

ELYON COLLEGE

**EMPLOYEE
HANDBOOK**

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Introduction

This handbook is designed for the employees of Elyon College as a guide to the policies and procedures of Elyon College. It is provided for informational purposes only and is not to be construed as an employment contract.

New policies and procedures or modifications made to current ones can only be made by college officers. Notifications of changes will be distributed to all staff and are to be appended to this handbook until the next official printing.

Message From The President

Elyon College affirms the belief that every human being has the potential to reach enormous heights. Dreams and aspirations can be fulfilled when personal commitment is combined with dedicated support from family, friends and mentor. Elyon College is committed to enable personal hopes and educational goals to be achieved in an atmosphere of trust and support.

The core success of the students' college experience is determined by its faculty, and as such, we encourage our faculty to become part and parcel of the total Elyon community in helping to achieve their goals and objectives.

I look forward to working with you for the benefit of Elyon College.

Sincerely,

*Rabbi Chaim A. Waldman
President*

Mission And Philosophy

Elyon firmly believes that every individual was created by G-d to contribute to this world in a meaningful fashion through the maximum utilization of his/her particular abilities and talents. Therefore, our College has been designed to foster within each student a sense of self-esteem and a desire to make a positive change in society at large. We challenge our students to achieve their utmost and inculcate them with the knowledge and skills that fully actualize their potential, developing their respect for productivity and love for lifelong learning.

At our College, we believe that, in order to achieve utmost self-actualization and self-sufficiency, an individual must have the training that will lead to meaningful and constructive employment. We teach students the skills necessary to utilize their talents and become gainfully employed and successful in their ongoing educational endeavors, higher education or academic pursuits. Students are encouraged to develop a sense of social responsibility and become active participants in our global community, thereby making a positive difference in society.

The mission of Elyon College is twofold: to prepare individuals for service as Jewish community workers and leaders, as well as to prepare individuals for careers in the field of business. This is accomplished in an atmosphere that promotes self-development and a commitment to contributing selflessly to others. Consistent with its stated mission, Elyon College supports the following goals and objectives:

- To provide educational opportunities through a concentrated and structured program of study that prepares students for community leadership
- To provide educational opportunities that enable students to acquire the required skills and knowledge that will allow them to gain entry-level employment in the fields of Accounting and Technology
- To encourage caring, commitment, service, professionalism and ethical practices
- To develop and offer curricula that provide an integral sequence of courses leading to the acquisition of coherent, reliable, and current knowledge
- To incorporate learning experiences that foster the ability to think critically, to work cooperatively, and utilize effective communication skills
- To maintain on-going contact with the community through organizations and agencies
- To monitor programs on a continuous basis to assess their outcomes
- To provide the foundations that will enable Elyon College graduates to pursue education at four-year institutions and instill a strong commitment to lifelong learning
- To offer students close personal attention and advisement to ensure individual success
- To provide graduates with assistance with job placement, and opportunities for continued education
- To provide appropriate student services, including financial aid, academic advising, career placement, and other relevant support
- To foster the development of a highly qualified faculty that has a strong educational background and significant practical experience
- To support the academic achievement of all students and to allow students who choose and qualify to accelerate through the applied Baccalaureate Degree, Associate Degree and Certificate programs
- To facilitate the academic programs with appropriate facilities, up-to-date equipment and timely access to learning resources.

In a supportive and caring learning environment, Elyon students will learn to be proud of their capabilities, responsible citizens, and ready, willing and able to become meaningful contributors to their communities.

Administrative Structure

PRESIDENT/CEO

The administration of the College is the responsibility of the President and his staff. The President is the chief academic and administrative officer and serves as the liaison between the faculty, administrative staff, the students, and the Board of Trustees. The President directly supervises the activities of all other administrators and is also responsible for finance. The President reports to the Board of Trustees.

DEAN FOR ACADEMIC AND STUDENT AFFAIRS

The Dean of Academic and Student Affairs (Dean) supervises the core learning experience at the college and the development of curricula. The Dean organizes the collection of pertinent college data. The Dean also assists in developing responses to inquiries, reviews, evaluations and reports relating to academic affairs and supervises the Department Chairs, including academic, career and personal counseling, and extracurricular activities. The Dean reports to the President.

The Dean is also the chief student personnel officer at the college. The Dean supervises the organization and delivery of student services, including academic, career and personal counseling, and extracurricular activities. The Dean supervises admissions, advisement, and counseling. The Dean reports to the President.

ASSOCIATE DEAN FOR ACADEMIC AND STUDENT AFFAIRS

The Associate Dean for Academic and Student Affairs collaborates with and assists the Dean with his/her functions. The Associate Dean is also responsible, along with the Assistant Dean for Administrative Operations, for creating, maintaining and periodically auditing faculty and administration files and may from time to time perform additional duties as requested and may assume the duties of the Dean in the event of the Den's absence. The Associate Dean reports to the Dean.

DIRECTOR OF ADMINISTRATION

The Director of Administration oversees the inflow of applications from prospective students. The Director maintains student records, assists in the admissions process and decisions, determines who is eligible for graduation, and provides official transcripts. The Director is responsible for payroll submission, purchasing, invoice reconciliation, accounts payable and receivable and general maintenance and correspondence pertaining to school finance. The Director is also responsible for creating, maintaining and periodically auditing non-teaching staff files, and may from time to time perform additional duties as requested. The Director of Administration reports to the President.

ADMISSIONS AND JUDAIC STUDIES PROGRAM COORDINATOR

The Admissions and Judaic Studies Program Coordinator is responsible for the recruiting, interviewing prospective candidates for admission and enrolling of students and explaining the various programs, which are offered at the institution. The Coordinator does intake and counseling for students' personal needs to ensure that students can attend the institution with a minimum of disturbance. The coordinator is responsible for verifying information about each student with his/her current high school, college or university and evaluating this information against Elyon's requirements to determine acceptance into the college. The Admissions and Judaic Studies Program Coordinator collaborates with the Associate Dean for Academic and Student Affairs to schedule the Judaic Studies classes and exams. The coordinator plans speakers to enrich and enhance the Judaic Studies program. The coordinator assists the

Associate Dean in reviewing all teacher-made instructional and supplementary material and may from time to time perform additional duties as requested. The Admissions and Judaic Studies Program Coordinator reports to the Associate Dean for Academic and Student Affairs.

ASSISTANT DEAN FOR ADMINISTRATIVE OPERATIONS

The Assistant Dean for Administrative Operations is the assistant liaison to the New York State Education Department and ACCET accreditation personnel. The Assistant Dean supervises all communications to the New York State Education Department and to the college's accreditation agency. Once the college is accredited the Assistant Dean will assure continued compliance with all ACCET standards and requirements. The Assistant Dean is also responsible, along with the Associate Dean for Academic and Student Affairs, for creating, maintaining and periodically auditing faculty and administration files, and may from time to time perform additional duties as requested. The Assistant Dean for Administrative Operations reports to the President.

