

AIDS/HIV

Staff members who handle blood and body fluids in the course of their workday should follow safety guidelines established for their department. Other staff members concerned about exposure to AIDS on the job should consult their supervisor and, if necessary, the director of the Student Health Service.

No current or prospective staff member is required to be screened for or to respond to questions about the existence of AIDS or a positive HIV antibody test. Should a staff member learn that they have AIDS or a positive HIV antibody test, and such information is relevant to the performance of the staff member's duties, he/she should inform the director of the Student Health Service so that the University can provide proper medical care and education. This, like all other medical information, will be handled in a strictly confidential manner.

If it becomes known that a member of the Bucknell faculty, staff or student body has contracted AIDS, the University will respond on a case-by-case basis, under the direction of the director of the Student Health Service. Legal obligations, the civil rights of people with HIV/AIDS and others and the maintenance of the health and safety of all Bucknell community members will be considered if such a circumstance arises.

For more information on the University's position regarding AIDS, please consult the AIDS Policy, available from the Office of Personnel Services or the Student Health Service.

ANIMALS ON CAMPUS AND IN BUILDINGS

With the exception of Seeing Eye and Hearing dogs and animals specifically approved for the educational purposes of the University, the presence of animals in buildings is prohibited, except in University rental housing. Dogs and other animals are permitted on campus roads, walks, and grounds, as they are in the local community, when they are on a leash and controlled by the owner. It is the owner's responsibility to clean up after the animal. The complete Revised Policy on Animals on Campus and in Buildings is available from the Office of Personnel Services (or at www.departments.bucknell.edu/personnel).

APPROPRIATE COMPUTER USAGE POLICY

Bucknell University provides a wide variety of computing and networking facilities in order to promote and support academic pursuits. Information Services and Resources (ISR) establishes,

maintains, and supports campus computing and networking resources and services.

The purpose of the policy is to promote the use of Bucknell's computing resources in an efficient, ethical and lawful manner. Most of the guidelines follow the general rules of common sense and common courtesy. It provides an overview of uses of University computing resources without exhaustively enumerating all such uses and misuses. By using the University computing facilities, resources and accounts, users agree to abide by the Appropriate Usage Policy.

ISR shall have the authority to examine files, passwords, and account information on central servers to protect the security of University computing resources and its users. Violations of these regulations may result in sanctions. Reports of problems of violations can be made through Public Safety and/or ISR. More information about the policy is available through ISR or at www.isr.bucknell.edu.

BIAS-RELATED HARASSMENT AND VIOLENCE

As a community that values and respects human diversity, Bucknell stands for openness and freedom of inquiry. At the same time, a climate of mutual respect, civility and common courtesy is a necessary part of any community that seeks to promote intellectual and personal growth. Bucknell strongly condemns bias-related harassment and acts of violence.

Some bias-related harassment and acts of violence are illegal, while others are not. However, the University will respond to all behaviors that create a hostile atmosphere. The community intends to protect all its members, in all their varieties of customs, religions, racial and ethnic identities and sexual orientations, and to defend the right of every person to a harassment-free atmosphere in which to learn and work.

For more information about bias-related harassment and violence, consult the Bucknell Guide About Bias-Related Harassment and Violence available from Personnel Services or at www.departments.bucknell.edu/dean_students/Bias-RelatedHarassment.shtm.

BLOODBORNE PATHOGENS

The Occupational Safety and Health Administration (OSHA) has issued standards governing occupational exposure to bloodborne pathogens. Staff members who could be reasonably anticipated to come into contact with potentially infectious materials during the performance of their duties are included in the University's exposure control program. The Safety Manager, acting as the institution's Exposure Control Officer, is responsible for overall management and support of the compliance program. Information about the program is available from the Safety Manager or at

www.departments.bucknell.edu/public_safety/bloodborne.shtm.

University staff members are not required to administer hands-on care to injured persons on campus or respond to medical emergencies unless they have been specifically trained to do so. To limit exposure to another person's bodily fluids in an emergency, contact Public Safety for assistance immediately at extension 71111, anytime, day or night. Contact Public Safety immediately to determine whether or not a particular situation or medical emergency requires specialized response or special cleaning procedures beyond the training and instructions staff members have received.

Public safety officers are trained to assess such situations and process them or to advise staff members accordingly.

CHILDREN AT THE WORKPLACE

The presence of children in the workplace on a regular basis can cause difficulty and awkwardness for co-workers and other members of the campus community. While an emergency may arise when a parent would have to bring a child to work for a limited period of time, the University does not expect this to occur on a regular basis, especially given the concern for possible injuries and accidents for the children and possible disruption at the worksite.

