3) You may make arrangements with your manager in advance to make up the time. If you choose this option, you must make up the time within the same week as your appointment, according to Fair Labor Standards Act requirements. Simply record your hours worked on your biweekly timesheet.
11. WORK/LIFE BALANCE

Babson College is committed to your overall wellbeing – both here at work and in your personal life. As such, we offer a number of ways for you to balance the demands of work, home, and family life; be active in your pursuit of health and wellness; and pursue educational and professional development opportunities.

11.1 EMPLOYEE ASSISTANCE PROGRAM (EAP)

Babson’s Employee Assistance Program is a free employee benefit provided through KGA (Kathleen Greer Associates). Employee assistance services are designed to help you or your household members (18 years of age and older) with a host of everyday personal concerns or life issues you may face, at home or at work. The confidential service provides professional face-to-face counseling and referral networks. EAP counselors also provide assessment services and short-term counseling via telephone on items such as legal matters, financial matters, child and elder care resources, nutrition counseling, work life resources, career assessment and assistance, parenting resources, and stress reduction. The EAP is also a good resource for managers.

As a Babson employee, you have access to KGA 24 hours per day, 7 days per week, via telephone or via the website. To access the EAP services:

Telephone: 800-648-9557
Website: www.kgreer.com
Website User name: Babson
Website Password: 9557

11.2 FLEXIBLE WORK ARRANGEMENTS

Babson College is committed to a culture that enables you to realize your full potential in an environment that values productivity and results, and where you have the flexibility and control to get the job done and balance commitments. These arrangements should be viewed as an alternative way of getting your work done and delivering services. Flexible work schedules are options to be considered, not entitlements; ongoing and mutual flexibility is needed to make them work.

You may request a flexible work arrangement via your manager. To assist employees and managers in considering flexible work arrangement requests, please see the Flexible Work Arrangements Toolkit. This toolkit is designed to be a reference guide for you and your manager as you:

• work through requests for flexible work arrangements;
• have conversations regarding flexible work arrangements;
• manage flexible work arrangements on an ongoing basis.

Please be aware that each role and department is unique, and what may work for one role or department may not work for another. We encourage you to use this toolkit as it applies to each
individual situation. By offering flexibility, we focus on how, when, and where the work gets done in ways that work for everyone – you, your department, your constituents, your colleagues, and the Babson community as a whole.

Though not required, employees and managers may find it useful to use our Flexible Work Arrangement Proposal Form. This will assist you in thinking through the various aspects of a Flexible Work Arrangement. Whether you use this form or not, you and your manager should document your flexible work arrangement. Since a flexible work arrangement is between you and your manager, HR does not need to be aware of it unless your arrangement has an impact on your pay (such as reduced work hours). If your flexible work arrangement will have an impact on your pay, please notify the Office of Human Resources.

Click here to see the Flexible Work Arrangements Toolkit.

Click here to access the Flexible Work Arrangement Proposal Form.

11.3 BE WELL @ BABSON/HEALTHY YOU

Recognizing that employees are our greatest asset, Babson strives to create a holistic wellness environment, comprised of opportunities to educate, promote, and empower you to live a healthier lifestyle. Through the introduction and integration of wellness-based initiatives, our goal is to establish a culture of health that benefits both you and the College.

The Be Well @ Babson program offers you a wide array of programs to choose from: exercise options such as masters swim, Zumba, yoga, tai chi, boot camp, weight training, walking challenges; nutritional programs and workshops on healthy eating, weight loss, avoiding disease, food strategies for the holidays; wellness workshops on meditation, sleeping well; and financial wellness workshops such as budgeting, knowing your credit score, first-time home buying, and planning for retirement.

We offer a full complement of programs in the spring and fall each year, with additional programs throughout the year. Keep an eye on The Buzz and your email inbox for announcements.

Click here for more information on Be Well @ Babson.

11.4 TUITION REMISSION/TUITION REIMBURSEMENT

To support your professional growth and encourage continuous learning, Babson offers generous education benefits both here at Babson and at off-campus locations.

Tuition Remission

Full-time, benefits eligible employees, their spouses, and dependents may be eligible for tuition remission benefits for courses taken in Babson’s undergraduate and graduate programs.

To read the full Tuition Remission Benefit Policy, click here.
**Tuition Reimbursement**

Babson may provide up to $5,250 per calendar year of tax exempt financial support for full-time, non-temporary, benefits-eligible employees pursuing degree programs or specific course work at other appropriate institutions.

To read the full Tuition Reimbursement Policy, click [here](#).
12. PAYROLL

It is the goal of the Payroll Department to generate accurate and timely payroll. Please be sure to familiarize yourself with payroll requirements and the role you play in accomplishing this goal. Questions regarding payroll may be directed to payroll@babson.edu, or you may call the Payroll Department at x6100.