DIRECTOR OF INFORMATION AND LIBRARY SERVICES

The Director of Information and Library Services is responsible for all library services and activities at the College. The functions of the Director relate to such activities as maintaining the College website, the purchasing of materials, maintaining card catalogs and reference services, evaluating and purchasing equipment for the library, data collection and reports, maintaining records and files and providing information literature for the professional growth of the staff, and may from time to time perform additional duties as requested. The Director of Information and Library Services reports to the President

ADMINISTRATIVE COORDINATOR – EVENING SESSION

The Administrative Coordinator—Evening Session oversees the inflow of applications from prospective students and is responsible for verifying information about each student. The Administrative Coordinator enrolls students and maintains student records for the evening session, and may from time to time perform additional duties as requested. The Administrative Coordinator reports to the President.

DIRECTOR OF PLACEMENT AND OUTREACH (proposed)

The Director of Placement & Outreach is responsible for placing students at appropriate community service/work practicum sites and helping them obtain compatible employment upon completion. In addition, he/she is responsible for community outreach, public relations and advertisements and may from time to time perform additional duties as requested. The Director works closely with the President and Director of Administration. The Director reports to the President.

FINANCIAL AID OFFICER

The Financial Aid Officer is responsible for administering the US Department of Education and NY State financial aid grants at the institution. The Financial Aid Officer ascertains that the programs adhere to all required rules and regulations that monies are disbursed properly, and that financial aid records are kept in an orderly and secure manner. The Financial Aid Officer participates in the processing of student refunds. The Financial Aid Officer may from time to time perform additional duties as requested. The Financial Aid Officer reports to the President.

ADMINISTRATIVE ASSISTANT FOR PLACEMENT AND OUTREACH

The Administrative Assistant for Placement and Outreach is responsible for assisting students to obtain compatible employment upon completion. In addition, he/she is responsible for assisting in community outreach, public relations and advertisements and works closely with

the President and admissions and may from time to time perform additional duties as requested. The Assistant reports to the President.

COMMUNITY SERVICE/WORK PRACTICUM SUPERVISOR

The Community Service/Work Practicum Supervisor collaborates with the Associate Dean for Academic and Student Affairs to plan, coordinate, and supervise the Community Service/Work Practicum Program. The Supervisor accompanies the students to the work practicum sites and supervises model lessons. The supervisor may from time to time perform additional duties as requested. The Supervisor reports to the Associate Dean for Academic and Student Affairs.

NETWORK ADMINISTRATOR

The Network Administrator is responsible for the maintenance and technical support of the institution's computer network, maintenance of hardware and software, purchasing of computer equipment and disposing of obsolete computer equipment, and may from time to time perform additional duties as requested. The Network Administrator reports to the President. Presently Elyon's network is covered by the high school network which shares our building space during the day.

ADMINISTRATIVE SUPPORT STAFF

The Administrative Support Staff is responsible for assisting in the various capacities to which he/she is assigned, such as attendance, placement and academic record keeping, student job placement, answering phones, document duplication, taking messages and may from time to time perform additional duties as requested. The Administrative Support Staff report to the Director of Administration.

MAINTENANCE AND HOUSEKEEPING STAFF

The maintenance and housekeeping staff is responsible for the upkeep and cleanliness of the facilities, submitting orders for needed supplies for the proper building maintenance, is responsible to conduct minor repairs as needed throughout the facilities and to notify administration when major repair beyond the scope of his/her capability is needed so appropriate repairman may be contacted. The maintenance/housekeeping staff opens the building at beginning of the day and closes and services the building at the end of the day and may from time to time perform additional duties as requested. The maintenance/housekeeping staff report to the Director of Administration.

THE FACULTY

The faculty consists of the President, Dean, Dept. Chairs, the Director of Library Services and all regular and visiting officers of instruction who have received full-time appointments as Professor, Associate Professor, Assistant Professor, Instructor or Lecturer. Other administrative officers whose principal functions are academic may be given faculty status.

POWERS OF THE FACULTIES

The faculty of the College shall be complete in itself, but under the supervision of the President and subject to the approval of the Board. It shall have jurisdiction over the educational program and the internal affairs of the College, including such matters as requirements for admission and for graduation, curriculum and instruction, textbooks, examinations and grading, degrees and prizes, and student academic affairs. The faculty participates in the administration of the College through Faculty Conferences.

DEPARTMENTAL CHAIRPERSONS

Departmental Chairpersons are appointed, after consultation with the President, by the Dean for Academic and Student Affairs and shall serve at the pleasure of the Dean for a term of two years beginning on September 1 of the academic year. This position can be renewed at the discretion of the Dean. Departmental Chairpersons implement and carry out the academic policies and the mission of Elyon College within their specific department. They are the academic and administrative managers of their department.

Employment Information

EQUAL EMPLOYMENT OPPORTUNITY

Elyon College gives equal opportunity in recruiting and hiring to all qualified persons without regard to age, gender, race, creed, color, religion, national or ethnic origin, or physical capability.

Employment practices and procedures at Elyon College provide that all individuals be recruited, hired, assigned, compensated and retained solely on the basis of the qualifications and performance without regard to race, color, religion, sex, marital status, handicap, age, or national origin.

Equal Employment Opportunity is provided pursuant to Federal Executive Orders 11246 and 11375 as amended, the State of New York Executive Law (Human Rights Act), the Governor's Executive Order Number 6, Section 504 of the 1973 Rehabilitation Act, the Age Discrimination Act of 1975, Title VII of the 1964 Civil Rights Act, as amended, and the Americans with Disabilities Act of 1990, as amended.

Elyon College will make reasonable accommodations for qualified individuals with known disabilities (unless doing so would result in undue hardship). This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

SELECTION OF PERSONNEL

In filling vacancies, consideration will be given to current staff whose qualifications are sufficient to merit appointment.

In the event that positions open, which cannot be filled by a current staff member, the following procedures apply:

- Positions may be advertised in appropriate media outlets. Postings will include descriptions of the positions and the minimum qualifications required.
- Interested applicants may be asked to provide resumes and provide no less than three references.
- Resumes may be screened by the Dean of Academic and Student Affairs (or Associate Dean) or the Director of Administration and, as appropriate, applicants may be invited for interviews.
- Selection of any candidate may be based on the individual's background, skills, knowledge, interest and ability as well as past performances, where appropriate.

- Elyon College, prior to employment, may verify past employment and references. Verification may include: dates and place(s) of employment, title and duties, salary rate, job performance ratings and reason, if any, for termination.

EMPLOYMENT APPLICATIONS

Elyon College relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in the college's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

IMMIGRATION REFORM AND CONTROL ACT

The Immigration Reform and Control Act (IRCA) of 1986 requires all American employers to verify that all staff are either United States citizens or lawfully authorized alien workers. Every employee hired at Elyon College must complete a Form I-9 and prove citizenship or employment authorization by means of identification specified on the form.

ETHICAL AND PROFESSIONAL STANDARDS

The President of Elyon College is fully committed to maintaining the highest standards of ethical behavior and professionalism through the implementation of the day-to-day activities of the college. The college administration expects its employees to carry out their duties with the same level of integrity and competence. Any questions that may arise from specific situations should be brought to the President of the college.