COPYRIGHT AND INTELLECTUAL PROPERTY

There are many circumstances in which it is perfectly appropriate to copy, but as we exercise our rights to fair use as individual members of the public, or as educators using materials in the classroom, we need to be sure that we are not violating the rights of authors and/or distributors or the privacy rights of individuals.

Members of the Bucknell community are prohibited from utilizing copyrighted works unless the action is authorized by (a) specific exemptions in the copyright law, (b) the fair-use guidelines including those specifically granted to educators in classroom settings, or (c) licenses or written permission from the copyright owner.

Staff members are reminded that it is unlawful for anyone (e.g., clerical staff and student assistants) to copy material for which necessary written permission to copy has not been obtained or which does not fall under fair use. Both the individual requesting such services and the individual performing them may be liable for copyright infringement.

Members of the Bucknell community who willfully disregard the institution's Copyright Policy do so at their own risk and assume all liability, including the possibility of disciplinary action for

copyright infringements. Violations will be referred to the appropriate academic dean or vice president.

The University also owns the rights to all inventions, developments, discoveries, or written works created by staff members who create them as part of their job responsibilities or through the substantial use of University equipment, services or resources. This includes matters that may be patentable, or considered works for hire, under the copyright laws. For a copy of the University's intellectual property policy (including whether and when royalties for licensing of inventions created by staff members are shared by staff members), contact the Office of the Provost/Vice President for Academic Affairs.

DRUG-FREE WORKPLACE/ CAMPUS COMMUNITY/ALCOHOL POLICY

Bucknell University recognizes substance abuse in the workplace and campus community as a danger to personal health and safety. In addition, the unlawful use of controlled substances by staff members in the workplace is inconsistent with the University's educational mission. As such, it is the policy of Bucknell University that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances in the workplace is prohibited.

In an effort to promote a drug-free workplace and campus community, the University urges its staff members who experience drug-related problems to seek assistance through the drug and alcohol program coordinator, or through the Employee Assistance Program (EAP), www.esinc.com. Referrals can be made for either in-house assessment, professional outpatient counseling or for admission to residential treatment centers located close to or several hours away from the local area. The University supports the use of sick or personal leave for treatment purposes; such leaves are given the same consideration and confidentiality as other medical problems.

Staff members suspected of being under the influence of alcohol while on duty will be asked to submit to testing. For more information, consult the "Procedures to Follow if Staff Members are Suspected of being Under the Influence of Alcohol" available from the Office of Personnel Services (or at www.departments.bucknell.edu/personnel).

The drug and alcohol program coordinator, located in the Student Health Service Office, can also provide information about treatment and support group services for staff members who seek help regarding the substance abuse of a family member.

Staff members who are experiencing performance problems in the workplace may be required to undergo treatment for substance abuse, or be subject to disciplinary action up to and including dismissal. Those individuals who do undergo treatment for substance abuse will be expected to follow the prescribed aftercare program. Those convicted of violating a criminal drug statute while at the workplace will face dismissal from University service. For more information, consult the University's Drug-Free Workplace Policy and the guide Bucknell Working toward a Drug-Free

University Community available from the Office of Personnel Services (or at www.departments.bucknell.edu/personnel).

Guidelines for the Recruitment, Selection, and Appointment of Faculty and Administrative/ Professional Staff

See www.departments.bucknell.edu/vp_academic_affairs/AAGuidelines.shtml

SMOKING

Bucknell University seeks to promote health, safety and concern for members of the faculty and staff in the workplace. In an effort to provide a smoke-free environment for its students, faculty, staff and visitors, the University adopted a Clean Indoor Air Policy that prohibits smoking in all University buildings.

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers. All faculty, staff and students share in the responsibility of adhering to and enforcing the policy. Any problems should be brought to the attention of the appropriate supervisor.

SNOW/SEVERE WEATHER CANCELLATIONS

When a severe storm occurs at night or in the early morning hours, and it becomes necessary to delay classes and the opening of offices or services, an announcement to that effect will be made as early as possible over the following local radio and television stations:

WKOK/WQKX, 1070 AM/107.3 FM; 94.1 FM

WMLP/WVLY, 1380 AM/100.9 FM

WRAK/WKSB, 1400 AM/102.7 FM

WHLM/WYGL/WWBE/WLGL, 106.5 FM/1240 AM/92.3FM/98.3 FM/100.5FM

WILQ/WZXR/WBZD, 106.5 FM/105.1 FM/103.7 FM/93.3 FM

WNEP (Channel 16), WBRE (Channel 28) and WYOU (Channel 22)

Occasionally, when conditions warrant, the University may also have an early closing. Early closings are communicated through a voice mail distribution to all faculty and administrative offices and through electronic mail.