Workday is our enterprise cloud application for human resources and payroll management. Workday offers a sustainable way to submit and approve timesheets and time off requests, as well as review your payroll information online. This system empowers employees and managers to update and utilize data with a simple, easy-to-use interface.

You may access Workday by the following methods.

- Click on this icon at the top of the Babson portal:

- Click on the link located in the HR portlet:

- Click here: https://www.myworkday.com/babson/d/home.html

- As of March 10, 2018, all Babson employees will have access to use the Workday app from any mobile device. See Section 12.1 below, “Time Reporting,” for more information on entering time in the Workday mobile app.
We encourage you to become familiar with Workday by watching the online tutorials available to you upon login. Choose “Learn How to Use Workday,” and you will have access to a number of short training videos. See screenshot below.

12.1 TIME REPORTING

Non-Exempt Time Reporting

If you are a non-exempt hourly employee, you are required to record your hours worked on a weekly basis via “Time” in Workday. In accordance with the Fair Labor Standards Act, you must report all time worked and all meal breaks. At the conclusion of each work week, please submit your hours worked in Workday. Your time will route to your manager who will approve your submitted hours. Please note: at the conclusion of the two-week work period, payroll will close at 12:00 noon the following Monday. Therefore, in order to be paid in a timely manner, please ensure you submit your time worked at the conclusion of the prior week to ensure your manager has time to approve your hours prior to the noon close the following Monday. If a College recognized holiday falls on a Monday when approved time is due, time must be submitted and approved the Friday before the holiday.

When entering hours worked using the Workday mobile app, your start and end time must be when you are physically on campus and ready to perform your assigned tasks. Entering a start or end time or “clocking in” or “clocking out” from off campus is prohibited, unless approved by your manager in advance because your work is being performed off campus.
Non-exempt employees must also report all time off using “Time Off” in Workday. Use this worklet to report the following time off: vacation, sick day, floating holiday, family illness, bereavement, and jury duty.

Please note that holidays (according to the College’s annual holiday schedule) must be entered via the “Time” worklet (not Time Off).

Other state laws may apply.

Exempt Time Reporting

If you are an exempt employee, you are required to report only your time off in Workday. Use the “Time Off” worklet to report the following time off: vacation, sick day, floating holiday, family illness, bereavement, and jury duty.

For exempt employees, holidays (according to the College’s annual holiday schedule) are built in to Workday.

Union Time Reporting

Staff represented by a Collective Bargaining Agreement, and therefore are union personnel, have full access to the Workday application through a handheld device. In order to accurately report your time, the College has set forth a Union Workday Time & Attendance Policy which details the requirements for checking in and checking out and managing your time within Workday.

To read the full Union Workday Time & Attendance Policy, click here.

Time Reporting for Weather-Related & Other Emergency School Closings

In accordance with the College’s definition of “essential, emergency or critical response personnel” in Section 4.7, your manager will determine if your role is considered essential. You should seek clarification from your manager if you are unsure of your status.

- Non-union, non-exempt, non-essential employees should report your time in Workday as “school closing.”
- Non-union, non-exempt employees, designated as essential personnel (as defined by the guidelines in Section 4.7) during any particular school closing event, who are required to work during the event, should report your time in Workday as “school closing.” You will be paid for school closing as well as any hours worked.
- Union employees should report your time in accordance with the Workday Time & Attendance Policy explained above.
- In all cases, the combination of hours worked and school closing should not exceed the amount of your regularly scheduled hours.
12.2 OVERTIME

In accordance with the Fair Labor Standards Act, non-exempt employees are eligible to receive overtime pay at a rate of one and one-half times your regular pay for time worked in excess of 40 hours per work week. Other state laws may apply.

Advance approval from your supervisor is required before you may work overtime. At your request, and with your supervisor’s approval, you may take equal time off instead of receiving overtime pay. However, in accordance with the Fair Labor Standards Act, the time off must be taken in the same work week.

Babson College does not allow accrual of compensatory time by exempt or non-exempt employees.

12.3 HOLIDAY PAY POLICY

A recognized “holiday” is defined as all holidays observed by the College (those listed on the Holiday Schedule published annually). “Holiday pay” is defined as pay equal to the number of your regularly scheduled work hours on the given holiday.

All full-time and part-time, benefits-eligible employees receive holiday pay unless otherwise noted (excluding temporary and seasonal employees who do not meet benefits-eligible hours, as defined in Section 5.4, Employment Categories). If your normal schedule and regular work hours fall on a holiday, you will receive holiday pay for your regularly scheduled work hours. If a holiday falls on a day you are not scheduled to work, you are not paid for the holiday.