OPEN DOOR POLICY

The administration of Elyon College encourages all College employees to keep an open line of communication with their superiors with regard to their routine responsibilities and particular assignments. Specific concerns or problems should be directed to the attention of the appropriate supervisor. It is also expected that employees and college management will engage in on-going and mutually interactive discussion regarding employees' suggestions for program improvement.

SEXUAL HARASSMENT/ASSAULT

Any form of sexual harassment is considered to be a violation of Elyon College policy and federal law. Sexual harassment is characterized as unsolicited, non-reciprocal behavior including, but not limited to: unsolicited verbal comments and harassment; sexist remarks about a person's body or sexual activities; patting, pinching or unnecessary touching; subtle pressures or demands for sexual favors accompanied by implicit or overt threats concerning employment or student status; and physical assault.

Individuals who consider themselves to be victims of sexual harassment or sexual assault should contact the Dean/Associate Dean who will investigate reported incidents and take any necessary action. Disciplinary actions may include suspension or termination of employment, and/or being reported to the appropriate governmental or law enforcement agencies, depending on the nature and substance of the grievance.

CONDUCT OF FACULTY AND STAFF

Elyon College is interested in employing individuals who demonstrate integrity and are committed to providing a work environment that fosters this quality in its staff. Central to the reputation and stature of Elyon College is the integrity and trustworthiness of each member of the staff.

Staff is expected to maintain the highest standards of integrity and honesty in the conduct of their work and in dealing with students, one another, and members of the public.

Breaches of integrity will not be tolerated and may result in termination and, where appropriate, criminal charges being sought.

Elyon College is committed to maintaining a drug-free and alcohol free work place in compliance with applicable laws. The unlawful possession, use, distribution, dispensation, or sale of controlled substances is prohibited on School premises. Any Elyon College employee determined to have violated this policy, or to have engaged in drug/alcohol related problems which impact on the workplace, may be subject to disciplinary action and/or termination. (see addendum I)

The salary received from Elyon College is payment in full for any service rendered in performing duties assigned by the College. If anyone with whom an employee is engaged on behalf of the college offers a gift of any kind, the employee must decline the offer.

Elyon College employees who wish to engage in outside employment must be guided by the following considerations:

- The employment must not coincide with assigned College duties and responsibilities.
- The employment must neither invite nor require the employee to use or disclose confidential information gained by the employee's position at the College.
- The employment may involve compensation only when it is clearly established that the employee was engaged in such activity on the employee's own time and not while on duty for the College.
- The employee must notify the College of the outside employment.

TERMS OF EMPLOYMENT

All appointments to Elyon College are contingent upon the continued availability of financial support for the College, management's evaluation of the employee's performance, and are subject to the approval of the President.

PROBATIONARY PERIOD

There is a 90-day probationary period for all new staff. At the end of the probationary period, the employee, if performing in a satisfactory manner, will be maintained in the position on a continuing basis (as stated under terms of employment). If, during the 90-day period, an individual's performance is unsatisfactory, he or she may be immediately terminated.

SALARY

Elyon College attempts to establish and maintain salaries that are commensurate with the qualifications needed for the position, the assigned responsibilities, and the fiscal status of the College.

FRINGE BENEFITS

Full-time faculty and staff are eligible for the following benefits: vacation time, sick leave, personal leave and reduced rate group health insurance.

Health Insurance

Full-time faculty of the College and their dependents are eligible to join the employee paid Group Health Insurance program. The employee is responsible for filling out a form and returning it to the Director of Administration within 30 days of employment or coverage may be delayed. Coverage is not automatic. Premiums are deducted from the employee's paycheck on a pre-tax basis.

An employee who marries or has a child while employed at Elyon College can add his/her spouse or child on the health coverage plan by filling out a form within 30 days of the event. Coverage is not automatic.

If you have not joined the medical plan and wish to do so, you can enroll every year during the open enrollment period, which is the month of September. At this time, you can also add a dependent.

COBRA

As per the COBRA Act of 1986, the Federal Law requires Elyon College to provide extended health care coverage to employees and their dependents under certain qualifying events. The employee or dependent pays the full cost of coverage at Elyon's group rates. Elyon provides each employee who terminates his employment with the College with a written notice describing rights granted under COBRA. The notice contains important information about the employee's rights and obligations.

You and your dependents are eligible to continue receiving health insurance coverage through Elyon College for 18 months as follows:

- Resignation or termination of employment for reasons other than gross misconduct;
- Reduction of employee's hours;
- Leave of absence.

COBRA coverage is available for 29 months for the following individuals:

- Employees and their dependents, when employees terminate their employment while disabled.

In addition, COBRA coverage is available for 36 months for the following individuals:

- Spouses and dependents of covered deceased employees.
- Divorced or legally separated spouses and dependents of covered employees.
- Spouses and dependents of employees covered by Medicare.
- Dependent children who would no longer be covered because they have reached the age of 19 or are full-time students who have reached the age of 25.

The HIPAA Act of 1996 made three important changes to the COBRA Act.

- An employee who becomes disabled during the first 60 days of COBRA coverage is entitled to 29 months of coverage. Coverage also applies to the employee's dependents.
- A child born to, or adopted by an employee who is receiving COBRA is also entitled to COBRA.

HIPAA limits a group health plan's ability to impose pre-existing condition exclusions. Therefore, COBRA coverage can be terminated when the COBRA beneficiary becomes covered under another group health plan whose pre-existing condition exclusion will not apply to the beneficiary under the new HIPAA rules.

SHORT-TERM DISABILITY

The short-term disability plan provides for salary continuation after an employee has been ill or disabled for 7 consecutive calendar days. STD benefits commence on the eighth calendar day and continue for a maximum of 26 weeks, as substantiated by medical documentation from a licensed physician, stating the medical reasons the employee is unable to work and the approximate length of time during which s/he will be disabled. The plan pays 50% of weekly salary up to \$170 per week on a weekly salary of \$340. The employee must use his/her sick time before going on short-term disability.

Successive periods of disability due to the same or related illness or injury will be considered as one continuous period of disability if they are separated by less than 14 days of active return to work status.

Successive periods of disability due to two separate causes of illness or injury will be considered as two separate periods of disability, regardless of the length of time between active return to work status.

This benefit is FICA and Medicare taxable.

Workers Compensation

New York State Law requires insurance coverage for injuries sustained on the job. Elyon employees are covered by Workers Compensation. If you are injured on the job in the normal course of your employment, seek medical attention at once and report your injury to the Director of Administration within 24 hours. This department will provide you with the appropriate accident form, which must be filled out and forwarded to the Workers Compensation insurance within thirty days of the accident.

Workers Compensation will pay you two thirds of your salary up to \$400 per week on a weekly salary of \$600 as long as you remain disabled. This benefit is not taxable.

Social Security

Elyon College employees are covered by Social Security which is paid by the employer and the employee in accordance with Federal Law.

Unemployment Insurance

Under New York State law, if your employment is terminated for reasons other than misconduct, you are eligible to receive unemployment benefits. You must apply in person to the Unemployment Office nearest to your home.