When the majority of students are in residence, delayed openings and early closings occur for only the most severe conditions, and Bucknell's decisions may be necessarily different from those made by local school districts or local industries.

Snow Day/Emergency Closing

When the majority of students are in residence, snow day or emergency closings (or other severe weather closings) for an entire day will only occur when travel to the campus is extremely difficult. When this occurs, an announcement will be made over the same radio and TV stations noted above.

When the majority of students are in residence, it is the policy of the University to remain open. Snow day closings (or other weather-related closings) will not occur on a regular basis regardless of what is done by local school districts and local industries.

Scheduled Classes

When snow or other weather-related conditions warrant delaying the opening of the University, closing the University early or closing the University for the entire day when classes are in session, classes and laboratories scheduled during the closed hours will not be held at that time. Faculty will have the option of making up canceled classes and laboratories as is necessary and feasible. Such make-up sessions may be scheduled during evening or weekend hours, in consultation with the Office of the Dean of the College.

Essential Services

Several departments on campus provide essential services when a majority of the students are in residence regardless of weather conditions. These departments are expected to provide campus services during delays, early dismissals or snow day closings.

These departments are Dining Services, Facilities, Public Safety, Residential Life, Student Health Service, Information Services and Resources and the Switchboard. Within each of these departments, several positions have been designated as essential. Staff members in such positions are expected to stay on the job during snow or other emergencies; the University will provide food and sleeping quarters if necessary. Staff in essential positions are also expected to get to the campus to assume job responsibilities unless doing so places them or their families in an unreasonably dangerous situation. The Finance Office and Information Services and Resources staff may also be designated as essential when support is required for payroll processing, scheduled events such as Registration or other time-critical needs.

Other Related Information

When the University is open, all staff members whose positions have not been designated as essential are expected to maintain normal schedules or resume a normal schedule by reporting to work as soon as it is possible to do so. The University will not compensate employees for hours not worked. However, individuals in non-essential positions are not required to report to work, or remain at work, if they believe their safety is threatened by weather conditions. Hours missed on such occasions may be charged against "the "floating holiday" or made up during the pay period. If a staff member chooses not to work a half or whole day, a vacation day or the "floating holiday" can be used in

half-day or full-day increments. These options are available at the discretion of the supervisor and may vary by department.

(For example, in some departments the "floating holiday" can only be used as a full day and, therefore, could not be used for a few hours off because of a snow emergency.)

When a snow day closing is declared, those individuals (in both essential and non-essential positions) who report to work will be entitled to take equivalent time off at some later date with approval of the supervisor. Such equivalent time off must be taken at the straight time rate, however, and overtime will not be credited for normal hours worked during the snow day. Vacation time or sick time will not be adjusted because a snow day was declared if an individual is on vacation or off due to illness.

Information about snow/severe weather cancellations can be found at the Office of Personnel Services' web site, www.departments.bucknell.edu/personnel/severe_weather.shtm.

SOLICITATION

No solicitation by a staff member of another staff member may occur during that staff member's working time or while the other person is working. Solicitation, therefore, may take place only during meal periods, scheduled breaks and before and after work times, and in non-public areas.

Distribution of advertising material, handbills or other literature in working areas of the University is not permitted at any time.

TRAVEL ADVANCE AND EXPENSE REIMBURSEMENT POLICY

DATE: September 1, 2003

The following is a restatement of the Travel Advance and Expense Reimbursement Policy that was originally issued February 1969, and revised on several occasions.

Administrative Procedures

To obtain a travel advance, complete the top half of the Travel Advance Request form (attachment). The staff member must obtain the approval of the department or program head to whose budget the expense will be charged. The completed form should be submitted to the Cashier in Marts Hall to obtain the advance in a check or cash. If large amounts of cash or specific denominations of currency are required, two days advance notice should be given to the Cashier so that the request can be handled.

Immediately following the completion of travel, an itemized Travel Expense Report (attachment), including the original receipts for all expenses must be completed by the staff member. Please use the daily log on the reverse side of

the report to document all travel expenses.