If you are a non-exempt employee under the Fair Labor Standards Act (FLSA), and are required to work on a holiday, you will receive pay for the holiday. In addition to the holiday pay, you will be paid for every hour you work on the holiday. If you work more than 40 hours a week, you will receive overtime pay (time and a half) for every hour worked over 40.

If you are an exempt employee under the Fair Labor Standards Act, and are required to work on a holiday, you will receive holiday pay. In addition, compensatory time off equivalent to the number of holiday hours you worked may be granted at the discretion of your supervisor. As stated above, compensatory time may not be accrued. Other state laws may apply.

Holiday Pay during Paid Leave

If a holiday falls on a regular workday during a vacation, paid sick leave period, or any other paid leave period, the day is paid as a holiday, and is not counted against your paid leave balances.

Please note: If a holiday falls within an unpaid, authorized leave of absence period, you are not eligible for holiday pay.
13. COMPLAINT PROCEDURE

Babson College is committed to providing you a method of filing a complaint, informal or formal, aimed at resolving problems arising from possible violations of: federal or state statutes; written policy, procedure, or practice of the College; any act or pattern of discrimination or harassment with regard to any legally protected status; or any type of behavior or action that results in an intimidating or hostile work environment.

Any act or pattern with regard to gender-based discrimination or harassment—including sex, sexual orientation, gender, gender identity, or gender expression—should be reported in accordance with the procedures described in the College’s Gender-Based Misconduct Policy for Babson Faculty, Staff and Affiliated Persons. Any act or pattern of discrimination or harassment with regard to race, color, religious creed, pregnancy, national origin, ancestry, age, genetics, physical or mental handicap, veteran status, military obligations or other protected status should be reported in accordance with this complaint procedure.

In general, you should try to resolve problems informally first, by discussing the problem with your manager. If your manager is unavailable, or if you believe it would be inappropriate to discuss the matter with your manager, you may present the problem to the next level of management in your department or to a representative from the Office of Human Resources.

If you are not satisfied with the results of this informal complaint process, you can utilize a more formal complaint process, following the steps described below. For specific information relating to the formal complaint process, please contact the Office of Human Resources. You may not be harassed, intimidated or disciplined in any way for filing an informal or formal complaint.

Please note that managers who receive a complaint, verbally or in writing, from an employee, vendor, or other visitor, or are otherwise aware of inappropriate actions or behavior, are expected to notify the Office of Human Resources as soon as possible.

This procedure does not apply to: grievances covered by a union contract or to appeals concerning actions of the faculty Appointments Decision Making Body (ADMB), unless the appealer claims a violation of federal or state laws against discrimination; appeals concerning actions of the College Judicial Board or administrative hearings, unless the appeal claims a violation of federal or state laws against discrimination; matters concerning student grades, unless the appeal claims a violation of federal or state laws against discrimination; or to allegations of gender-based misconduct. (Allegations of sexual harassment or any other form of gender-based misconduct are reviewed under the College’s Gender-Based Misconduct Policies, Section 2 of these Employment Guidelines).

Step One

Submit the complaint in writing to your immediate supervisor within ten (10) working days of the event giving rise to the complaint. If the complaint involves your immediate supervisor, you may submit the complaint to your department’s next level of management. If the complaint cannot be heard at the
manager level, it will automatically begin at Step Two. The complaint must set out the facts upon which the complaint is based, the guidelines or procedure(s) involved or violated, the date(s) of the incident giving rise to the complaint, and the remedy sought. Please provide a copy of the complaint to the Office of Human Resources. Your supervisor will meet with you and give you a decision in writing stating the reason for the decision, generally within five (5) working days after receipt of your complaint. Your supervisor will send a copy of the Step One decision to Human Resources. If you are not satisfied with the decision, you may appeal to Step Two by notifying the Vice President of Human Resources in writing within five (5) working days after receipt of the decision.

**Step Two**

If circumstances warrant beginning at Step Two (as described above), or if you are not satisfied with the resolution at Step One, you may submit a written complaint/appeal to the Vice President of Human Resources. The Vice President of Human Resources will promptly submit the written complaint/appeal, the decision in Step One if appropriate, and the appeal to the appropriate department Vice President and will arrange for a meeting between you and the appropriate Vice President, generally to be held within five (5) working days after receipt of the complaint/appeal. The appropriate Vice President will give you a decision in writing stating the reasons for the decision, generally within five (5) working days after such meeting. The appropriate Vice President will send a copy of the decision to the Vice President of Human Resources. The decision of the Vice President, Human Resources will be final and binding on all parties.

**Timeliness of Complaints/Appeals and Withdrawal of Appeal**

If you are considering a complaint or appeal, you should not delay initiating the process, since there is a time limit to filing both. If you withdraw your complaint or do not bring your complaint or appeal to the next step of the procedure within the specified time limit, your complaint or appeal will be deemed settled on the basis of the last decision given to you and will not be subject to further consideration.
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