This insurance is provided to you at no cost. If you resign or you are terminated for misconduct, you are not eligible to receive unemployment benefits.

This benefit is considered to be taxable income.

PERSONNEL RECORDS

Elyon College maintains a personnel file on each employee. The file may include such information as the employee's resume, records of training, documentation of performance appraisals, as well as other employment records.

Personnel files are the property of Elyon College and access to the information they contain is restricted. Generally, only management personnel of the College who have a legitimate reason to review the information are permitted to do so.

Staff is responsible for informing Elyon College of any change of name, address and telephone number. Authorizations for changes in payroll deductions must be made in writing and given to the appropriate college official.

ADMINISTRATIVE HOURS

Elyon College is open to students and staff during the hours of 8:30 am to 5:00 pm Sunday to Friday except during the winter months when the building will close at 2:30 pm on Fridays. Monday to Thursday the building is open from 6:00 pm to 10:00 pm when there are evening sessions. Visitors to the College must check in with the receptionist on the first floor.

PER DIEM EMPLOYEES

Elyon College will, as necessary, employ per diem employees for administrative and academic tasks. Such employees will be compensated on an hourly basis but receive no fringe benefits. Such employees will need to complete a daily time sheet specifying the number of hours worked.

ATTENDANCE

Regular and punctual attendance is the employee's responsibility. When absence is unavoidable due to illness or any other reason, the employee must notify Elyon College by the beginning of the workday.

HOLIDAYS

Elyon College observes the following holidays:

- Rosh Hashanah
- Yom Kippur
- Succot
- Thanksgiving Day
- Chanukah
- New Year's Day
- President's Day
- Purim
- Passover
- Memorial Day

- Shavuot
- Independence Day
- Tishah B'Av
- Labor Day

VACATION

All full time staff is credited with vacation after 12 complete monthly payroll periods. At that time, full-time employees are credited with one week of vacation time. After 24 months of employment, each employee will be entitled to two weeks' vacation. Vacation time does not accrue. Elyon College abides by all governmental and municipal rules in this regard.

SICK LEAVE

Full-time faculty and staff begin to accumulate paid sick leave upon completion of their first full-time monthly pay period. Full-time employees accrue sick leave time at the rate of one day per pay period (assumes a monthly pay period). This is equivalent to 12 days per year.

If you work in NYC for more than 80 hours a year, you can earn up to 40 hours of sick leave each year to care for yourself or a family member. Sick leave is accrued at the rate of one hour for every 30 hours worked, up to a maximum of 40 hours of sick leave per calendar year.

Employees will receive whichever policy is more beneficial to them under their specific circumstances.

Sick time may be used in the event that an employee is ill and unable to report to work. Sick leave may also be used for doctor or dentist appointments in hour units. In certain instances, a medical report may be requested. In case of prolonged illness, a physician's report is required at the end of each month.

MILITARY LEAVE

RESERVE ACTIVE DUTY TRAINING

An employee may receive a leave of absence for performance of active duty with the National Guard or the U.S. Armed Forces Reserves in accordance with NYS Law. An employee who is required to participate in two (2) weeks annual training as part of a military service program will be paid the difference between his/her regular salary and the pay received for the reserve training.

ACTIVE DUTY

In the case of a reservist called to active duty, the college, in compliance with the Federal Veteran's Reemployment Rights Law, will rehire veterans to their former job or job with similar status & pay. The veteran must apply for reemployment within 90 days of discharge.

BENEFITS

Elyon will not pay medical or other benefits for the employee while on leave for reserve military duty (except for the two weeks mentioned above). However, benefits will be reinstated upon reemployment. If the employee wishes to maintain coverage in the Elyon plan, he/she may do so by paying the full group plan cost for individual and/or dependent coverage.

FAMILY AND MEDICAL LEAVE

The 1993 Family and Medical leave Act applies to any employee who has been employed for at least 12 months and 1,250 hours. Employees eligible for family medical leave are entitled to a leave of absence for the birth of a child, adoption of a child, personal illness or illness in the immediate family for a period up to three months without pay. The College defines immediate family as the employee's spouse, parent, stepparent, grandparent, child, stepchild, grandchild and sibling.

You will be required to provide appropriate medical or other documentation to certify your leave request. This certification should be provided to the College as far in advance of the leave as possible. Your medical insurance benefits will continue while you are on leave, as long as you pay your monthly premium. It is important that you remain in contact with your supervisor during this leave period.

If you do not return to work or contact your supervisor on your intended date of return, then you will be considered to have voluntarily resigned from the college. If the leave was required due to your personal health problems, you must obtain a written authorization to return to work from your physician and present it to your supervisor or the Accounting and Human Resources Department before you resume your normal work responsibilities.

After you return from family or medical leave, you will be reinstated to your former position or to an equivalent position.

BEREAVEMENT LEAVE

In the event of death of an immediate member of the employee's family the college grants up to a five-work day paid leave.

The college defines immediate family as the employee's spouse, parent, step-parent, grandparent, child, stepchild, grandchild and sibling.

A two-day leave with pay is granted in the event of death of the employee's spouse's parent, stepparent, grandparent and sibling.

Employees may, with their supervisor's approval, get additional unpaid time off if necessary, or use their vacation personal days.

JURY DUTY

Full-time employees called for jury duty will receive their full salary for a period up to seven days, unless they have already served on jury duty and such service ended less than 30 months from the start of the current service.

Employees must present the jury duty summons to the Associate Dean for Academic and Student Affairs or to the Director of Administration. If an employee receives salary from Elyon College while on jury duty, monies received from state or federal authorities as compensation for jury duty service must be submitted to the Director of Administration

The Associate Dean or the Director of Administration should be consulted when a jury duty notice is received. Postponements are available and sometimes necessary if such duty should occur during a peak period in the department.

LEAVES WITHOUT PAY

In special circumstances, employees may be granted a leave of absence without pay. The President must approve such leaves.

ORIENTATION OF NEW PERSONNEL

All new employees will participate in an orientation to thoroughly explain policies and procedures established by Elyon College. See the Policy and Procedures for Orientation of New Personnel at the end of this Handbook.

STAFF DEVELOPMENT

All employees are encouraged to enhance their skills and acquire new and additional knowledge by participating in staff development activities sponsored by the college and/or conducted by external agencies. It is recommended that they participate in at least two professional development activities per year.

See the Policy and Procedures for Professional Growth and Development for Faculty and Staff at the end of this Handbook.

PERFORMANCE REVIEW

An annual performance review will be conducted to assess an employee's performance. Reviews will pay particular attention to participation in the life of the college. Staff reviews will focus on job performance, job understanding, and productivity.

Each evaluation will be discussed with the employee. The employee may note his/her agreement or disagreement with the evaluation in writing and will be required to sign the evaluation form to indicate that it has been reviewed with the appropriate supervisor.

Employees who receive a below satisfactory rating will be asked to develop a self-improvement plan and will be given a period of no less than one month to bring the performance to a satisfactory level. If the performance remains unsatisfactory, the employee may be terminated.