Faculty and administrative staff must obtain the approval of the department or program head responsible for the budget where the expense will be charged. Travel Advances and Expense Reports submitted by a budget supervisor should be forwarded to the academic dean of the appropriate college or to the administrator to whom the individual reports. Forms submitted by the vice presidents will be reviewed by the President. Forms submitted by the President will be reviewed by the Vice President for Finance and Administration and will be collected for periodic review by the Audit Committee of the Board.

The approved Travel Expense Report should be promptly forwarded to the Office of Finance in order to clear the Travel Advance from the Cashier's Office. Any Travel Expense Report not submitted to the Office of Finance within two weeks of the completion of the travel will be delinquent, and the advance may be considered personal and deducted from future salary payments.

TRAVEL GUIDELINES

The University recognizes that geographic area and the nature of University business influence the cost of travel. **It is expected that staff members will produce the original receipts for all expenses** and be prepared to justify any costs that appear unusual. In keeping with University policy, receipts must be provided for any individual expense of \$25 or more. *Faculty should review the current guidelines for 'Travel Funds for Faculty' from the V. P. for Academic Affairs and the Academic Deans.* The following guidelines are flexible, but assume prudent and reasonable use of resources.

Air Travel	Tourist, coach or economy class. Plan ahead to take advantage of "super saver" rates when possible.
Privately Owned Automobile	Reimbursement at a "per mile" rate determined annually by the University. Reimbursement for parking and tolls. No reimbursement for gasoline, oil or other car expenses.
University Car	Charged at a "per mile" rate determined annually by the University. Reimbursement for parking and tolls. Reimbursement for gasoline, oil or other car expenses.
Lodging	Moderately priced hotel for the geographic area. Ask for an educational discount if available.
Meals	Moderately priced restaurants. Please obtain receipts and itemize expenses per meal.
Spouse and Family Expenses	All such expenses, other than automobile charges, should be paid by the individual, including any difference in cost between the rate for a double and a single room.
Other Personal Expenses	The individual is expected to pay for personal expenses such as laundry or valet service (except on extended trips), entertainment, personal telephone calls, taxi charges for personal travel, etc.
Bar Charges, Room Service, etc.	Are to be paid by the individual, and are not to be charged to the University.
Tips	The University guideline on this is 15% for routine service in connection with those charges for which tipping is customary.

WORKPLACE VIOLENCE, STALKING, HARASSMENT

Bucknell University is committed to taking all reasonable steps to provide faculty, staff and students with an environment that is as safe and free from threats, intimidation and violence as possible. The University recognizes that violence can manifest itself on a University campus in many ways. To promote an environment that supports the mission of the University and encourages learning and productive employment, the Public Safety Department has developed policies and response procedures to address workplace violence, stalking and harassment. These policies and procedures apply to all faculty, staff, students and visitors to the University and encompass any and all acts of violence, intimidation and inappropriate aggression.

The University will not tolerate any acts of violence, intimidation, threatening behavior, stalking or harassment. Public Safety will respond immediately to any such activity, remove the danger or dangerous person(s) from campus immediately, notify local law enforcement, if appropriate, and conduct an investigation, the results of which include, but are not limited to, banning from University property, termination of a business relationship, suspension or termination of employment, student disciplinary proceeding and/or criminal prosecution.

All Bucknell University staff members are encouraged to notify their supervisor, one of the contact resources listed herein or the Department of Public Safety of any threats that they have witnessed, received or have been told that another person has witnessed or received. Even without an actual threat, staff should report any behavior they have witnessed which they regard as threatening or violent when that behavior is work-related or is connected to the University. Students are also encouraged to report any such activity to the Dean of Students. Individuals who apply for or obtain a protective or restraining order which may list University locations as being protected areas are encouraged to provide their supervisor or Public Safety a copy of any temporary protective or restraining order which is granted and a copy of any protective or restraining order which is made permanent.

Public Safety understands the personal nature associated with some problems that may occur on campus. It will investigate all complaints in a sensitive manner to protect the rights of the victim and the accused. All investigations and sensitive information will be treated as confidentially as appropriate under the circumstances. All supervisors on campus should also report workplace violence, stalking, or harassment problems or activities that come to their attention. Refer to the contact information below. Copies of Public Safety's policies and response procedures for handling such problems are available on the Public Safety web page (www.departments.bucknell.edu/public_safety/workplace.shtm) and, in writing, upon request.

Resources for confidentially reporting such activities include, but are not limited to:
Public Safety (7-3333) Women's Resource Center (7-1375)
the Office of Personnel Services(7-1631) Dean of Students Office (7-1601)
Psychological Services (7-1604) Student Health Services (7-1401)

Employee Assistance Program (1-800-252-4555) Supervisor or Department Head