See the Policy and Procedures on Supervision and Evaluation of Faculty and Staff at the end of this Handbook.

See the Elyon College Employee Performance Evaluation Form and Employee Evaluation Criteria at the end of this Handbook.

DEFINITION OF FULL-TIME STATUS

Full Time Faculty: Faculty who work 20 or more hours per week.

Full Time Non-Faculty: Employees who work 30 or more hours a week

Part Time Faculty: Faculty who work regularly between 1 and 19 hours per week.

Part Time Non-Faculty: Employees who work regularly between 1 and 29 hours per week

RESIGNATION

A minimum of two weeks' notice is required for any resignation. Generally, leave accruals are suspended at the time of notice.

TERMINATION OF EMPLOYMENT

An employee may be dismissed without notice for any of the reasons listed below:

1. Misconduct, wrongdoing or illegal activities in the performance of his/her duties.
2. Engaging in private business during working hours.
3. Continued tardiness or absenteeism.
4. Abusive or threatening behavior.
5. Failure to report work-related injuries.
6. Theft, abuse or destruction of College property or property of other employees.
7. Use, sale or distribution of illegal drugs on College premises.
8. Behavior on the job which indicates that the employee is under the influence of drugs or alcohol.

PUBLIC SAFETY

Staff members, as well as other college employees, are expected to report to the President, without delay, the discovery of hazardous or potentially dangerous conditions or situations on campus grounds. Included among these are:

1. Broken windows, doors, glass structures, etc.
2. Exposed electrical wiring.
3. Damaged stairways or passageways.
4. Displaced portions of tiling or brickwork.
5. Perceived fires or unusual smoke conditions.
6. Malfunctioning fire equipment (fire extinguishers, alarm boxes, etc.).
7. Smoking in classrooms or areas designated as non-smoking.
8. Unauthorized or suspicious persons loitering on school grounds or disrupting academic activity.

WORKPLACE POLICY ON SMOKING

Elyon College believes that an educational experience should provide a healthful, comfortable and productive work environment. Therefore, it is the policy of the College to provide a smoke free working environment for its employees. Smoking is prohibited in all areas within the college premises. This policy also applies to all visitors to Elyon College.

EMPLOYEE GRIEVANCE PROCEDURES

- Employee should review the Employee Handbook to ensure that indeed a justified complaint exists.
- The aggrieved party should first bring the matter to the attention of his/her immediate supervisor. If a justified complaint exists, the employee should see the Dean. If there is no resolution of the grievance, and the employee is not satisfied at this level, the employee should bring the matter to the President.
- The President may be contacted in person or in writing.

- If the matter cannot be resolved by the college President, the employee may appeal to the Board of Trustees of Elyon College at 1400 West 6 St. Brooklyn, New York 11204. If the grievance is not settled at the institutional level the complaint may be filed with the New York State Education Department, State Education Building, 89 Washington Avenue, Albany, New York 12234 or the Accrediting Council for Continuing Education & Training (ACCET), 1722 N Street, NW, Washington, DC 20036, Phone: (202) 955-1113, Fax: (202) 955-1118 or (202) 955-5306 or submit the complaint to ACCET in writing via the online form on the ACCET website <https://accet.org/about-us/contact-us>.

Job Descriptions

At the time of hire, employees are provided with a detailed job description that outlines expected results, key job elements, and qualifications. A signed job description is included in the employee's personnel file.

Policy and Procedures

Orientation of New Personnel

OBJECTIVE: To ensure that all new hires will have an orientation to thoroughly explain policies and procedures established by Elyon College, both in the traditional brick-and-mortar and IDL delivery format.

RESPONSIBILITY: Director of Administration is responsible for ensuring new staff participates in an orientation. The Dean/Associate Dean for Academic and Student Affairs is responsible for the orientation of new faculty members. The Associate Network Specialist for instructors who will teach in the IDL format.

PROCEDURES:

1. The orientation sessions for all new personnel include the
 - a. Mission and philosophy of Elyon College
 - b. Pertinent institutional policies and procedures
 - c. Review of pertinent handbook
 - d. Review of job description and responsibilities
 - e. Safety and security
 - f. Proper use of equipment
 - g. Completion of employment documents
 - h. Tour of facility
 - i. The IDL program design and the platforms that will be used, if applicable

2. Orientation for new faculty members includes
 - a. Review of catalog
 - b. Review of Faculty, Student, and Employee handbooks,
 - c. Observation of another instructor
 - d. Partnering with an experienced instructor
 - i. Review of syllabus
 - ii. Instruction in writing lesson plans
 - iii. How to use the smartboard
 - iv. Instruction in various teaching methodologies as presented in Research for Better Teaching materials
 - e. Demonstration and practice with the IDL platforms, if applicable
 - i. Familiarization with IDL platforms currently in use
 - ii. Practice using the IDL platforms effectively from the student and instructor point of view
 - iii. Practice using online tools provided by IDL platforms, i.e. reports, attendance, assignments, grades
 - iv. Trouble shoot minor technical issues
 - f. Distribution of IDL supplement including resources on effective IDL teaching techniques, if applicable. (For IDL instructors see attached IDL supplement).

3. Faculty orientation, professional development, and supervision will be conducted as follows:
 - a. Orientation and onboarding by representatives of Canvas. In addition, orientation, as needed, will be provided by the Elyon College Associate Network Specialist. The Associate Dean for Academic and Student Services and the Associate Network Specialist will oversee that the technical aspects of the orientation are complete and understood. Faculty members will need to demonstrate proficiency in the use of the Canvas platform in order to become “certified” by Canvas in the use of its platform and take the training, as needed, in order to be able to effectively use the IDL resources and properly engage students. The Associate Dean for Academic and Student Services will also provide orientation pertaining to the institution’s policies and procedures and program overview and requirements.
 - b. Ongoing supervision will be provided by Associate Dean for Academic and Student Services and the Associate Dean’s designee.
4. The Associate Dean for Academic and Student Affairs works closely with new instructors to answer questions and provide support.
5. The Associate Network Specialist works closely with new instructors in all matters concerning the IDL program.
6. The Director of Administration works closely with new hires, other than faculty, to answer questions and provide support.
7. Newly hired instructors who have industry experience but limited prior classroom experience are given instruction in:
 - a. Writing lesson plans
 - b. Using the Smartboard
 - c. IDL teaching, if applicable
 - d. Various teaching methodologies as presented in the Research for Better Teaching, Overview of Pertinent Points for Effective Teaching, and Adult Learning Style materials.
8. These instructors observe experienced instructors in the brick-and-mortar and IDL classroom and are partnered with one of the experienced instructors.
9. Continued professional development will be encourage and will also be provided by the Associate Dean for Academic and Student Affairs and the Associate Network Specialist for IDL related training.

EVALUATION: The policy and procedures for orientation of new personnel are evaluated by the administration, faculty, and staff to ensure its effectiveness.

RESULTS: Feedback from evaluation is used to determine effectiveness of orientation procedures, and adjustments are made accordingly.

Policy and Procedures

Professional Growth and Development for Faculty and Staff

OBJECTIVE: To ensure that faculty and staff grow professionally to enhance their instruction and service to the students

RESPONSIBILITY:

The President has overall responsibility for professional growth and development for faculty and staff.

The Associate Dean for Academic and Student Affairs is responsible for professional growth and development of faculty. The Associate Network (IT) Specialist is responsible for the professional growth and development of the IDL faculty.

The Director of Administration is responsible for the professional growth and development of non-teaching staff.

PROCEDURES:

Elyon College encourages and supports faculty and staff development and relationships with colleagues and professionals in their area of expertise.

Faculty and staff are encouraged to maintain memberships in professional organizations.

Faculty is also encouraged to engage in research projects that are closely related to faculty member's discipline, and become proficient in the use of technology as it applies to his/her discipline. Faculty who will teach IDL courses should get onboarded by using Canvas or working with the Elyon College Associate Network (IT) Specialist

The primary emphasis for professional development is in-service training.

In-service training is provided to faculty twice a year by guest speakers and members of Elyon College faculty and administration.

Faculty is encouraged to use selected printed material and online resources related to professional growth available at Elyon College.

EVALUATION: The policy and procedures for professional development of faculty and staff is evaluated by administration and faculty to ensure the effectiveness of this plan.

RESULTS: Feedback from the evaluation is used to determine the effectiveness of the policy and procedures. Changes are made accordingly.

Policy and Procedures

Supervision and Evaluation of Faculty and Staff

OBJECTIVE: To provide a system for evaluation of faculty and staff that meets the needs of the students and the College's objectives and goals

RESPONSIBILITY: President supervises and evaluates administration personnel. Associate Dean for Academic and Student Affairs supervises and evaluates faculty. The Director of Administration supervises and evaluates non-teaching staff. The aforementioned management officials are responsible to ensure the quality of faculty and staff and allocating the requisite budgetary resources to ensure successful student learning outcomes.

PROCEDURES:

Faculty

1. The Associate Dean of Academic and Student Affairs regularly observes faculty in a classroom situation, documents the observation in a written report, discusses the observation with the faculty member, and files the report in the faculty member's personnel file.
2. Faculty members are initially evaluated on an annual basis for three years.
3. Instructors that are new to teaching in IDL teaching style will be observed biannually in their first year.
4. Subsequent to three evaluations or great length of service, faculty may be evaluated less frequently, but not less than once every two years.
5. New faculty members are observed in the classroom within the first six weeks of teaching and again a month later.
6. The Office of the Dean or Department Chairperson or the faculty member may initiate a request for faculty observation.
7. Faculty members are presented with a copy of the observation form and will be given an opportunity to respond in writing concerning the observation.
8. The Associate Dean also maintains copies of observations.
9. Faculty is evaluated for overall performance of responsibilities including
 - a. Instructional skills and strategies
 - b. Classroom management and preparedness including structuring material in a logical format easily accessible to the IDL student

- c. Up to date syllabus which includes course schedule and all due dates
- d. Moderating discussion and encouraging interactions
- e. Ability to use the IDL platform tools/features and explain them to students
- f. Evaluation of student work in a timely manner, including online assignments, discussion boards, etc.
- g. Professionalism
- h. Verify attendance by taking roll or through activity online
- i. Classroom observations
- j. Student feedback/evaluations
- k. Responding to student emails regarding any issues/problems
- l. Making sure that students know what online resources are available to them
- m. Ensures regular and substantive interaction between IDL student and instructor, students, and peers, and with course material/assignments
- n. Interact with the Associate Dean and Associate Network Specialist addressing and resolving any issues that may arise in the delivery of IDL instruction, as applicable

Non-teaching Staff

- 1. Administration is evaluated formally by the President or his/her designee at least yearly and is provided with guidance and support in order to ensure a high level of performance.
- 2. Non-teaching staff is observed formally by the Director of Administration at least yearly and is provided with guidance and support in order to ensure a high level of performance.
- 3. Non-teaching staff is evaluated for overall performance of responsibilities including
 - a. Job knowledge
 - b. Quality of work
 - c. Productivity
 - d. Dependability
 - e. Attendance
 - f. Relations with others
 - g. Commitment to safety
 - h. Supervisory ability (if applicable)
- 4. The findings of this evaluation are discussed and reviewed with employees who have the opportunity to explain, accept, or reject findings.
- 5. If any recommendations are necessary, the findings are evaluated and acted upon accordingly.

EVALUATION: The policy and procedures for supervision and evaluation of faculty and staff is evaluated by administration, faculty, and staff for its effectiveness.

RESULTS: Feedback from the evaluation is used to determine effectiveness of the policy and procedures. Changes are made accordingly. Also, it will guide the proper allocation of needed resources to support the faculty and staff in the delivery of education.

**ELYON COLLEGE
EMPLOYEE PERFORMANCE EVALUATION FORM**

Name: _____

Position: _____

Date: ___ / ___ / ___

	Exceeds Standards	Achieves Standards	Below Standards
Job Knowledge			
Quality of Work			
Productivity			
Dependability			
Attendance			
Relations with Others			
Commitment to Safety			
Supervisory Ability (if applicable)			
Overall Appraisal Rating			
Evaluator's Overall Comments			

Evaluator's Signature Date Staff Member's Signature Date

ELYON COLLEGE
EMPLOYEE PERFORMANCE EVALUATION CRITERIA

The following are conditions that should be considered when assessing the employee's performance:

JOB KNOWLEDGE: In depth knowledge of all requirements of the job. How well does the employee understand all phases of the job as defined by the performance standards set for the position?

QUALITY OF WORK: Accuracy and neatness. Does the employee produce a high quality work product? Is quality work a priority for the employee?

PRODUCTIVITY: Consider employee's ability to prioritize and organize work effectively to meet assigned deadlines. Were assignments completed in a timely fashion and appropriate follow-up implemented? Is the employee a self-starter?

DEPENDABILITY: Employee needs little or no direction. To what extent can the employee be relied upon to carry out instructions; and to what degree can the employee work with limited supervision?

ATTENDANCE: Attendance and punctuality are very important in maintaining a normal work load and efficient schedule. Employees are expected to report to work regularly and be ready to perform their assigned duties at the beginning of their assigned work shift. Is the employee absent frequently? Are the absences affecting his/her performance? Does this pattern constitute a hardship on the work environment?

RELATIONS WITH OTHERS: Consider employee's abilities to maintain a positive and harmonious attitude in the work environment. How well does the employee relate to supervisor, co-workers and students?

COMMITMENT TO SAFETY: To what extent has the employee adhered to the recommended safe work practices, participated in safety training programs; and contributes to the recognition and control of hazard in his/her work area?

SUPERVISOR ABILITY: In the evaluation of this factor, consider the employee's ability to organize, plan, train, delegate, and control the work of subordinates in an effective manner.

LEVELS OF PERFORMANCE

The employee's performance should be rated in one of the following categories:

EXCEED PERFORMANCE STANDARDS: An evaluation resulting from overall performance which is **significantly above** the performance standards of the position.

ACHIEVES PERFORMANCE STANDARDS – PROFICIENT: An evaluation resulting from performance which fully **meets** the performance standards of the position.

ACHIEVES PERFORMANCE STANDARDS – MARGINAL: An evaluation resulting from performance which **barely meets** the performance standards of the position. A Performance Improvement Plan should be completed jointly by the employee and Director. The Director and employee should meet monthly to discuss progress on the Improvement Plan. A formal evaluation should be made in six months.

BELOW PERFORMANCE STANDARDS: An evaluation resulting from performance which **fails to meet** the minimum performance standards of the position. A Performance Improvement Plan should be completed jointly by the employee and Director. The Director and employee should meet monthly to discuss progress on the Improvement Plan. A formal evaluation should be made in three months.

ADDENDUM I

Drug and Alcohol Abuse Prevention/Awareness Policy

Elyon College is committed to providing a safe working and learning environment. Maintaining a safe working and learning environment for the community requires the cooperation of all members of the Training Centers community. Included in these policies is information pertaining to campus drug and alcohol prevention. Under federal law Elyon College must publish annually and distribute to all employees and students each year, information pertaining to the institution's drug and alcohol prevention program. In compliance with this requirement, the Drug and Alcohol Abuse Prevention/Awareness Policy is provided to each student at Orientation, and a copy of the Drug and Alcohol Abuse Prevention/Awareness Policy is distributed to each employee and active student in October of each year, at the same time the Annual Crime Report is submitted. If you have any questions or comments regarding the information provided in the document, please contact the Office of the Associate Dean for Academic and Student Services or the Assistant Dean of Administrative Operations.

DRUG-FREE CAMPUS POLICY

In compliance with the Drug-Free Schools and Campuses Act Amendments of 1989 (Public Law 101-226), it is the policy of Elyon College to provide a drug and alcohol free environment conducive to a safe, healthy, and secure educational environment. All members of the Elyon community are advised that in compliance with public health codes, federal, state and local statutes, Elyon College prohibits the unlawful manufacture, sale, purchase, possession, use, or distribution of controlled substances and alcohol at any college facility or at any college activity.

LEGAL SANCTIONS

Federal law requires that we inform you of a description of the applicable legal sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and the abuse of alcohol. Federal Penalties and sanctions for illegal possession of a controlled substance are as follows:

Federal Trafficking Penalties

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana, Hashish, Hashish Oil)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death

		million if not an individual.		million if not an individual.
I	Fentanyl Analogue 10-99 grams mixture	Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Fentanyl Analogue 100 grams or more mixture	Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
I	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	
Substance/Quantity		Penalty		
Any Amount Of Any Other Schedule I & II Substances		First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.		
Any Drug Product Containing Gamma Hydroxybutyric Acid		Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV) 1 Gram Or More				
Any Amount Of Other Schedule III Drugs		First Offense: Not more than 10 years. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious bodily injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
Any Amount Of All Other Schedule IV Drugs (Except 1 Gram Or More Of Flunitrazepam)		First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 years. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
Any Amount Of All		First Offense: Not more than 1 yr. Fine not more than		

Schedule V Drugs	\$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.
Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual. Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana 100 to 999 kilogram marijuana mixture or 100 to 999 marijuana plants	First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual. Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.
Marijuana 50 to 99 kilograms marijuana mixture or 50 to 99 marijuana plants	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual. Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than an individual.
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$8 million if an individual and \$20 million if other than an individual.

** http://www.justice.gov/dea_old/agency/penalties.html

HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND THE ABUSE OF ALCOHOL

1. Alcohol

Although alcohol is “legal”, it is the most commonly abused substance in school environments and in the workplace. It can lead to:

- poor judgment and coordination
- drowsiness and mood swings
- liver damage and heart disease

2. Cigarettes and other Nicotine Products

In 1989, the U.S. Surgeon General issued a report that concluded that cigarettes and other forms of tobacco, such as cigars, pipe tobacco and chewing tobacco, are addictive and that nicotine is the drug in tobacco that causes addiction. Nicotine is both a stimulant and a sedative to the central nervous system. It is readily absorbed from tobacco smoke in the lungs and it does not matter whether the tobacco smoke is from cigarettes, cigars or pipes. Nicotine is also absorbed readily when tobacco is chewed.

- Major cause of stroke
- Third leading cause of death in the US
- Increases the chance of cardiovascular diseases
- Higher expectancy rate of lung cancer, emphysema, and bronchial disorders

3. Marijuana

Recent studies suggest that marijuana is addictive. In addition, marijuana is much stronger than it was twenty years ago. It can cause:

- impaired short-term memory
- slowed reaction time
- lung disease and infertility

4. Prescription Drugs

Prescription drugs are not safe unless they are taken as prescribed. If abused they can lead to:

- sluggishness or hyperactivity
- impaired reflexes
- addiction and brain damage

5. Cocaine and Crack

Highly addictive, cocaine and crack can speed up performance but the effect is short lived. More long-lasting effects are:

- shortened attention span
- irritability and depression
- seizure and heart attack

6. Barbiturates

In small doses, barbiturates produce calmness, relaxed muscles, and lowered anxiety. Larger doses cause slurred speech, staggering gait, and altered perception. Very large doses or doses taken in combination with other central nervous system depressants (e.g., alcohol) may cause:

- Respiratory depression, coma and even death
- Poor muscle control

- May appear drowsy or drunk
- Become confused, irritable, or inattentive
- Or have slowed reactions

7. Amphetamines

Amphetamines, methamphetamines, or other stimulants can cause increased heart rate and respiratory rates, elevated blood pressure, and dilated pupils. Larger doses cause:

- Rapid or irregular heartbeat
- Tremors and physical collapse

An individual using amphetamines might begin to lose weight, have the sweats, and appear restless, anxious, moody, and unable to focus. Extended use may produce psychosis, including hallucinations, delusions and paranoia.

8. Hallucinogens

PCP, or angel dust, interrupts the part of the brain that controls the intellect and keeps instincts in check. PCP blocks pain receptors.

- Violent episodes, including self-inflicted injuries
- Memory loss and speech difficulty
- Convulsions, coma and heart failure
- Sleeplessness, confusion, anxiety, and panic

9. Steroids (anabolic)

Anabolic steroids are human-made substances related to male sex hormones. Some athletes abuse anabolic steroids to enhance performance. Abuse of anabolic steroids can lead to:

- Serious health problems, some of which are irreversible
- depression, hallucinations, paranoia
- severe mood swings and aggressive behavior
- liver tumors and cancer
- jaundice, high blood pressure, kidney tumors, severe acne and trembling

In males side effects may include shrinking of the testicles and breast development. In females, side effects may include growth of facial hair, menstrual changes and deepened voice. In teenagers, growth may be halted prematurely and permanently.

10. Narcotics

Because narcotics are generally injected, the use of contaminated needles may result in the contraction of many different diseases, including AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin, convulsions, and coma and may result in death. Some signs of narcotic use are euphoria, drowsiness, constricted pupils, and nausea. Other symptoms include:

- Itchy skin
- Needle or “track” marks on the arms and legs
- Nodding
- Lack of sex drive and appetite
- Sweating

HELP IS AVAILABLE

Breaking free of the cycle of abuse is a difficult move for the drug user or alcoholic. But help is nearby – within Elyon College and within your community. When the user reaches out for help, everyone benefits from better relationships, health and safety, and the ability to work together as a team.

- **Within Elyon College**

All faculty, students and staff are invited to use the confidential resources of the Elyon College Office. The Office of the Associate Dean for Academic and Student Services will act as a resource to refer individuals to private and public sources of assistance.

- **Within the Community**

Most communities offer a wide variety of resources. They include groups such as Alcoholics Anonymous, Narcotics Anonymous, hospitals, mental health centers, social service agencies, and private therapists. Some provide free services. Most of these groups are listed in your telephone book.

The following important information will help Elyon students deal with drug and alcohol issues. More information can be found in the Elyon College Student Handbook and the Elyon College Employee Handbook. Students can be referred to outside agencies for help.

SELF HELP

Alcoholics Anonymous
(212) 870-3400

Al-Anon
(212) 647-1680

Narcotics Anonymous
(212) 929-6262

Cocaine Hotline
(212) 262-2463

Alcoholic Council of Greater New York
(212) 252-7022

Higher Education Center for Alcohol and Other Prevention Web site:
www.eric.ed.gov/ERICWebPortal/recordDetail?acno=ED400733

Some other sources of assistance are:

National Institute on Drug Abuse Hotline

1-800-662-HELP

National Cocaine Hotline

1-800-COCAINE

National Council on Alcoholism

1800-NCA-CALL

DRUG OR ALCOHOL ABUSE EDUCATION PROGRAMS

Elyon College does not provide substance abuse counseling or educational programs to students. Students are encouraged to seek assistance from community agencies that provide these services. Below is a listing of various Hotlines/Helplines Nationwide that students can contact for more information.

In addition to these agencies, **employees** may seek services through **Elyon College** Employee Assistance Program, which is outlined in the Employee Guidebook.

National Hotlines & Helplines

Partnership for a Drug Free America:	http://www.drugfree.org
https://www.oasas.ny.gov/	518-473-3460
Drug & Alcohol Treatment Referral National Hotline:	1-800-662-4357
Narcotics Anonymous, World Service Line:	(818) 773-9999
National Alcoholics Anonymous:	212-870-3400

DISCIPLINARY SANCTIONS FOR VIOLATIONS

Violations of any provisions will result in immediate termination or expulsion. The College supports federal, state, and local laws which make the unauthorized possession, sale, or purchase of controlled drugs and alcohol a crime. Illegal drug or alcohol possession, use, or distribution on campus is subject to action by local, state and federal law enforcement agencies. Under Public Law 101-226, Elyon College is now required to report convictions under local and state law to the federal government.

Any student or school employee who is convicted of unlawful possession, use, or distribution of illegal drugs or alcohol on school property or as part of any Elyon College activity will be encouraged to complete an appropriate rehabilitation program at a public or private facility.

Conviction of criminal offenses of illegal drug possession, use or distribution on campus may also result in expulsion from school for a student and termination of employment for an employee. Decisions concerning such actions will be rendered after a hearing, if such a hearing is requested, with a Disciplinary Committee convened to consider such matters. At this hearing, extenuating and mitigating circumstances will be considered.

The Drug-Free Workplace Act of 1988 requires that we notify the Department of Education for infractions of the policy.

Disciplinary sanctions consistent with local, state and federal law will be imposed on students and staff who violate this policy. Students found guilty of violating the Drug and Alcohol Abuse Prevention/ Awareness Policy are subject to legal penalties and the following action:

- 1-The students will be dismissed from the College.
- 2-The student's file will be appropriately annotated and will be retained.
- 3-The right to request a refund of any monies will be forfeited.

Statement of Policy on Substance Abuse

The abuse of drugs and alcohol has a detrimental effect on health, impairs decision-making ability and may result in unintended behavior and consequences. The unlawful possession, use or distribution of illegal drugs and/or alcohol by students or Elyon College employees on College property or as part of any school related activities is strictly prohibited. Since an individual who possesses or uses drugs is violating the law, Elyon cannot protect anyone who may break these laws from apprehension and prosecution by civil authorities.

Upon finding the evidence of the above by any student, Elyon will take appropriate disciplinary action up to expulsion and referral for prosecution under federal and state laws that specify fines or imprisonment for conviction of drug-related offenses. If necessary and appropriate, the College will fully cooperate with law enforcement agencies.

Statement of Policy on Alcoholic Beverages

All students are responsible for complying with State law regarding the use of alcohol

- The age in most states is 21 to be in possession of alcoholic beverages
- Persons 21 or over may not make alcoholic beverages available to minors
- Misrepresentation of age for the purpose of purchasing alcoholic beverages is a violation of state law

Elyon College Regulations

The possession or use of alcoholic beverages anywhere in the College is discouraged and restricted. Any serving of alcoholic beverages is governed by the New York State Alcoholic Beverage Control Law and other laws of the State of New York. The following are the policies of Elyon College:

- Alcohol is banned at all student-sponsored functions
- At all staff functions and/or academic department events which students may attend, the organization sponsoring the activity must see that there is strict adherence to the New York State Alcohol Beverage Control Laws.

Drug and Alcohol Use Amnesty

Elyon College encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to institution officials. However, administration recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at stressful times, i.e. when being victims of domestic violence, dating violence, stalking, sexual assault, etc. may be hesitant to report such incidents in the circumstances mentioned above for fear of repercussions. Toward that end, and because the health and safety of each and every student is of main concern for Elyon College, the *Drug and Alcohol Use Amnesty Policy* was adopted.

In order to encourage students to summon medical attention for intoxicated individuals, whether they or others, students who call for medical attention may be eligible for amnesty. In these cases, the students will not be disciplined for violations of the *Drug and Alcohol Policy* of Elyon College. Similarly, the intoxicated individual for whom medical attention was summoned may be eligible for amnesty and, if it is granted, he/she will not be disciplined for violations of the *Drug and Alcohol Policy* of Elyon College. Amnesty may be granted by the President of Elyon College. Such amnesty will be granted to a student only once.

Elyon College conducts a biennial review of the Drug and Alcohol Prevention/Awareness Policy's effectiveness, implements changes, if needed, and ensures that the disciplinary sanctions are consistently enforced. The biennial review takes place in June in years ending with an even number (i.e., 2018, 2020, etc.) The school solicits feedback or suggestions from students, employees and an Advisory Committee consisting of the President, the Associate Dean for Academic and Student Services, the Assistant Dean of Administrative Operations and any representatives appointed by them.

DRUG AND ALCOHOL ABUSE PREVENTION/AWARENESS POLICY

I have received a copy of the Drug and Alcohol Abuse Prevention/Awareness Policy. I understand that if I am a drug or alcohol offender, I will be subject to the disciplinary sanctions stated therein.

Print Name

Date

Signature

Acknowledgement Form

I hereby acknowledge that I received a copy of the Elyon College Employee Handbook describing College policies and other pertinent facts related to my employment.

Name